

## Check list 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](https://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](https://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)