

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 insearch.edu.au/international-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: insearch.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

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

- 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 Insearch 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 Insearch English test)
- GTE checklist
- National ID card if applicable
- Visa copy if student had overseas study

Important dates:

Semester 1 commencement date – 9 March 2020

Recommended payment dates:

- Sub-Continent, Middle East and Vietnam – 30 January 2020
- All other countries including China – 6 February 2020

Approvals for late enrolment requests will not be permitted after Friday 20 March 2020 (that is the last day to enrol)