

Melville Hall Enrolment Guide

Use this Guide to help you through your enrolment

My Student Number is:

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Stage 1:

Welcome to Melville Hall

Check that the details printed on your blue rimmed **Enrolment Registration Form** are correct. Present your Enrolment Registration Form to foyer staff for checking (if you don't have a form, one will be printed for you).

Domestic Students will be directed into the hall; International Students will be directed to have their passports and visas checked.

Stage 2:

Fees

Stage 2 only applies to the following students:

- New Zealand Citizens
- Permanent Residents
- Cross-Institutional and Transferring Students from an External Institution
- Students with ATO Certificates (ie no tax File Number)

All other students proceed to Stage 3

Stage 3:

Academic Advice/Enrolment Registration Form signoff

Visit a College representative in Melville Hall who will authorise your enrolment. You can take this opportunity to ask any administrative questions about your program.

Please note, even if your program convenor has approved your enrolment, your form still needs to be signed off by a College representative.

Stage 4:

Enrolment Activation and Password Collection

Wait a few moments while your enrolment is activated and your password is issued. You will use your new password to access a number of University facilities including ISIS for self-enrolment.

Once completed, please exit Melville Hall and follow the yellow footsteps to InfoPlace Upper – Level 3, Chifley Library for Stage 5

Stage 5:

Enrolment and Student Card Collection

Using the computers provided, log in to ISIS and complete your electronic Request for Commonwealth Assistance Form (eCAF) – if required to – and Enrolment Checklist (refer to the guides at the computers for assistance or ask one of the staff members). Then enrol yourself in the approved courses you have selected. Once you have completed all 6 steps of the Enrolment Checklist and enrolled yourself, you may see nearby Enrolments staff who will issue you with an ANU Student Card.

Congratulations! You are now a successfully enrolled ANU student.