

Enrolment checklist for domestic students

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

Web version with full instructions: monash.edu/get-started/enrolment/domestic

Step	Action	Completed
Step 1: Create your account	Accept your offer by completing the steps to enrol or defer. If you have an offer expiry date in your offer email, make sure you enrol before then or you will lose your place. To set up your Monash account you need your Monash student ID or VTAC number. This is in your offer email.	<input type="checkbox"/> Yes My student ID number is: <input type="text"/> My Monash username is: <input type="text"/>
Step 2: Register your details	Complete the enrolment questionnaire Provided your Tax File Number (TFN) or applied for one (required to defer fees) If you have a CSP, complete the Request for Commonwealth Support and HECS-HELP	My transaction number is: <input type="text" value="Q"/> <input type="checkbox"/> Yes My transaction number is: <input type="text" value="C"/>
Step 3: Get your course information	Know your course requirements by checking the online course information Attend your faculty course information session or review online materials Bring relevant documents if applying for credit transfer	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
Step 4: Enrol in units	Enrol in units for semesters one and two 1. _____ 3. _____ 2. _____ 4. _____ 1. _____ 3. _____ 2. _____ 4. _____	My transaction number is: <input type="text" value="U"/>
	Congratulations! Once you have this U transaction number you have accepted your offer and enrolled If you have a full-fee place and you're wanting FEE-HELP, complete the Request for FEE-HELP assistance If you're eligible, apply for SA-HELP to pay your Student Services Amenities Fee (SSAF)	My transaction number is: <input type="text" value="FH"/> My transaction number is: <input type="text" value="SA"/>
Step 5: Collect your ID card	Order your student ID card through the Web Enrolment System (WES) (You can only do this once you've enrolled in units). Register your timetable preferences in Allocate+ Pay your fees or defer payment with a HELP loan Organise parking permit or travel concession card using WES Create an event schedule using the Orientation Planner to ensure you attend all compulsory orientation activities during O'Week (19-23 Feb)	<input type="checkbox"/> Order ID card <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes