


Your enrolment checklist (domestic students)

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

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

Step	Action	Completed
Accept your offer by enrolling in units or apply to defer before the expiry date in your offer		
Step 1: Create your account	Set up your Monash account using your Monash student ID. This is in your offer email.	My student ID number is: <input type="text"/> My Monash username is: <input type="text"/>
Step 2: Plan your course	Know your course requirements by checking the course information online, including course maps. <input type="checkbox"/> Record the unit codes for a full year's enrolment (usually 48 credit points for a standard single degree – check your course map). <input type="checkbox"/>	
Step 3: Register your details and enrol in units	Check your contact details (and update if needed). <input type="checkbox"/> Agree to complete the <i>Monash Compulsory Modules</i> by the due date. <input type="checkbox"/> Complete the Enrolment Questionnaire. <input type="checkbox"/> Provide your USI (Unique Student Identifier). <input type="checkbox"/> If eligible, apply for HECS-HELP & SA-HELP loans and provide your Tax File Number. <input type="checkbox"/> If applicable, nominate your area of study (not required for all courses). <input type="checkbox"/> Record the unit codes to enrol in units for semester one: 1. _____ 3. _____ 2. _____ 4. _____ Enrol in units for semester two: 1. _____ 3. _____ 2. _____ 4. _____	My WES transaction number: <input type="text" value="U"/> 
Congratulations! Once you have this U transaction number you are enrolled.		
Step 4: Order your ID card	Order your student ID card (M-Pass) online. <input type="checkbox"/> Have it mailed out to your home address. <input type="checkbox"/>	
Step 5: Attend Orientation Week	Check the Orientation website to get a head start on developing your academic skills, making connections and other fun activities. <input type="checkbox"/>	
Before classes start		
	Complete any additional enrolment tasks (e.g. immunisations, pre-placement checks) <input type="checkbox"/>	
	Create your timetable in Allocate+ <input type="checkbox"/>	