Accepting your University offer and enrolment
INTRODUCTION

Accepting your offer and enrolling in your course

To view this presentation go to the CET website and select Current Students, A-Z services, Accepting your University Offer
ACCEPT YOUR OFFER

Your University of Sydney letter of offer

1. Admissions team will send you an email with your offer letter attached. This will go to your University of Sydney email account.

2. Also you can download your offer(s) on Friday, 09 Feb and Monday, 12 Feb from Sydney Student portal.

3. Use your UniKey or 9 digit Student ID number and password to log in:
   ✔ Your UniKey, e.g. stud1234
   ✔ Your SID number is at the top of your offer letter, e.g. 450012345
   ✔ Your password is the one you set when you received your packaged offer

4. Make sure your details are correct on the Unconditional offer:
   ✔ your name
   ✔ course details

5. Read the terms and conditions carefully
ACCEPT YOUR OFFER

Log in to Sydney Student to accept your offer

1. To accept the offer, log in to Sydney Student:
   - Click on the link on your offer email, or

2. Use your UniKey or 9 digit Student ID number and password to log in:
   - Your UniKey, e.g. stud1234
   - Your SID number is at the top of your offer letter, e.g. 450012345
   - Your password is the one you set when you received your packaged offer
ACCEPT YOUR OFFER

Need help logging in?

1. If you do not remember your password click Need help logging in?

2. Click Reset your UniKey password: https://auth-reset.sydney.edu.au/
ACCEPT YOUR OFFER

Accept your offer in Sydney Student

1. Go to the Applications tab
2. Select My application
3. Click the Respond to offer link
4. You must accept your offer before Friday, 02 March 2018*

*Please note, some courses are competitive, therefore you should complete the offer acceptance as soon as possible to secure your place.
ACCEPT YOUR OFFER

Accept your offer in Sydney Student

1. Select Accept
2. Click Continue
Agree to the terms and conditions and refund policy

1. Read the terms and conditions carefully
2. Click the checkbox to accept the terms and conditions
3. Click the checkbox to accept the Refund policy
4. Click Continue
ACCEPT YOUR OFFER

Overseas Student Health Cover (OSHC)

1. Select **No, I already have OSHC(I have packaged offer/I am current student) or I will organise my own OSHC**
   * This is because you already purchased health cover as part of your CET packaged offer

2. Click **Continue**

3. On the next screen select **YES** to confirm you do not need additional health cover

4. Click **Continue**
ACCEPT YOUR OFFER

Pay your tuition fee deposit

You have 4 payment options:

- **Exit and pay later**: leave this page and log in later to make this payment
  
  * Note: Acceptance will not be processed until payment is made

- **Pay offline**:
  - Western Union
  - Bank Cheque
  - Bpay
  
  * Note: Offline payments take a few days to transfer to our system

- **Pay now**: make the payment now by credit card*

- **Pay now – nominate another payment amount**

Further information could be found at [https://sydney.edu.au/students/paying-your-fees.html](https://sydney.edu.au/students/paying-your-fees.html)
YOUR ENROLMENT

Enrolment Instructions

1. You will receive an email with enrolment instructions
2. Allow 48 hours to receive this email after the unconditional offer(s) has been accepted

Dear Emma,

Welcome to The University of Sydney.

The first step you need to take before commencing your studies, is to enrol for the Bachelor of Arts.

Enrolment will secure your place in your course and enable you to choose your subjects for the coming semester or year.

We’re here to help you through the online enrolment process, to ensure your start at the University of Sydney is as smooth as possible. We have created a three-step guide for you:

1. **Plan and prepare**

   Before you log into the online enrolment system, make sure you have everything you need to complete your enrolment including your chosen units of study (subjects). We recommend you visit the "Introduction to Selecting Units of Study" webpage to help you choose your subjects.

   Please also check your enrolment open and close dates.

2. **Log in to Sydney Student using your UniKey and password**

   Your Sydney Student portal helps you manage your student administration at the University of Sydney.

   If you already have a UniKey and password you can use your current details to log in to Sydney Student.

   If you do not have a UniKey and password, you have been given a UniKey and temporary password below. The temporary password will work once only and you will be prompted to create a new one.

   Student ID number: Student number
YOUR ENROLMENT

Complete your enrolment

1. Get ready for enrolment
   ✓ View the enrolment checklist to ensure you have everything you need before you enrol
   ✓ You must complete enrolment before Friday, 02 March 2018

2. Go to My Studies

3. Select Enrolment

4. Click the Enrol button
YOUR ENROLMENT

Personal details and demographic information

1. Read carefully the terms and conditions of enrolment
2. Agree to the terms and conditions of enrolment
3. Confirm your personal and contact details
4. Add an emergency contact
5. Answer demographic questions
YOUR ENROLMENT

Select your units of study

1. Select your major and/or units of study

2. If you need help, click the unit of study selection guide link:
   or refer to your faculty Handbook
   http://sydney.edu.au/handbooks/

3. Last day to add a unit of study
   16 March 2018
   http://sydney.edu.au/students/study-dates.html

4. On the next screen confirm your units of study

5. Do not click the browser back button
YOUR ENROLMENT

Complete enrolment

1. View your financial summary
2. Click Continue
3. Confirm your enrolment summary information
Enrolment Submitted, How to get your Student Card?

1. Upload a passport-style photo to get your Student Card.

2. Wait to receive confirmation by email and follow the directions to register for a card collection session.

3. Collect your card from the location advised in your confirmation email during your nominated card collection session (you’ll need photographic proof of identification).

4. If you didn’t upload a photo during your enrolment, you can log back in to Sydney Student at a later time to complete this step (go to 'My studies', then 'Enrolment' and select 'Upload photo').
HAVE A QUESTION?

You can find more information about accepting your offer and enrolment on our website:

http://sydney.edu.au/study/admissions/accept-your-offer.html
If you can’t find information about accepting your offer and enrolment on our website, please contact the Student Centre

In person
Level 3, Jane Foss Russell Building, Darlington Campus
Opening hours: 9.00am to 5.00pm, Monday to Friday

Phone
1800 SYD UNI (1800 793 864) or +61 2 8627 1444

Online
https://sydney.edu.au/students/forms/make-an-enquiry.html