



ENROLMENT INSTRUCTIONS

STEP 1 - Approval of your enrolment program

You should enrol in accordance with the timetable listed in the Postgraduate Research Enrolment Schedule in this leaflet. Go to your School Office at the location and time specified for your enrolment (or follow alternative instructions provided), collect your enrolment form and have your enrolment approved.

Students who are unable to enrol in accordance with the enrolment schedule should refer to the **Late Enrolment** section of this leaflet.

If you have not accepted your offer you will not have an enrolment form awaiting collection at your School Office. To accept your offer you will need to pay the deposit specified on your offer letter at the University Cashier (opening hours 9.30am – 4.30pm Monday-Friday). Alternatively you can accept online at my.unsw.edu.au You should then present your payment receipt and signed acceptance letter to the Graduate Research School to have your enrolment form generated.

Graduate Research School

Rupert Myers Building (South Wing)

Gate 14, Barker Street

Phone: +61 2 9385 5500/ 9385 5502

Opening hours - 9.00am-5.00pm Monday to Friday

STEP 2 - Go to the Graduate Research School (Kensington students) or to Paddington Campus (COFA students)

Once your enrolment has been approved at your School Office take your enrolment form to the Graduate Research School to complete enrolment. The Graduate Research School is located in the South Wing, 2nd floor of the Rupert Myers Building. All students should bring photographic proof of identity, preferably a current passport to the Graduate Research School. Students who are participants in a registered sponsorship scheme must provide written evidence of this at the Graduate Research School.

COFA - Students enrolling in programs at the College of Fine Arts (COFA) should not come to the Graduate Research School to enrol. These students should contact Joanna Elliot on +61 2 9385 0608 and make an appointment to enrol at the Paddington campus.

STEP 3 - Collect your Student ID Card

Once your enrolment has been processed you may collect your Student ID card from the ID Card Centre. This card is used as proof of identification, to borrow books from the University libraries, to access buildings and for discounts at University Union food outlets. It should be carried at all times.

Please note it may take between 24 and 48 hours after your enrolment has been processed for your Student ID card to be accessible. If unsure please ring FM Assist to check on phone number 9385 5111.

Kensington ID Card Centre location: FM Assist - Mathews Building, Level 2 (entry via Mathews Pavilions).

Students enrolling at COFA will be required to attend the Paddington Campus Student Centre.

EXTERNAL STUDENTS

Students offered places on an external basis will have their enrolment forms posted to them by their School Office. The enrolment form should be completed and posted back to the School Office within three weeks of receipt.

ONLINE HANDBOOK

The Online Handbook is available via www.handbook.unsw.edu.au/
This is an online searchable catalogue of programs, plans and courses offered at UNSW. It also provides links to other useful University web sites. The Online Handbook is a useful way to check your program requirements and view course offerings in order to prepare for the choices you will need to make at enrolment. The Online Handbook is available now and you do not require special access in order to use it.

LATE ENROLMENT

The University expects that students will be available to enrol before commencement of semester. Students are advised to arrive in Sydney at least one week prior to the start of semester to give themselves time to find accommodation, to finalise enrolment, and to participate in orientation programs. Late enrolment severely inconveniences Schools and other students, and may contravene the conditions of your international student visa.

Students who do not enrol in accordance with the enrolment timetable listed in the Postgraduate Research Enrolment Schedule in this leaflet should telephone their School Office upon arrival in Australia to arrange an alternative time to have their enrolment program approved.

FEES AND CHARGES

The University does not issue fee statements by mail. It is your responsibility to access your fees statement on-line after enrolment. To access your statement on-line go to my.unsw.edu.au
Failure to view your statement and pay any fees owed may result in the cancellation of your enrolment.

PASSPORT TO UNSW - ORIENTATION & TRANSITION PROGRAM

Your attendance at Orientation is vital to a great start at UNSW. Orientation events run from Thursday July 9th to Friday July 17th. You are strongly encouraged to arrive 2-4 weeks before this time to secure long-term accommodation, settle in and attend relevant Orientation events. These Orientation events offer you great chances to become familiar with the campus and to make some new friends, to go to your Faculty and School Welcomes and meet your mentor, and to prepare for the first week of classes.

Airport Reception and Temporary Accommodation

If you require temporary accommodation when you arrive in Sydney, please refer to the list of accommodation and relevant websites on

<http://www.international.unsw.edu.au/future/accepted/acceptedhome.html>

International Student Services also operates an Universities Welcome Desk at the Airport from Monday June 22nd to Sunday July 26th, 2009 . Feel free to drop by to the desk when you arrive to pick up a copy of the welcome pack or to ask any questions.

UniBuddy Peer Mentor Program

To make your transition to living and studying at UNSW a little easier, take the opportunity to email or meet a *UniBuddy* Peer Mentor. International Student Services aims to match you with a Peer Mentor from either your home country or faculty so that you can ask questions about living and studying at UNSW and in Sydney.

Peer Mentors are here to help you. To sign up and be matched to your *UniBuddy*, email: unibuddy@unsw.edu.au Alternatively, you can download and complete the application form from: <http://www.international.unsw.edu.au/future/accepted/acceptedhome.html>

U-Nite International Researchers Get-together

International Researchers U-Nite is an opportunity to gather and meet informally with other international research students over complimentary food & drinks at the International Student Services (ISS) Student Lounge. U-Nite is intended as an informal social support network for all UNSW international research students to meet and mingle and discuss any issues of concern.

All meetings will be held at ISS Student Lounge, Goodsell Building, F20. You will be invited by email sent to you a week before the gathering.

SPECIAL INTEREST SESSIONS

Special interest sessions offered during the orientation program in July include topics such as:

- Arriving, Surviving and Thriving @ UNSW
- Accommodation Workshops
- Pathways to Australian Permanent Residency
- How to look for part time or casual work
- Australian History and Culture

For further information please email: international.student@unsw.edu.au or visit <http://www.international.unsw.edu.au/future/accepted/acceptedhome.html>

FURTHER INFORMATION

For further information regarding enrolment procedures contact your School Office or the Graduate Research School on +61 2 9385 5500/ 9385 5502

For further information regarding Student Visa conditions contact the International Compliance Unit Office on telephone +61 2 9385 3065 or email: esos@unsw.edu.au

POSTGRADUATE RESEARCH ENROLMENT SCHEDULE

Semester 2 2009

Students should go to their School Office at the location and time specified for their program to collect their enrolment form and have their program approved before proceeding to the Graduate Research School or COFA Paddington Campus.

All Faculties (except as specified below)

Students may collect their enrolment form from their School Office anytime on or after Monday 22 June. All School Offices, except those specified below, are open from 9am to 5pm Monday to Friday. Students are strongly encouraged to contact their School Office prior to enrolment to ensure an enrolment adviser is available at the time they plan to enrol.

Faculty of Arts and Social Sciences

Students may collect their enrolment form at the Faculty Student Centre, G1 Morven Brown Bldg. (Map C20) Monday to Friday between 9am-4.00pm.

History and Philosophy students may collect their enrolment forms from the School Office, located Level 3, Room 353, Morven Brown bldg, Monday to Friday between 8.30 am – 12.30pm and 1.30pm – 4.30pm

The School contact is Sally Pearson

Phone: +61 2 9385 8864

Email: sally.pearson@unsw.edu.au

Faculty of the Built Environment

Students are to contact Chrisanthi Emmanouilidis to make an appointment.

Red Centre West Wing (Map H13) Level 2, Room 2044

Phone: +61 2 9385 6653

Email: Chrisanthi@fbe.unsw.edu.au

College of Fine Arts (Paddington Campus)

All students are to **contact Joanna Elliot to make an appointment** to enrol.

Phone: +61 2 9385 0608

Email: j.elliott@unsw.edu.au

Australian School of Business

All students are to contact Yukimi Morita, Research Support Officer, to make an appointment.

Level 6 East Wing Australian School of Business Building (Map E12)

Phone: +61 2 9385 5144

Email: y.morita@unsw.edu.au

Faculty of Engineering

School of Civil and Environmental Engineering

Students are to contact the School Office to make an appointment.

The School office is located in Room 407 Civil Engineering bldg. (Map H20).

Phone: 9385 5091

Email: cvenenrolment@civeng.unsw.edu.au

School of Computer Science and Engineering (CSE)

Students are to contact Nicola Kwan or Colin Taylor in the CSE Student Office to make an appointment.

Building K17 (Map K17) Ground Level

Phone: +61 2 9385 6873 or 9385 5147 Fax: +61 2 9385 5995

Email: research@cse.unsw.edu.au

Graduate School of Biomedical Engineering

Students should collect their enrolment forms from the School Office on level 5 of the Samuels Building. The School contact is Mr Andreas Permadi
Phone: +612 9385 3911
Email: biomedeng@unsw.edu.au

School of Electrical Engineering and Telecommunications Engineering

Students are to contact the School Office to make an appointment.
The School office is located in Room G1, Electrical Engineering Building (Map G17)
Phone: +61 2 9385 4000 Email: eet@unsw.edu.au
Postgraduate Research Students Coordinator: A/Prof. J. Yuan

School of Mechanical and Manufacturing Engineering

Enrolment is by appointment only. Students are to contact Mary Rolfe to make an appointment.
Room 212, Mech Eng bldg. (Map J17)
Phone: +61 2 9385 5782
Email: mary.rolfe@unsw.edu.au

Faculty of Law

The due date for enrolment for students in the Master of Taxation by Research is 13 July 2009. Students enrolled by this date will receive Study Materials (where appropriate for coursework) by Week 0. Students who enrol after this date are expected to access their Study Materials on My eLearning Vista to commence study. The Study Materials for late enrolments may not reach students by the start of the Semester. All other Faculty of Law research students are required to enrol by 20 July 2009. Please contact Jenny Jarrett on j.jarrett@unsw.edu.au if you are enrolling after this date or are having problems.

Faculty of Medicine

Instructions to finalise enrolment with the Faculty of Medicine will be sent directly to students at the email address supplied to the Graduate Research School at time of admission or acceptance of offer.

Faculty of Science

School of Biotechnology & Biomolecular Sciences (BABS)

Students may collect their enrolment form from the BABS Student Office, Room 103, Level 1, Biological Sciences Building D26: Monday to Friday between 10am-12pm and 2pm-4pm. Alternatively, you can contact Kylie Jones to make an appointment.
Phone: +61 2 9385 8047
Email: k.jones@unsw.edu.au

School of Biological, Earth and Environmental Sciences (BEES)

Students can collect their enrolment forms from Student Office. Biological Sciences building Room G27
Phone +61 2 9385 2015
Email: a.lonergan@unsw.edu.au

School of Mathematics and Statistics

Students can collect their enrolment forms from Julie Hebblewhite
Red Centre East, Level 3 Room 3088
Phone +61 2 9385 7053
Email: j.hebblewhite@unsw.edu.au

School of Psychology

Students are to contact Trevor Clulow to arrange an appointment.
Mathews Building Room 1017
Phone: +61 2 9385 3028 Email: t.clulow@unsw.edu.au