

ORIENTATION DAY CHECKLIST

Dear Student

We are very happy to welcome you to Elite English Institute.

On your first day at Elite English Institute, we have to complete some paperwork to make sure that we know all about you and that all the information we have about you is accurate and up to date. To help us with this process, it is important that you bring the following documentation with you on your first day at Elite English Institute:

1. Your Passport
2. Your Confirmation of Enrolment (CoE)
3. Copies of previous English qualifications
(e.g. IELTS test, TOEFL test, previous English college certificate)
4. Copies of previous qualifications
(e.g. diplomas, degrees, etc.)
5. Details of your address, phone number

You will also need some things to help you do your work in class. You should have the following items as Elite English Institute does not provide them;

1. Pens , pencils and an eraser
2. An A4 size note book
3. Translator or dictionary
(Please make sure that you have written your name on it)