Education Agent Pre-departure Checklist

This checklist is to be completed during the pre-departure interview conducted with the students after grant of student visa.

- Check airline ticket for arrival on due date to be able to attend orientation.
- Copy of documents and visa application has been given to the student.
- Receipt of fee paid to the provider.
- Information on Quarantine, Customs and Immigration related matters provided.
- Copy of application for accommodation and airport pick up or airport meeting is given.
- List of essential items recommended for carrying to Australia.
- Copy of any other correspondence with the education provider has been provided.

The agent has once again confirmed the following details from the student:

- General description of the content of the chosen course
- Qualifications gained on completion
- The duration of the course
- The teaching methods used including work based training
- The assessment method used
- The location of the college
- The facilities
- The equipment
- The learning resources
- An itemised list of all fees payable to Imperial including OSHC

The agent must inform the ETA of student to the provider at least three days in advance.

- Any other point or clarification to the student and his parent.

The students sign the pre-departure form having understood the above.

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