# Enrolment checklist for international students

Print this checklist to record your transaction numbers and your progress.

Web version with full instructions: [monash.edu/enrolments/first-time/international](http://monash.edu/enrolments/first-time/international)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start enrolment step 1</strong></td>
<td>Pay your course fees</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Received your Confirmation of Enrolment</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Received and printed your Authority to Enrol</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Create account step 2</strong></td>
<td>To set up your computer account you need your Monash student ID number.</td>
<td>My student ID number:</td>
</tr>
<tr>
<td></td>
<td>This is on your Authority to Enrol.</td>
<td>My authcate username is:</td>
</tr>
<tr>
<td><strong>Register details step 3</strong></td>
<td>Update your contact details</td>
<td>My WES transaction number is:</td>
</tr>
<tr>
<td></td>
<td>Complete the Enrolment Questionnaire in the Web Enrolment System (WES).</td>
<td>Q</td>
</tr>
<tr>
<td><strong>Attend enrolment day step 4</strong></td>
<td>Know your course requirements</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Attend your faculty course information session or review online materials</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If applying for credit for prior learning</strong></td>
<td>Bring relevant documents</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Enrol in units step 5</strong></td>
<td>Enrol in semester two units</td>
<td>My WES transaction number is:</td>
</tr>
<tr>
<td></td>
<td>My unit codes:</td>
<td>U</td>
</tr>
<tr>
<td></td>
<td>1. __ __ __ __ __ __ __ __</td>
<td></td>
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<tr>
<td></td>
<td>2. __ __ __ __ __ __ __ __</td>
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</tr>
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<td>3. __ __ __ __ __ __ __ __</td>
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<td></td>
<td>4. __ __ __ __ __ __ __ __</td>
<td></td>
</tr>
<tr>
<td><strong>Collect ID card step 6</strong></td>
<td>Go to Monash Connect on your enrolment day with these documents</td>
<td>Authority to Enrol (printed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Passport or Photo ID</td>
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<tr>
<td></td>
<td></td>
<td>WES transaction numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visa</td>
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<tr>
<td></td>
<td></td>
<td>Offer letter (Course Agreement)</td>
</tr>
<tr>
<td><strong>Additional enrolment tasks step 7</strong></td>
<td>Complete any additional enrolment tasks</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Register timetable preferences in Allocate+ by 5pm 16 July</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Organise parking permit or public transport discount</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Create an event schedule using the Orientation ePlanner to ensure you attend all compulsory orientation activities</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Attend Orientation (20 - 24 July) including the <strong>Essential Information Session</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>