7 essential steps

1. Accept your offer
   www.uws.edu.au/international/admissions/how_to_accept

2. Activate your MyUWSAccount
   www.uws.edu.au/step2activate

3. Plan your course
   www.uws.edu.au/step3plan
   • Check your units
   • Academic Advising
   • Advanced Standing

4. Enrol online
   www.uws.edu.au/step4enrol
   • MySR
   • Tutorial Registration

5. Get your timetable
   www.uws.edu.au/step5timetable

6. Get your student ID card
   www.uws.edu.au/step7idcard

7. Get prepared for uni
   www.uws.edu.au/step8prepare
   • Orientation
   • Bridging programs
   • Parking
   • Services and facilities
   • A-Z Guide of UWS terms

Student Central Infoline
1300 668 370
studentcentral@uws.edu.au

Teaching session dates
www.uws.edu.au/importantdates

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<th>Teaching session</th>
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<td>3 January - 26 June</td>
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Multi-campus Disclaimer
The University of Western Sydney reserves the right to change course and unit campus locations from those current at the time of course commencement.
Step 1: Accept your offer
UWS requests that no less than six weeks before the commencement of classes you should:
Step 1: Read carefully the UWS Refund Policy and the Overseas Student Health Cover (OSHC) Policy.
Step 2: Print the Acceptance to study at UWS and the Confirmation of Enrolment (CoE) Request forms found in the International Offer Pack. These forms are also attached to your offer email.

Students with a conditional offer: At UWS, you can accept your conditional offer. If you find later that you are not able to meet the prerequisite requirements in time for the start (ie English language requirements or successful completion of a pre-requisite course) you may either request a deferment in writing of your course commencement to the next available intake or request a refund of the money paid. The University’s normal refund policy would apply in these circumstances.

Step 3: Complete all information requested in your acceptance form, CoE request form, and the required tuition and OSHC payment (as stated in your UWS Offer Letter) now needs to be sent to UWS International. Payment options are explained on your Acceptance to study at UWS form.

The University’s preferred communication is via email.

Your completed forms can be returned to the email address from which you received your Offer Letter
OR
Return to your agent
OR
Send to: UWS International Admissions – Parramatta Campus Locked Bag 1797 Penrith South DC NSW 1797 Australia

Step 4: Once the forms and payment have been received, UWS will issue you an Electronic Confirmation of Enrolment (eCoE). This confirms your acceptance to the course at UWS and you are now able to go ahead and use the eCoE to process your student visa at the Australian Embassy/Diplomatic Post stated on your eCoE

Once all 4 steps are completed, you have successfully accepted your offer and you are now ready to obtain your student visa and enrol at UWS.

Payment of tuition fees obligation: The fees listed in your offer letter are variable and are subject to change without notice on an annual basis.

Step 2: Activate your MyUWSAccount
What is my MyUWSAccount?
MyUWSAccount is a secure page where you create your student account to access UWS online services, such as student email, MyUWS student portal, MyStudentRecords (MySR), PlatformWeb and E-Learning (vUWS): www.uws.edu.au/onlinesystems

How do I activate my MyUWSAccount?
Use your UWS Student ID number to activate your MyUWSAccount once you have read and accepted the Information Systems Usage Agreement. It may take up to 15 minutes for your account to activate.

How do I set up my student email account? Activating your MyUWSAccount also activates your student email account. This is the official communication channel used by UWS to contact you, so you must check it regularly: http://myuws.uws.edu.au

Step 3: Plan your course
What units do I need to enrol in?
Once you have accepted your offer and activated your MyUWSAccount, you need to check what units are available in your course so you can enrol. If you are starting your course at the beginning of the year, the courses and units on offer at UWS are listed in the UWS Handbook at http://handbook.uws.edu.au/hbook/

If you are starting your course mid-year, information about which units you can enrol in can be found at www.uws.edu.au/academicadvising

Can I get credit for studies I have already completed?
Yes - if you have undertaken previous study, you can apply for credit through Advanced Standing. Information about applying is available from Student Central or online: www.uws.edu.au/advancedstanding

Applications need to include supporting documentation such as certified copies of your qualifications and/or transcript information. More information is available at www.uws.edu.au/advancedstanding

Do I need to attend an Academic Advising session?
Yes - Academic Advising sessions are held before the start of the teaching session before Orientation. The sessions are compulsory for most courses and provide important information about your course and the units you should enrol in.

Help with enrolling and using MySR is also available during Academic Advising in the MySR supported computer labs. Check the Academic Advising schedule and lab schedule online so you know when and where your advising session will be held:
www.uws.edu.au/academicadvising

Step 4: Enrol online
What do I enrol?
To enrol, you will need to log on to our online student record system called MyStudentRecords (MySR). You access MySR through the MyUWS student portal and can enrol at any time during the enrolment period. MyUWS is the central point for the UWS systems that you'll need to access as a student: http://myuws.uws.edu.au

If you’re using MySR from home, you must make sure that you have Javascript installed and that you have disabled any pop-up blockers before you login. Instructions for disabling common pop-up blockers are online at www.uws.edu.au/myshelp

Step 5: Get your timetable
How do I get my timetable?
You are responsible for checking the timetable information to work out where and when your units are being offered. You will not receive a hard copy timetable from UWS but will need to access the online timetable in our online system called PlatformWeb and print out your timetable for each unit. To access PlatformWeb, you need to log into MyUWS: http://myuws.uws.edu.au

Step 6: Get your student ID card
What is my Student ID card for?
You must be enrolled before you can apply for a Student ID card. You will use your card for library, photocopier and IT services and must carry it with you at all times on campus and in examinations. You can get your Student ID card at the Student Central on your campus:
www.uws.edu.au/studentcentral

Step 7: Get prepared for uni
Do I need to attend Orientation?
Yes - we highly recommend you attend Orientation activities held before classes start. These include course sessions, library tours and workshops and give you the opportunity to ask questions and become familiar with university life. Check online so you know when and where your course session will be held: www.uws.edu.au/orientation

How do I get to uni?
Information about how to get to each UWS campus is available at www.uws.edu.au/campusmaps. All vehicles parking within UWS campuses must display a valid parking permit. Find out about parking permits and how to get one at www.uws.edu.au/parking

What if I need some help with my writing, maths or other skills?
The Student Learning Unit runs free courses called UniStep and Academic Preparation (AcPrep) and workshops to help new and mature age students develop academic writing, maths, statistics and study skills. Some courses are run before each session starts and also throughout the teaching session. Course information and how to register online is available at www.uws.edu.au/slu

What if I have a disability?
If you have a disability or chronic health condition, our Disability Service can organise for any adjustments you may need for your course or Orientation. Contact the Disability Advisors at disability@uws.edu.au or 02 9852 5199. More information is available at www.uws.edu.au/disabilityservice