



## International Student Orientation Program Checklist

**Student Name:**

**Student ID:**

- \*Host school information (facilities and resources)
- \*Locality/services information (public transport, locality map, shopping hours, general costs)
- \*Information about Melbourne/Victoria
- \*Information about Australian culture and customs
- Legal services (advice)
- Healthcare / general safety information / Pedestrian safety
- \*Booklist/course selection list
- \*List of school dates
- Student diary
- Student ID card (where applicable)
- Emergency/After hours contact details list
- Student Code of Conduct (to be signed by student)
- \*Translated visa conditions (to be signed by student)
- \*Translated Key Policies document (to be signed by student)
- \*Homestay Profile (where applicable)
- Homestay Responsibility Agreement (where applicable)
- Dispute resolution procedures
- Conduct school tour
- Purchase uniform
- Purchase books
- Select subjects
- Introduction to fellow students
- Introduction to staff (incl. pathways coordinator, school nurse etc).
- Allocate a buddy
- Open bank account
- Allocate locker
- Observe class
- Obtain proof of health cover.

\*Can be given as part of pre-arrival orientation

### Orientation complete

Assistant Principal (Paul Looker)- International Student Program signature:

Date

International Student Program Coordinator (Carlyn Kang) signature:

Date

Student signature:

Date