# Orientation and Enrolment for International Students

February 2016 - Higher Education Programs

Please note attendance is compulsory. If you are not present you may lose your place in the course. You must contact us if you are unable to attend this program.

<table>
<thead>
<tr>
<th>TAFE NSW Campus</th>
<th>Meadowbank</th>
</tr>
</thead>
</table>
| Date & Time     | 16-18, February 2016  
Tuesday 16, February 2016 (new International students only): 10:30am-12:30pm  
Wednesday 17, February 2016 (all new students): 9:30am-3:00pm  
Thursday 18, February 2016 (all new students): 9:30am-2:30pm |
| Venue           | Room K3.30  
Building K, Level 3,  
Meadowbank Campus  
See Street  
Meadowbank NSW 2114 |
| Documents to bring |  
- TAFE NSW Offer Letter  
- Confirmation of Enrolment (COE)  
- Proof of tuition fee payment  
- Passport with valid student visa  

If you have received these documents in an email message, please print them and bring them along |
| Contact person  | Ms Dora Ko |
| Contact Office  | Building P, Level 4, Room 4.31  
Meadowbank Campus  
See Street,  
Meadowbank NSW 2114 |
| Telephone/ Email | +61 2 9448 4499 / issnsit@tafensw.edu.au |
**Day 1**

**International Students Only** Tuesday 17, February 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30am- 11:30am</td>
<td>International students to meet with Campus International Student Coordinator: <strong>Dora Ko</strong>&lt;br&gt;Meet and Greet&lt;br&gt;Official Documentation</td>
<td>K Block Level 3 Room 30</td>
</tr>
<tr>
<td>11:30am- 11:45am</td>
<td><strong>Student Enrolment</strong>&lt;br&gt;• Enrolment Process&lt;br&gt;• Studying as an international Student&lt;br&gt;• Student Support Services&lt;br&gt;• TAFE Card photos&lt;br&gt;• Overseas Student Health Cover&lt;br&gt;• Travel Discounts</td>
<td></td>
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</tbody>
</table>

**Day 2**

**ALL Students** Wednesday 18, February 2016 (Proposed Schedule)

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30am- 10:30am</td>
<td>Registration and Welcome&lt;br&gt;1. Student Registration&lt;br&gt;2. Welcome address from Campus Director, teaching staff and guest speakers</td>
<td>K Block Level 3 Room 30</td>
</tr>
<tr>
<td>10:30am- 11:15am</td>
<td><strong>Morning Tea</strong>&lt;br&gt;Icebreakers and team building events- Mary Anne&lt;br&gt;Meet with peer mentors and form groups at the end of the morning Tea</td>
<td></td>
</tr>
<tr>
<td>11:15am- 12:15am</td>
<td><strong>Course Briefings</strong>&lt;br&gt;Meet the teachers, timetables, student policies and procedures, gain access to systems</td>
<td></td>
</tr>
<tr>
<td>12:15pm- 12:45pm</td>
<td><strong>College Tour by student mentors</strong>&lt;br&gt;Student Association, bookshop, library, campus facilities, Student Services</td>
<td></td>
</tr>
<tr>
<td>1:15pm- 2:00pm</td>
<td>Lunch with peer groups.&lt;br&gt;Peer mentors to exchange contact details with students for future contact</td>
<td>Canteen area</td>
</tr>
<tr>
<td>2:00pm- 3:00pm</td>
<td><strong>Student enrolment</strong>&lt;br&gt;• Enrolment process; Student Association&lt;br&gt;• Student Services&lt;br&gt;• TAFE Card Photos&lt;br&gt;• Travel concessions, Student Association payments</td>
<td></td>
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</tbody>
</table>

**Day 3**

**ALL Students** Thursday 19, February 2016 (Proposed Schedule)

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30am- 10:30am</td>
<td><strong>Academic Writing Workshop</strong>&lt;br&gt;All new students to attend a workshop focusing on requirements for essay and report writing.</td>
<td></td>
</tr>
<tr>
<td>10:30am- 10:45am</td>
<td><strong>Morning Tea</strong></td>
<td></td>
</tr>
<tr>
<td>10:45am- 12:00pm</td>
<td><strong>Academic Writing Practical</strong>&lt;br&gt;Practical focus of academic writing and researching skills</td>
<td></td>
</tr>
<tr>
<td>12:00pm- 12:30pm</td>
<td><strong>Lunch</strong></td>
<td></td>
</tr>
<tr>
<td>12:30pm- 2:30pm</td>
<td><strong>Mathematics Workshop</strong>&lt;br&gt;Covers the essentials of the math required for the Degree Program</td>
<td></td>
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</tbody>
</table>
The Meadowbank campus is next to Meadowbank train station. This station is on the Hornsby-via-Strathfield train line. Express train services from the centre of Sydney make it possible for students to travel to Meadowbank in 30 minutes or less.

For the most up to date transport information and the most convenient route please visit the website www.131.500.com.au or call 131 500.

Parking is also available at the campus.

IMPORTANT NOTE!
Students who do not enrol and start their course by Monday 22, February 2016 will be referred to the Department of Immigration and Border Protection and may risk cancellation of their student visa.
The Northern Sydney Institute Welcomes You

Dear Student,

Welcome to the Northern Sydney Institute, part of TAFE NSW. We are delighted that you have chosen to study in our Institute.

To provide you with some important and essential information about studying at the Northern Sydney Institute, we have organised an Orientation & Enrolment Day designed especially for international students enrolling in our institute for the first time starting in **February 2016**.

Your orientation and enrolment session will be held on **Tuesday 17, Wednesday 18 and Thursday 19, February 2016**, it will help you adjust to studying and living in Australia and it will be most beneficial for you to attend.

We look forward to meeting you on the day.

Yours sincerely,

Peter Freeman
Manager, International Student Services
The Northern Sydney Institute, part of TAFE NSW

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**For useful pre-departure information, please visit the following website:**
Page: [http://allianz.onlinetrainingnow.com](http://allianz.onlinetrainingnow.com)
Login: nsi@studentwelcomeservices.com.au
Code: nsi2000

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**To confirm your attendance at the Orientation & Enrolment day, please complete the details requested below and return the slip to:**

**Contact Person:** Dora Ko (International Student Coordinator)
**Location:** Room 4.31, Level 4, Building P
            See Street
            Meadowbank NSW 2114

**Telephone:** (+61 2) 9448 4499
**E-mail:** issnsit@tafensw.edu.au

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**Reply Slip**

- **Family Name:** ____________________________  **First Name:** ____________________________

- **Address:** ___________________________________  **ISU Reference Number:** ______________

- ___________________________________  **Telephone Number:** ____________________________

- **Course:** ___________________________________  **Campus:** ____________________________

- [ ] I will be attending the Orientation and enrolment session

- [ ] I will not attend the Orientation and enrolment session, but I expect to arrive on: ____________

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