MONASH University

Enrolment checklist for international students

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

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

Step	Action	Completed
Step 1: **Create your account**	Set up your Monash account You'll need your Monash student ID number. This is in your International Student Course Agreement (ISCA)	☐ Yes My student ID number is: My Monash username is:
Step 2: **Plan your course**	Update your contact details Complete the Enrolment Questionnaire in the Web Enrolment System (WES). Record the unit codes for a full year's enrolment (usually 48 credit points for a standard single degree – check your course map)	☐ Yes ☐ Yes ☐ Yes
Step 3: **Register and enrol in units**	Agree to the international student health cover rules and update your contact details Complete the Enrolment Questionnaire in the Web Enrolment System (WES). Enrol in units for semester one: 1. __ __ __ __ __ __ __ 3. __ __ __ __ __ __ __ 2. __ __ __ __ __ __ __ 4. __ __ __ __ __ __ __ Enrol in units for semester two: 1. __ __ __ __ __ __ __ 3. __ __ __ __ __ __ __ 2. __ __ __ __ __ __ __ 4. __ __ __ __ __ __ __	☐ Yes ☐ Yes My WES transaction number is: **U**
	Congratulations! Once you have this U transaction number you have accepted your offer and enrolled	
Step 4: **Order your ID card**	Order your student ID card online Nominate to have it mailed to your personal address in Australian or to collect it from Monash Connect	☐ Yes ☐ Yes
Step 5: **Attend Academic Engagement Day**	Complete any additional enrolment tasks (e.g. immunisations, police checks) Check your session time for Academic Engagement Day	☐ Yes ☐ Yes
	Before classes start	
	Register your timetable in Allocate+	☐ Yes
	Organise your parking permit or public transport discount	☐ Yes
	Create an event schedule using the Orientation Planner to ensure you attend all compulsory orientation activities	☐ Yes
	Attend Orientation Week (19 – 23 Feb) including the International Student Essential Information Session	☐ Yes