Congratulations on your offer for admission to the University of Melbourne. This instruction sheet will guide you through the online enrolment process.

**When do I enrol online?**

You will be allocated an enrolment window that will allow you to access the online enrolment system. In order to complete your enrolment, you must:

- respond to your course offer online by the lapse date stated on the letter in your Enrolment Pack
- complete all relevant online enrolment steps by the enrolment expiry date *(displayed on-screen once you log in)*

**What happens if I don’t respond to my offer and/or enrol in my course by the due date?**

If you do not complete these steps by the dates specified, your offer will lapse. To apply to have your offer reactivated, you must contact your faculty and the reactivation will be subject to the availability of places. Faculty contact details can be found at [http://www.unimelb.edu.au/az/faculties.html](http://www.unimelb.edu.au/az/faculties.html)

### What should I do before enrolling?

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<thead>
<tr>
<th>Task</th>
<th>Tick when done</th>
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<tbody>
<tr>
<td>Check that your offer lapse date has not passed. If it has, you must contact your faculty immediately.</td>
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<tr>
<td>Read the information you received about your offer. You should understand the rules and regulations that govern your enrolment enclosed in your offer kit. This will assist you to make informed decisions during the enrolment process.</td>
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<tr>
<td>Read the fee policy which applies to your offer.</td>
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<tr>
<td>Read the <em>Membership of Student Organisations</em> brochure and consider your union membership and subscription to Student Organisations.</td>
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<tr>
<td>Select/view your subjects. Follow the instructions provided in your Enrolment Pack to select or view your subjects.</td>
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### What will I need to enrol online?

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<th>Task</th>
<th>Tick when done</th>
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<tr>
<td>The letter from your faculty (in your Enrolment Pack) which provides your student ID number, library barcode and Enrolment Expiry Date.</td>
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<tr>
<td>Your citizenship documents. You will be asked to provide details of one of the following: Australian birth certificate, extract, passport or certificate of citizenship, New Zealand passport or international passport and valid permanent resident visa documents.</td>
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<tr>
<td>Your Tax File Number (TFN) <em>(only applicable if you are eligible for, and wish to access HECS-HELP or FEE-HELP)</em>. Information about applying for a TFN is available from the Australian Taxation Office at <a href="http://www.ato.gov.au">www.ato.gov.au</a></td>
<td></td>
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<tr>
<td>Use of a computer with internet access and printer.</td>
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For further information on these topics and more, go to: [www.studentadmin.unimelb.edu.au](http://www.studentadmin.unimelb.edu.au)
Step-by-step online enrolment instructions

Step 1 > Login
Go to https://sis.unimelb.edu.au/enrol and enter your:
• student ID number (your student ID is the same as your application ID but without the letters)
• Personal Identification Number (PIN)

The first time you log in, you will be prompted to change your PIN.
If you applied online directly to the University of Melbourne, or have logged into the Student Information System (SIS) as a current University of Melbourne student, use the same PIN to enrol online. If you have forgotten your PIN, help is available at the log-in screen.

If you submitted a paper application form to the University and have not logged into the SIS as a current student, you have been assigned a temporary PIN. Your temporary PIN is your date of birth using ddmm format, so that 31 March 1982 becomes PIN 3103.

The first time you log in, you will be asked to change your PIN. You will need your library barcode on the letter in your Enrolment Pack to do this.

Step 2 > Respond to your offer
When you log in, all of your course offers will be displayed.
If you are responding to more than one course offer, you must respond to each offer separately.
You must accept or decline all offers:
• that are unconditional, or
• for which all conditions have been met.
If you wish to defer your offer, please note that deferral will not be possible for all courses, however in some cases you will have the opportunity to apply to reserve a place in a New Generation degree in 2008. If you wish to apply to defer your offer, you can indicate your intention to defer online, then download the application form at www.futurestudents.unimelb.edu.au and submit it to your faculty.

Record your receipt number ________________

Return to the main enrolment screen. For each offer you accept, click on ‘Enrol’ to start enrolling.

Step 3 > Set up your University student email account
You will be prompted to set up a University student email account if you don’t already have one. You must:
• set up your email account
• accept the University’s IT policy
• record your email login and email address ____________________________ (remember your password)

Return to the main enrolment screen.

Step 4 > Complete your University & Government requirements
Depending on your citizenship and offer, you may be asked to complete some or all of the following:
• declare your citizenship information
• confirm or update your address(es)
• confirm or update your emergency contact
• complete an enrolment questionnaire and declaration for your course(s)
• complete a Request for Commonwealth Assistance Form (e-CAF) if you are:
  – enrolling into a Commonwealth supported place
  – eligible for and wish to access HECS-HELP or FEE-HELP
• indicate your expression of interest in student organisations

You must return to the main enrolment screen after each of these steps.

Record your receipt numbers ________________

Step 5 > Submit your administrative enrolment
Click the ‘Submit’ button and enter your PIN. You must complete Step 4 (all of your University and Government requirements) before you can submit your enrolment.

Record your receipt number ________________

Step 6 > View your subject selection
Follow your faculty’s instructions to select or view subjects.

Record your receipt number ________________

Step 7 > Your next steps
Please complete the Next Steps listed on the screen:
a. Check if you need to pay fees.
View your Statement of Liability and pay any mandatory tuition fees or student contribution amount prior to the due date shown on the statement
b. Visit your Enrolment Centre (at the Parkville campus, this is Wilson Hall*). You must wait at least 24 hours after selecting any subjects online before attending an Enrolment Centre.
When you visit the Enrolment Centre, you must bring photo ID (e.g. your driver’s licence or passport).
You will receive:
• your student card
• your student diary
• Victorian Public Transport concession card application form (for eligible students only)

*Wilson Hall is open from 5 February until 1 March.
c. Visit the ‘Getting Started’ webpage at www.services.unimelb.edu.au/Getting_Started
This site includes links to everything students need to know before Orientation and your first week of classes.

For further information on these topics and more, go to: www.studentadmin.unimelb.edu.au