

Enrolment Process for International students

Step 1: SELECT COURSE AND SUBMIT APPLICATION FORM

To begin the enrolment process, candidates will select course offered by CIT and fill the Enrolment Application form. The form can be downloaded from CIT website or can be requested through email at info@Cornell.vic.edu.au.

Step 2: SUBMISSION OF DOCUMENTS

The completed form should be submitted to the Institute, along with the following attachments:

1. A copy of the student's passport, stamp pages (copy)
2. A copy of the student's academic reports and qualifications.
 - Australian Year 12 qualification or equivalent.
 - A copy of the student's most recent English proficiency test results. (IELTS 5.5 or equivalent English test result)
3. Certified translations must accompany documents that are not in English
4. Visa Grant notice

SUBMIT YOUR APPLICATION TO ADMISSION DEPARTMENT.

Step 3: CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING (RPL) (IF APPLICABLE)

Student can apply for credit transfer or RPL on the basis of their previous studies at Cornell Institute of Training or any other educational institution or experiences in Australia in accordance with CIT Recognition of Prior Learning and Credit Transfer policy and procedure.

Step 4: Offer letter and Enrolment Acceptance Agreement

Student must read the ESOS framework before accepting an Offer letter and Enrolment Acceptance Agreement and forwarding their fees.

The applicant needs to complete and accept Offer letter and Enrolment Acceptance Agreement as an international student. CIT admission team will contact to let know the outcome of the application within 7 days.

All applications are processed by Admissions Team in accordance with the information provided in **Enrolment application Form** and documentation submitted along with enrolment application. Offer letter and Enrolment Acceptance agreement may have some conditions attached to it. Please read the Offer letter and Enrolment Acceptance agreement before signing it and making the payment.

Step 5: PAYMENT OF FEES AND ECOE

There is a partial payment for Confirmation of Enrolment (eCoE) which is payable in advance or as directed by the CIT. The applicant will need to pay the required minimum amount for acceptance. Please pay your fees only when you have read Offer letter and Enrolment Acceptance agreement and you can meet the conditions of Offer letter and Enrolment Acceptance agreement.

Step 6: ENROLMENT CONFIRMATION

Once your payment and signed Offer letter and Enrolment Acceptance agreement has been received by CIT, you'll receive a Confirmation of Enrolment (COE).

Step 7: ORIENTATION AND INDUCTION

Upon successful outcome of enrolment processing, Admissions Department will confirm the enrolment and will provide the following documents on the same day:

- **Confirmation of Enrolment**
- **USI factsheet.**
- **Student Handbook:** Student need to sign the receipt of the student handbook which will go in Student Admin file.
- **Tax invoice** and the **Receipt** of the payment to the CIT.
- **Orientation Program:** *The student will be required to attend the orientation program one week prior to COE start date.*