Accepting your offer and enrolling in your course

To view this presentation go to the CET website and select Students and then Enrolling in University:

Your University of Sydney letter of offer

1. Make sure CET have your current email address
2. Email admissions.cet@sydney.edu.au if you have more than 1 conditional offer
3. We will send you an email with your offer letter attached
4. Confirm all of the details are correct
   - Confirm that your name and course details are correct
5. Read the terms and conditions carefully
6. Click on the link in your offer email to go to Sydney Student, or go to https://sydneystudent.sydney.edu.au/sitvision/wrd/siw_lgn
Log in to Sydney Student to accept your offer

1. Log in using your student ID number and password
   - Your student ID number is at the top of your offer letter, eg 450012345
   - Your password is the one you set when you received your packaged offer

2. If you do not remember your password click the retrieve your password online link
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 **27 July 2015**

- As some courses are competitive and you should complete offer acceptance as soon as possible.
Accept your offer in Sydney Student

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

1. Click in the checkbox to accept the terms and conditions
2. Click in the checkbox to accept the Refund policy
3. Click Continue
Overseas Student Health Cover

1. Select *I will arrange cover through a recognised Australian provider*
2. This is because you already purchased health cover as part of your packaged offer
3. Click **Continue**
4. On the next screen select *No* to confirm you do not need additional health cover
Pay your tuition fee deposit

1. You have 3 payment options:

   - **Exit and pay later**: leave this page and log in later to make this payment

   - **Pay offline**: pay by Travelex, bank cheque or BPAY. Offline payments take a few days to transfer to our system

   - **Pay now**: make the payment now by credit card
1. You will then get an email with your Unikey, and enrolment instructions

2. This email may take 48 hours to send

3. Log into your Sydney Student portal with your Unikey, eg stud1234 and the password in your email
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 3 August 2015

2. Go to **My Studies**

3. Select **Enrolment**

4. Click the **Enrol** button
Personal details and demographic information

1. Agree to the terms and conditions of enrolment
2. Confirm your personal and contact details
3. Add an emergency contact
4. Answer demographic questions
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 call 1800 SYD UNI and select option 2

3. You can change your unit of study selection anytime until 7 August 2015

4. On the next screen confirm your units of study

5. Do not click the browser back button
Complete enrolment

1. View your financial summary
2. Confirm your enrolment summary information
You are now enrolled

1. Upload a photo to get your Student Card
2. You will receive an email confirmation after you submit your enrolment

<table>
<thead>
<tr>
<th>ENROLLED COURSE LIST</th>
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<tbody>
<tr>
<td>Course title</td>
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<tr>
<td>Graduate Certificate in Human Resource Management and Industrial Relations</td>
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To complete your enrolment

Please read the following information carefully:

- If you would like to receive SA-HELP assistance to pay the Student Services and Amenities fee, please submit a Request for SA-HELP assistance before the date when the SSA fee is due. This request is available through your Sydney Student portal or from the Student Centre. You will need to provide either a valid Tax File Number or a Certificate of Application for a Tax File Number when you apply.
- If you would like to receive a FEE-HELP loan, please complete a Request for FEE-HELP Assistance form, available through your Sydney Student portal or before the nearest census date. Forms are also available from the Student Centre. You will need to provide either a valid Tax File Number or a Certificate of Application for a Tax File Number.
- Your Student Campus Card is your University identification card. You can use it to borrow items from the library and access buildings (with faculty approval). To obtain your Student Campus Card, you will need to upload your passport size photo.
- We will send an email to your University email address providing details on how to collect your card once your photograph has been approved.
Any problems?

1800 SYD UNI and press 2

http://sydney.edu.au/courses/ask_a_question