

**CHECKLIST (International Student application)**
**DEFINITIONS**

**A certified copy** is a copy of an original document that has been verified as an authentic copy by an authorised person who has sighted the original document. A certified copy should include the certifier's name, signature and date of certification.

**An authorised person** includes – Notary Public, Justice of the Peace, Commissioner for Declarations.

**A certified official translation** are translations performed by a National Accreditation Authority for Translators and Interpreters (NAATI - [www.naati.com.au](http://www.naati.com.au)) accredited translator or any other equivalent authorised translator. Please note that translations **MUST** be accompanied by certified copies of original documents.

Please submit your supporting documents to Milcom Institute at [international@milcom.edu.au](mailto:international@milcom.edu.au) or to an authorised representative.

**ONSHORE APPLICATIONS**

- |  |                          |
|--|--------------------------|
| 1. Completed and signed Application form   | <input type="checkbox"/> |
| 2. Copy of passport  | <input type="checkbox"/> |
| 3. Copies of original or certified academic qualifications (Documents in a different language must be accompanied by official English translations)  | <input type="checkbox"/> |
| 4. English proficiency evidence (e.g. IELTS or equivalent) OR<br>MILCOM Institute English Language Placement Test OR<br>If the student has completed a Certificate IV or above in Australia within the last 2 years, they are not required to provide evidence of English. | <input type="checkbox"/> |
| 5. Copy of visa  | <input type="checkbox"/> |
| 6. Copy of Current eCoE/s  | <input type="checkbox"/> |
| 7. Evidence of release where transferring from another education provider (if applicable)  | <input type="checkbox"/> |
| 8. Statutory declaration (where concurrent enrolment is requested)   | <input type="checkbox"/> |
| * Admissions Department may interview the candidate for GTE assessment. This will only apply to certain cases and it is based on documents assessment  |                          |

**OFFSHORE APPLICATIONS**

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|--|--------------------------|
| 1. Completed and signed Application form   | <input type="checkbox"/> |
| 2. Copy of passport  | <input type="checkbox"/> |
| 3. Copies of original or certified academic qualifications (Documents in a different language must be accompanied by official English translations)  | <input type="checkbox"/> |
| 4. English proficiency evidence (e.g. IELTS or equivalent) OR<br>MILCOM Institute English Language Placement Test OR<br>If the student has completed a Certificate IV or above in Australia within the last 2 years, they are not required to provide evidence of English. | <input type="checkbox"/> |
| 5. Financial evidence (if applicable)  | <input type="checkbox"/> |
| 6. Genuine Temporary Entrant (GTE) Evaluation Form   | <input type="checkbox"/> |
| 7. Statement of Purpose  | <input type="checkbox"/> |
| 8. Fee Agreement (If applicable)   | <input type="checkbox"/> |