

The following information should be emailed to Offers and Admissions as soon as possible

Post: Offers and Admissions (Elgar Campus) Private Bag 2014, Box Hill, 3128
 Email: admissions@boxhill.edu.au

DETAILS	TICK BOX ✓
Your last TWO school reports (Semester 2, 2018 must be included) (Can also use Term 3 interim report if already printed)	
An “on-track to successfully complete this year” letter (Year 10)	
A letter of recommendation from your school	
A short letter about why you would like to study VCAL @ BHI	
A copy of your Career Action Plan (or MIPs Plan)	
If you are currently doing or have done any VCAL, VCE or a VET/VETiS subjects you will need to include: Your “VASS Student Full Details Report” Ask your school VASS Administrator/School Registrar to print this for you For iVCAL - please bring a VASS Eligibility Report.	
Any statement of results, statement of attainments for training or vocational (VET) courses (MUST show unit names and unit codes and result)	
A list of units currently studying if doing vocational studies outside of school or as a traineeship (ie: from Maccas) (MUST show unit names and unit codes and result)	

Also, although you DO NOT NEED THESE YET, but to get ready for the Enrolment Process, it is worth gathering the following information now.

Keep these together in a safe place for when they are needed.

ORIGINAL plus 1 copy of Evidence of Proof of Citizenship (ONE of: Australian Birth Certificate; current Australian Passport; <u>green</u> Medicare card; current New Zealand Passport; a naturalisation certificate; or Formal papers from DIAC confirming permanent residence)	
ORIGINAL plus 1 copy of Proof of Date of Birth (ONE of: Australian Birth Certificate; current Passport; current learner’s licence; Keypass card; or Proof of Age card)	
ORIGINAL plus 1 copy of Valid Concession Card (if applicable) (ie. valid health care card)	