

Higher Degree Research enrolment guidelines

Congratulations on your offer from the University of Western Sydney!
Follow these easy steps to complete your enrolment.

Online enrolment is available to all Higher Degree Research applicants who have been made an offer and satisfied all conditions. International applicants must also have paid their fees for the first session and received a Confirmation of Enrolment if on a student visa. International candidates who have been awarded a scholarship from UWS are not required to pay their fees.

Step 1: Set up your MyUWSAccount

Your MyUWSAccount is a secure online account providing a username and password for access to many UWS areas, including MyUWS, student email, MySR, vUWS and Platform Web.

We send important information about your enrolment to your student email account, not by post, so it's important that you check it often.

You must first activate your account at

<https://myuwsaccount.uws.edu.au>

On the first screen you will need to enter your UWS student ID. You will use this number to log into most UWS online systems. You will also be asked to set up a secret question and answer in case you forget your password.

When activating your MyUWSAccount, you must read and accept the Information Systems Usage Agreement.

Step 2: Log into MyStudentRecords (MySR)

To access MySR go to MyUWS at <http://myuws.uws.edu.au> and use your new MyUWSAccount details to log in. Then click the 'MyStudentRecords' link on the left of the page.

In MySR, all you need to do is click on the 'Enrolment' link listed in the menu on the

left hand side of the page. This page will display the steps you need to follow to complete your enrolment.

If you're accessing MySR from home, you need to be aware that MySR uses pop-up windows. Some browsers and virus protection programs may block these pop-ups. Information on disabling pop-up blockers is downloadable from the 'Help' section at the bottom right hand corner of MyUWS. You need to have Javascript enabled on your computer to use MySR.

Help using MySR is available online at www.uws.edu.au/mysrhelp

Step 3: Personal details

Please check that your personal details, including your postal address and contact phone number are correct. Add the contact details of your next of kin and someone the University can contact in case of an emergency. In order to comply with student visa requirements, International students must provide a local address. It is important to keep this information up to date.

Step 4: Complete all the online forms

Please read the instructions on how to continue. You may need to scroll down to reach the end of the instructions and the next steps. You must complete all required forms and steps in sequence. Some pages have help available — look for the red button.

Form 1: Course Details

Click on the check box to confirm your enrolment in the course listed on the screen, then click 'Confirm' to move to the next step.

Form 2: Declaration

Make sure you read this declaration carefully, as it outlines your responsibilities as a candidate enrolled at UWS. When you have read the declaration click 'Confirm' to move to the next step.

9 simple steps

1

Set up your MyUWS Account
<https://myuwsaccount.uws.edu.au>

2

Log into MyStudentRecords (MySR)
<http://myuws.uws.edu.au>

3

Complete personal details

4

Complete all online forms

5

Confirm your units

6

Print your receipt

7

Scholarship holders

8

Contact your supervisory panel

9

Get your student ID card

Form 3: Government Statistics

Make sure that you check and complete all of the questions in this section. Some fields will already be filled in based on the details you provided in your application. If any information is incorrect or out of date, please update it. Some information such as change of name or citizenship details require documentary evidence. Change of name or change of citizenship documents need to be lodged with Student Central.

You then need to click 'Confirm' to move to the next step.

Form 4: Commonwealth Assistance Form (eCAF)

This form relates to fee paying Higher Degree Research candidates with Australian citizenship (other candidates will not see this form).

Step 5: Confirm your units

Go to Unit Selection. In the action column click on the box to confirm the unit/s. Click 'add to cart'. Click 'Proceed to Checkout'. Click 'Confirm'.

Step 6: Print your receipt as a record of your enrolment and log out of MySR

Once your enrolment has been confirmed, a receipt of your enrolment will be displayed. Please save and/or print a copy for your records.

Your enrolment is complete. Please remember to log out.

Step 7: Scholarship recipients

This step relates only to candidates who have been awarded a stipend scholarship. You must return the following documents to the Research Scholarships Development Officer:

- Acceptance of Offer
- Response to Offer
- Conditions of Award (two copies)

You must sign and return all four items and enrol before your payments can commence.

Step 8: Contact your supervisory panel

You should now contact your supervisory panel to make arrangements to proceed with your research. Information including contact details is on your Record of Candidature, sent with your Letter of Offer

Step 9: ID card

If you do not already have a UWS student card you may obtain one from a Student Central on any UWS campus. Information about Student Centrals can be found at www.uws.edu.au/studentcentral

Contact us

Please contact the Student Administration Postgraduate Research Unit on +612 4736 0665 or sa-research@uws.edu.au if you require assistance.

For information about your scholarship contact the Research Scholarships Development Officer on +612 4736 0966 or t.mills@uws.edu.au.

For more information visit the website.

www.uws.edu.au/research

The website contains up to date information for Higher Degree Research candidates.

Orientation

The Office of Research Services will organise an orientation day for Higher Degree Research candidates. Information about these arrangements will be sent to your student email account.

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