

# Checklist for full letter of offer

To ensure your applications are processed as quickly as possible, please follow our check list and tips for processing Semester 1 enrolments.

- ☐ Use current version of the application form. To ensure you're using the latest version please click the link to download **DOWNLOAD APPLICATION FORM**
- ☐ Make sure signature on application form matches passport signature (for under 18's parent's signature must match with their passport)
- ☐ Provide certified copies of the passport biodata page
- ☐ Original language and translated academic documents of studies showing subjects and results
  - If you can't find the equivalent academic results as a listed published entry requirement, send your qualification documents for the Admissions team to assess.
  - Quick link to Diploma and Foundation entry requirements:  
[utscollege.edu.au/international-entry-requirements](https://utscollege.edu.au/international-entry-requirements)
- ☐ For applicants wanting to package full-time English Studies with UTS, please provide a copy of UTS's conditional offer letter.
- ☐ If students have an education gap of more than 60 days, please provide supporting documents i.e. evidence of departure/proof of enrolment (CoE).
- ☐ Please forward all copies of CoEs held if students are applying to transfer providers including confirmation that the release has been approved.

## Onshore students

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- ☐ High stakes English test results (IELTS, TOEFL, PTE) are only required for year 11 students who have not met the 60% requirement in ESL
  - Students may meet English proficiency via other means such as UNSW Foundation studies, with an English mark of C – or above.
  - Please send through transcripts for full assessment to be made, the level required is dependent on the course
- ☐ HSC results from UAC
  - UTS College accepts screenshot or print screen of HSC results attached to an email.
  - Please ensure the student's name and results are clear and not cropped out.
  - Our Admissions team can verify HSC results directly with UAC so there's no need to send original paperwork.
  - Please note these results cannot be forwarded by SMS.
- ☐ Onshore students must forward a copy of their current visa and attendance report.

## Offshore students

- ☐ High stakes English test results (IELTS, TOEFL, PTE) or organise a VEPT (UTS College English test)
- ☐ GTE checklist
- ☐ National ID card if applicable
- ☐ Visa copy if student had overseas study

## Important dates:

Semester 1 commencement date – 1 March 2021

Recommended payment date (all regions) is  
Wednesday 24 February 2021