



**TAFE**NSW

# Orientation & Enrolment

## International Students



# TAFE NSW MACQUARIE FIELDS

<b>DATE</b>	Monday, 10 July 2017
<b>TIME</b>	1.00 pm to 2.30 pm
<b>VENUE</b>	TAFE NSW Macquarie Fields, Block A, Ground Floor, Room AG.13 32 Victoria Road, Macquarie Fields, NSW, 2142
<b>COURSES</b>	Wall and Floor Tiling
<b>PROGRAM FOR THE DAY</b>	<ul style="list-style-type: none"><li>• Set up your student profile</li><li>• Discussion of expectation of your studies in Australia</li><li>• Overseas Student Health Cover</li><li>• Enrol into your course, process your student card and obtain your timetable</li><li>• Tour of the campus</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>	Name            Alicia Mawson, International Student Support Coordinator Location        Block A, Ground Level, 500 Chapel Road, Bankstown, NSW, 2142 Telephone       +61 2 9796 5458 Email <a href="mailto:swsi.international@tafensw.edu.au">swsi.international@tafensw.edu.au</a>

## 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.

# MACQUARIE FIELDS COLLEGE

Victoria Road  
Macquarie Fields, NSW 2564 | p: 13 7974



### Transit Information

- Parking available on college grounds. Street parking available. Bicycle parking available on college grounds
  - Interline 870, 871, 872 (from Glenfield Station)
  - Glenfield Station and Macquarie Fields Station are a 20 minute walk from the college.
- For timetable information, please call 131 500 or visit [www.131500.com.au](http://www.131500.com.au)

- Buildings
- Pathways
- Carparks
- Internal Roads
- Grass Areas
- Customer Service Centre

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| <p><b>A</b> Electrotechnology, ICT and Design Faculty<br/>Wirruga Room</p> <p><b>B.G</b> Customer Service Centre</p> <ul style="list-style-type: none"> <li>• Information and Administration</li> <li>• Disability Services</li> <li>• Career Advice and Counselling</li> <li>• Library</li> </ul> <p>Information and Communications Technology (ICT) Services Unit (West)<br/>Wall and Floor Tiling (West)<br/>Bermah Room</p> <p><b>B.1</b> Fashion</p> | <p><b>C</b> Main Store<br/>Maintenance Office<br/>Security<br/>Xerox DocuCare Office</p> <p><b>E</b> Wall and Floor Tiling</p> <p><b>F</b> Wall and Floor Tiling Workshops</p> <p><b>H.G</b> Computer Classrooms (West and East)<br/>General Classrooms (West and East)<br/>Networking Laboratory (East)</p> <p><b>H.1</b> General Purpose Classrooms<br/>Computer Classrooms<br/>Foundation Skills<br/>Business Administration (West)<br/>Information Technology (West)</p> | <p><b>J</b> First Aid Room<br/>Canteen<br/>Facilities Coordinator</p> <p><b>K</b> Health and Fitness<br/>Gym<br/>Teachers Offices<br/>Aerobics Room<br/>Classrooms</p> <p><b>L</b> Storage Compound</p> <p><b>M</b> Personal and Community Service<br/>Clinic Rooms – Ageing and Disabilities<br/>Office – Ageing and Disabilities</p> |
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Disclaimer: While every reasonable effort was made to ensure that the information contained in this publication is correct at the time of printing it may be subject to change. Jan 2016

## 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