



**TAFE**NSW

# Orientation & Enrolment

## International Students



# TAFE NSW RICHMOND

<b>DATE</b>	Thursday, 13 July 2017								
<b>TIME</b>	10.00 am to 2.00 pm								
<b>VENUE</b>	TAFE NSW Richmond, Building J, Library Seminar Room, corner of Blacktown Road and Campus Drive, Richmond, NSW, 2753								
<b>COURSES</b>	Course area 1, Course area 2, Course area 3								
<b>PROGRAM FOR THE DAY</b>	<ul style="list-style-type: none"><li>• Welcome</li><li>• College Services</li><li>• Orientation and introduction to college life</li><li>• Completion of paperwork</li><li>• Enrolment</li><li>• College Tour</li></ul>								
<b>DOCUMENTS TO BRING</b>	Bring a copy of the following documents with you: <ul style="list-style-type: none"><li>• TAFE NSW Offer Letter</li><li>• Confirmation of Enrolment (CoE)</li><li>• Proof of tuition fee payment</li><li>• Passport (original) and a valid student visa</li><li>• Unique Student Identifier (USI) number</li></ul>								
<b>CONTACT PERSON</b>	<table><tr><td>Name</td><td>Helen Bodill</td></tr><tr><td>Location</td><td>TAFE NSW Richmond, corner of Blacktown Road and Campus Drive, Richmond, NSW, 2753</td></tr><tr><td>Telephone</td><td>+61 2 4570 9033</td></tr><tr><td>Email</td><td><a href="mailto:helen.bodill@tafensw.edu.au">helen.bodill@tafensw.edu.au</a></td></tr></table>	Name	Helen Bodill	Location	TAFE NSW Richmond, corner of Blacktown Road and Campus Drive, Richmond, NSW, 2753	Telephone	+61 2 4570 9033	Email	<a href="mailto:helen.bodill@tafensw.edu.au">helen.bodill@tafensw.edu.au</a>
Name	Helen Bodill								
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## IMPORTANT INFORMATION

Attendance is compulsory.

If you are not present at orientation, you may lose your place in the course. You must contact us if you are unable to attend the program.

Students who do not enrol and start their course by Monday, 17 July 2017 may be referred to the Department of Immigration and Border Protection (DIBP), and may risk cancellation of their student visa.

## Important information about your USI (Unique Student Identifier)

To apply for your USI, please follow the steps below:

1. Go to [www.usi.gov.au](http://www.usi.gov.au)
2. Follow the steps on the website
3. Enter your personal detail on the USI website  
*Please note that your personal details must be exactly the same as in your passport.*
4. Print your USI below and bring this to your orientation session.

USI Number: \_\_\_\_\_

### Example of USI Creation Notice

Dear Student,

#### SUCCESSFUL CREATION OF UNIQUE STUDENT IDENTIFIER (USI)

Your USI Account has been successfully created with the following details:

USI: ABCD1234

First Name: John

Middle Name: -

Last Name: Smith

Birth Year: 1988

Please take this creation notice with you when you enrol as you will need the above details for the training organisation to verify that your USI is correct.

You will only ever need one USI and it is yours for life. Please keep a record of your USI somewhere safe for future reference as you will need this every time you undertake training.

You can update your details, assign access rights and view any training outcomes (when available) by logging in to your USI account at any time. If you lose your USI or forget your password you can visit our website [www.usi.gov.au](http://www.usi.gov.au) to recover it.

#### Why do you need a USI

The USI is an important part of the national training data collection. It helps ensure that all records for the same person in the collection stay together regardless of which training provider delivers the training.

- Your training provider cannot issue you with a certificate or other evidence of your nationally recognised training outcomes without collecting and verifying your USI, except where special exemption exist.
- Nationally recognised training includes both long courses leading to diplomas and certificates as well as short courses (e.g. for first aid, trucking licenses).
- The USI can provide you with a password protected online access to your national training records.

More information is available at [www.usi.gov.au](http://www.usi.gov.au).

If you believe you are receiving this notification in error, please contact us through our website [www.usi.gov.au](http://www.usi.gov.au).

Regards,

Student Identifier Registrar USI Office

GPO Box 9880 Canberra ACT 2601 Australia

Phone: 1300 857 536 | Email: [isu@education.gov.au](mailto:isu@education.gov.au) | Web: [www.usi.gov.au](http://www.usi.gov.au)



TAFE NSW International Students

[www.studyintafe.edu.au](http://www.studyintafe.edu.au)

CRICOS Provider Name: TAFE NSW – Technical and Further Education Commission

CRICOS Provider Code: 00591E