

APPENDIX 3A

APPLICATION COVER SHEET (Domestic)

Mr Mrs Ms Miss

Student name: _____

Citizen PR Entered into database

Course and Major: _____

Requested start date: _____

Student number:

Application is complete: Yes No

If no, outstanding documents: _____

Application Checklist: (All documents must be certified)

- Completed application form
- Passport / Birth Certificate
- Final Transcript
- Highest Qualification (Eg: HSC Certificate) ATAR score: _____
- Bonus Point score: _____
- Design Portfolio Score: _____
- Final assessment score: _____
- Unique Student Identifier number (if applicable): _____

Optional:

- Completed RPL Form
- Curriculum from previous studies for RPL assessment

Please sign and pass to the next department to action:

Interview if required: Date / initials: _____

RPL assessed: (if applicable) Credits issued: _____

Admissions issued letter of offer: Date / initials: _____

Admissions received and filed: FEE-HELP Form **or** Payment (fee-paying students)
 Student Agreement

Accounts processed payment: Date / initials: _____

Admin FEE- HELP processed: Date / initials: _____

RSY-ADM-PR-v4.1-Admissions Procedure

Admissions sent letter of confirmation: Date / initials: _____

Marketing updated IPOS: Date / initials: _____

Student services activated in database: Date / initials: _____

PD approves application: Yes No

PD's Signature: _____

	Application Assessment	Assessed by
✓		
	Academic (ATAR Score)	
	English level	
	Portfolio Score:	
	Advanced Standing / RPL / Credit transfer (Review Application for RPL form**)	
	Comments	

APPENDIX 3B

APPLICATION COVER SHEET (International)

Mr Mrs Ms Miss

Student full name: _____

Entered into database

Course and Major: _____

Student number:

Requested start date: _____

Nationality: _____

Contact: Agent : _____ IAO: _____

Direct: Internet; Advertising; Friend; Exhibition;

Contact Email: _____

Articulation Partner: _____

Application is complete: Yes No

If no, outstanding documents: _____

Application Checklist: (All the documents must be certified)

- Completed application form
- Passport
- Highest Qualification (Eg: Certificate or Letter of Completion)
- Final Transcript
- Evidence of English Language Level (Eg: IELTS, TOEFL or previous study)
- Design Portfolio (if applicable)

Optional:

- Completed RPL Form
- Curriculum from previous studies for RPL assessment
- Letter of offer and eCoE of ELICOS if package enrolment

Please sign and pass to the next department to action:

Admissions issued letter of offer: Date / Initials: _____

RPL assessed: (if applicable) Credits issued: _____

Accounts processed payment: Date / Initials: _____

Admissions received and filed: Student Agreement

Under 18 Welfare

Admissions issued eCoE& Confirmation: Date / Initials: _____

APPENDIX 3C

APPLICATION COVER SHEET (Transnational)

Mr Mrs Ms Miss

Student full name: _____

Entered into database

Course and Major: _____

Student number:

Requested start date: _____

Nationality: _____

Contact: Agent : _____ IAO: _____

Direct: Internet; Advertising; Friend; Exhibition;

Contact Email: _____

Articulation Partner: _____

Application is complete: Yes No

If no, outstanding documents: _____

Application Checklist: (All the documents must be certified)

- Completed application form
- Passport
- Highest Qualification (Eg: Certificate or Letter of Completion)
- Final Transcript
- Evidence of English Language Level (Eg: IELTS, TOEFL or previous study)
- Design Portfolio (if applicable)

Optional:

- Completed RPL Form
- Curriculum from previous studies for RPL assessment
- Letter of offer and eCoE of ELICOS if package enrolment

Please sign and pass to the next department to action:

Admissions issued letter of offer: Date / Initials: _____

RPL assessed: (if applicable) Credits issued: _____

Accounts processed payment: Date / Initials: _____

Admissions received and filed: Student Agreement

Under 18 Welfare

Admissions issued eCoE & Confirmation: Date / Initials: _____

