**CHECKLIST for International Student Files**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT NAME:** {{name}} | | | | | **STUDENT ID NUMBER:** {{id}} |
| **STUDENT PROGRAM/S:**  {{program}} | | | | | |
| **STUDENT AUSTRALIAN CURRENT CONTACT DETAILS: (PHONE, EMAIL AND ADDRESS)**  {{phone}}  {{email}}  {{address}} | | | | | |
| **PASSPORT DETAILS & Expiry Date**  {{passport}} | | | | **DATE OF ORIENTATION** | |
| **OSHC DETAILS & Expiry Date** | | | | **Student Visa Type & Expiry Date** | |
| **LOCATION** | | |  | | |
| **Hard Copy**  **STUDENT**  **FILE ✓** | **ELECTRONIC ✓** | **PROGRAM**  **NAME eg MYOB** | ***Tick ✓*** *if item is in student file / electronic and/or add program name where item is held as applicable* | | |
|  |  |  | Application for enrolment - Best Practice is to include questions about previous studies/provider on this form to ensure they have completed studies. | | |
|  |  |  | Academic History (certified copies of reports/certificates etc) | | |
|  |  |  | Evidence of English Proficiency eg IELTS, NLLIA Bandscales - ensure test is current | | |
|  |  |  | Copy of Student’s Passport and number (Identification Pages only) | | |
|  |  |  | Evidence that Overseas Student Health Cover is current | | |
|  |  |  | Visa details either from passport or VEVO - make sure on *international student visa* | | |
|  |  |  | Evidence of the entry requirements procedure being followed. Evidence of assessing and approving the decision to make an offer if they have met all entry requirements | | |
|  |  |  | Financial records – if possible, first ever payment attached to signed student enrolment agreement | | |
|  |  |  | Letter of Offer/s / Letter of Refusal | | |
|  |  |  | Written Agreement/Contract with Student (signed by Student and Provider) and dated prior to or at the same time as payment is made OR evidence if payment was received early that it was not processed until you received the signed agreement including all related correspondence. | | |
|  |  |  | Confirmation/s of Enrolment - ALL  (cross out old COEs to make it clear they are not current) file in order with cancelled on bottom | | |
|  |  |  | Financial Records - Including outstanding Fees - Best Practice is to attach first payment receipt to Written agreement to cross check dates. | | |
|  |  |  | Letter of Release if applicable - Transferring out students - Letter of Offer from new provider to be kept and attached to letter of release & assessment of transfer | | |
|  |  |  | Complaints and Appeals | | |
|  |  |  | Attendance Records - warning letters/Intention to report letter (unless DOE/DIBP Course Progression Policy has been adopted VET only or Higher Ed provider) | | |
|  |  |  | Evidence of Academic Progress & Intervention Strategies (if any) warning letters/Intention to report letter | | |
|  |  |  | Medical Certificates (if relevant) to support absences | | |
|  |  |  | Copies of any correspondence in relation to warnings or counselling (as applicable) | | |
|  |  |  | Evidence you have reminded students to advise of changes to address, phone and email details **at least every 6 months** | | |
|  |  |  | RPL /course credit details - if relevant | | |
|  |  |  | Diary notes / Critical Incidents / Notes on file of anything that required in the future for other staff to review | | |
|  |  |  | Course variations | | |
|  |  |  | Deferment / Suspension details & evidence (if applicable) | | |
|  |  |  | Refund applications and process | | |
|  |  |  | Student accommodation details and monitoring as applicable (under 18s) | | |
| **File reviewed by / date / notes** | | |  | | |
| Anything that requires a signature must be signed and dated and a copy kept hard copy or electronic.  Student file could be broken into different categories eg: pre enrolment; finance, COEs, academic records etc  Remember any of this could be asked for during audit and it will need to be found quickly on request.  Students must be made aware if there is a fee for them to access their records.  **Education Agents CANNOT sign on behalf of a student.**  **NOTE: Any electronic files MUST be backed up regularly in a formal back up process.** | | | | | |