



**ADMISSION PROCESS**

NOTES	ACTION REQUIRED BY APPLICANTS	ACTION REQUIRED BY VITE
<p><i>Announcement gives opening and closing date and where to pick up application form, plus application fee (200V)</i></p> <p><i>Certified copies of documents to be attached with the application form:</i></p> <ul style="list-style-type: none"> <li>• birth certificate</li> <li>• transcript of academic results</li> <li>• 2 written references (one from school and one from outside you family)</li> <li>• other relevant references</li> <li>• Original receipt of application fee</li> </ul> <p><i>Four programs:</i></p> <ol style="list-style-type: none"> <li>1. Primary</li> <li>2. Secondary Maths and Science</li> <li>3. Secondary Social Science and English as a Second Language</li> <li>4. Secondary French as a Foreign Language and English as a Second Language</li> </ol> <p><i>Two selection panels:</i></p> <ul style="list-style-type: none"> <li>• Primary Education Selection Panel</li> <li>• Secondary Education Selection Panel</li> </ul> <p><i>Short listing is based on:</i></p> <ul style="list-style-type: none"> <li>• criteria for school leavers and</li> <li>• criteria for non-school leavers</li> </ul> <p><i>Interview based on an Interview instrument and list of possible responses</i></p> <p><i>Applicant writes or rings VITE (PMB 9076, Tel: 23099)</i></p>	<p>Collect, pay fee, fill and send forms to VITE with certified copies of documents</p> <p>Short-listed candidates say whether they accept their place</p> <p>Short-listed candidates travel to interview location at own cost and attend interview</p> <p>Applicants confirm acceptance and supply:</p> <ul style="list-style-type: none"> <li>• police clearance</li> <li>• medical certificate</li> </ul> <p>Student arrives</p>	<p><b>1</b> Secretary prints and sends application forms to PEO in the provinces</p> <p><b>2</b> Management/Academic Board announces opening of application</p> <p><b>3</b> </p> <p><b>4</b> Secretary receives and records all applications until closing date</p> <p><b>5</b> Admin appoints two Selection Panels with four members in each</p> <p><b>6</b> Secretary classifies applications according to Primary and Secondary programs</p> <p><b>7</b> Selection panels make summary of all applicants' information</p> <p><b>8</b> Selection panels make shortlists based upon points scored</p> <p><b>9</b> Letter to short-listed applicants only</p> <p><b>10</b> </p> <p><b>11</b> Selection panels appoint interviewers</p> <p><b>12</b> Selection panel arranges date and place of interviews (Vila, Isangel, and Luganville )</p> <p><b>13</b> </p> <p><b>14</b> VITE lecturers conduct interviews using interview instrument</p> <p><b>15</b> Final selection by selection panels</p> <p><b>16</b> Endorsement by Academic Board</p> <p><b>17</b> Publication</p> <p><b>18</b> </p> <p><b>19</b> VITE sends information on semester dates, fees and boarding details</p> <p><b>20</b> </p> <p><b>21</b> Registration</p>