

Internal Process

Checklist

Step 1 :	Query	
Step 2 :	Complete International Student Application Form	<input type="checkbox"/>
Step 3 :	Assess applicant	<input type="checkbox"/>
Step 4 :	Schedule Interview	<input type="checkbox"/>
Step 5 :	Initial Payment to be processed (Validate) by the applicant	<input type="checkbox"/>
Step 6 :	Issue Course registration and confirmation Assist with Visa processing	<input type="checkbox"/>
Step 7 :	Second payment to be processed by the applicant	<input type="checkbox"/>
Step 8 :	Handover and check documents	<input type="checkbox"/>
Step 9 :	Pre – departure briefing	<input type="checkbox"/>
Step 10 :	Close file	

Attach the following to this form

1. International Student Application Form
2. Passport copy
3. Copies of Medical certificate
4. Payment proof
5. Copies of Educational certificates