



**TAFE**NSW

# Orientation & Enrolment

## International Students



# TAFE NSW CASTLE HILL

<b>DATE</b>	Thursday, 13 July 2017								
<b>TIME</b>	10.00 am to 1.00 pm								
<b>VENUE</b>	TAFE NSW Castle Hill, Foyer of F Block, 1 Green Road, Castle Hill, NSW 2154								
<b>COURSES</b>	All								
<b>PROGRAM FOR THE DAY</b>	<ul style="list-style-type: none"><li>• Welcome</li><li>• Enrolment</li><li>• College Tour</li><li>• Completion of paperwork</li><li>• Orientation and introduction to College Life</li><li>• College services</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><li>• Passport sized photo</li></ul>								
<b>CONTACT PERSON</b>	<table><tr><td>Name</td><td>Carol Thomson (International Student Coordinator)</td></tr><tr><td>Location</td><td>TAFE NSW Baulkham Hills, 142 – 146 Old Northern Road, Baulkham Hills, NSW 2153</td></tr><tr><td>Telephone</td><td>+61 2 9865 1240</td></tr><tr><td>Email</td><td><a href="mailto:Carol.Thomson@tafensw.edu.au">Carol.Thomson@tafensw.edu.au</a></td></tr></table>	Name	Carol Thomson (International Student Coordinator)	Location	TAFE NSW Baulkham Hills, 142 – 146 Old Northern Road, Baulkham Hills, NSW 2153	Telephone	+61 2 9865 1240	Email	<a href="mailto:Carol.Thomson@tafensw.edu.au">Carol.Thomson@tafensw.edu.au</a>
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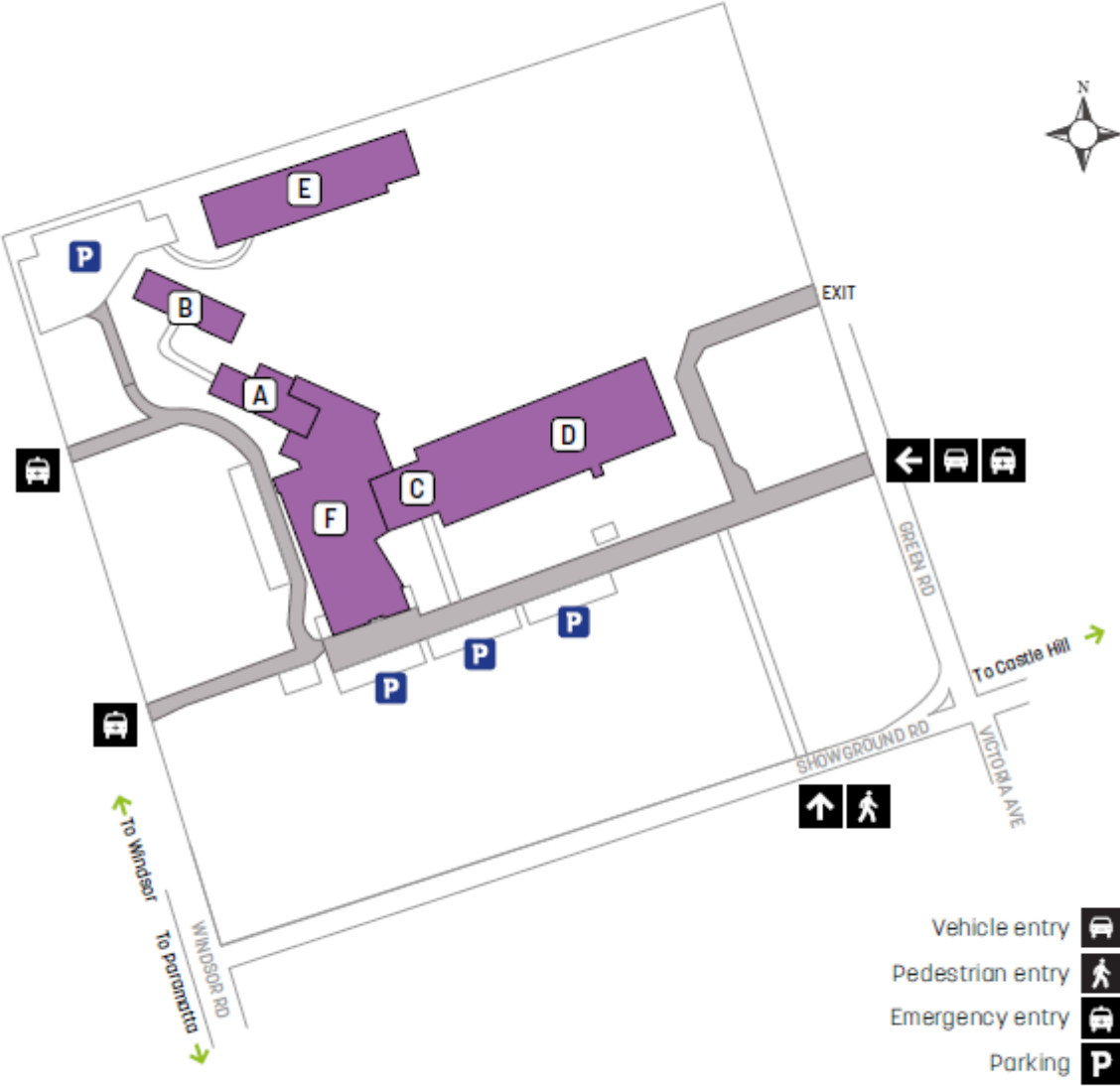
## IMPORTANT INFORMATION

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.

# CASTLE HILL



# CASTLE HILL

## MAP INDEX

### A Block

Student Amenities

### B Block

First Aid Room  
Staff Amenities  
Accounting & Financial Services

### E Block

Information Technology

### F Block

Health Services  
Community Services  
Student Administration

## CAMPUS ADDRESS

Castle Hill Campus  
Cnr Showground and Green Rd  
Castle Hill NSW 2154


## MAILING ADDRESS

Baulkham Hills Campus  
146-160 Old Northern Rd  
Baulkham Hills NSW 2153


## CONTACT

 Phone: 131 870  
 Email: [askwsi@tafensw.edu.au](mailto:askwsi@tafensw.edu.au)

## PUBLIC TRANSPORT

 Bus: Westbus Route 601 and 615  
For further information on transport routes, fares and to search timetables, go to the Transport Infoline website at [www.131500.info](http://www.131500.info) or call 131 500.

## PARKING

 Car parks are available at all colleges for the convenience of students, staff and visitors. This includes designated spaces for drivers with a disability. You may need to purchase a parking permit, or pay an entry fee to park in some college grounds.

## 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