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| --- | --- | --- |
| Checklist for Admissions Processing - Students | Tick as complete | |
| Institution to provide support for the following processes |  | |
| **When to apply:**  Students should allow time for the application process.   * For Feb intake   Start collecting documents in August  Apply by September when students receive the complete transcript for first 2 years   * For July intake\*   Start collecting documents in Feb, Apply by late March when students receive final results for year 1 and the first semester of year 2  \* If students wish to commence in July, they need to submit IELTS results by late March | Feb: | |
| July: | |
| **What documentation is required (provided by the student):**   1. A signed application form (F Form) - ensure all fields are complete including student declaration 2. Photocopy of students’ passports 3. Original copy of students’ IELTS or TOFEL result 4. Academic transcript (English version, from institution) 5. Award certificates, if any   Please send one PDF file per student, in the order above. | 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| **Receiving Offer Letter and Accepting Offer:**  Upon receiving an offer from Admissions, please:   * Ensure all details are correct * Activate QUT access and email account – Students’ QUT login and passwords are included in the offer letter. * Send the following to the QUT email address listed on your Acceptance of offer letter: * Acceptance of offer form – fully completed, including student declaration and signed by student * First fee payment (the amount stated on the offer letter) * Any outstanding documentation required to meet the conditions of offer. | Check offer details: |  |
| Activate QUT logon: |  |
| Student Declaration: |  |
| Student acceptance: |  |
| **Confirmation of Acceptance - QUT will send to students:**   * Electronic Confirmation of Enrolment form (eCoE) for student visa application * Student is able to commence the visa application process | Received eCOE: | |
| **Pre-departure Orientation:**   * QUT is able to conduct a pre-departure seminar after students obtain their visas * The seminar will include the following information Study at QUT Living in Brisbane Transportation Accommodation International Student Services | Book a pre-departure seminar: | |