

Checklist for Applicants for Approval to Provide Courses to Overseas Students

This checklist is intended as an aid to assist in preparing an application for approval. The applicant is responsible for ensuring that all essential procedures and criteria are addressed.

A. Procedural Requirements (See Guidelines, Part 2.5, Part 3.1 & Part 6.)

Letter signed by education institution's PEO requesting assessment for approval, with details of institution's contact person for application. Letter accompanied by:

- application fee for approval to provide courses to overseas students
- statutory declaration concerning applicant's 'fit and proper' status
- one unbound copy of the approval submission

B. Submission (See Guidelines, Part 6.)

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