The education agent must conduct first interview with an intended student as per the following checklist and send it with the Application for Enrolment Form, after ticking the appropriate boxes. The interview must be done on an individual student basis and the language used should be simple which can be easily understood by the prospective student.

- The following documents/information have been provided to the student and their contents explained in detail:
  - Student Handbook - International
  - International Brochure
  - Living in Melbourne Handbook
  - Marketing material
  - Commencement date, duration, delivery and assessment methods, fees structure-itemised, payment mode, refund policy, qualification gained and pathway available.
  - Campus location and its facilities
  - Transport system in Victoria
  - Accommodation and rental in Victoria
  - Living expenses in Australia
  - Work permission on student visa
  - Oversees Health cover
  - Student Visa process
  - Consumer protection

- Information regarding the ‘mandatory’ reporting of unsatisfactory academic progress and the possibility of loss of visa.

- GTE requirements for the grant of student visa

The Education Agent has checked the following original documents for genuineness:

- Passport and any entry on past visa application/travel history
- Qualifications, English language test results and Birth Certificate
- Student has sufficient genuine verifiable finances and source of income as per DIBP regulations
- Any other relevant point regarding choice of course and/or The Imperial College of Australia

I have understood the above information which has enabled me to make an informed decision to study in my chosen course with The Imperial College of Australia.

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<tr>
<th>Name of Interviewer:</th>
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<tr>
<td>Name of Student:</td>
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