

Complete your Enrolment Checklist – Offshore

Enrolment Checklist Information

Enrolment checklists are used to collect information required for Australian government reporting. They also help us to ensure that we have your correct contact details and the name that you would like to appear on your certificate on graduation.

Logging In

After you've accepted your offer, you must complete your Student and Program checklists to be eligible to enrol in your classes. New students may complete their checklist at any time, even prior to your official enrolment date. Continuing students will need to wait until enrolments open.

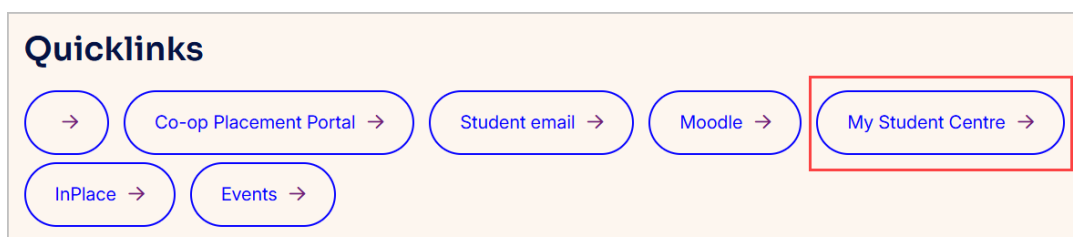
To begin, go to the Federation Homepage www.federation.edu.au and click on **Current students** from the top header menu.



On a mobile device, from the Fed homepage click on the **hamburger menu** (top right).



On the Current students page, scroll down to the **Quicklinks** section to find and select **My Student Centre**.



Log in using your Student ID number and password.

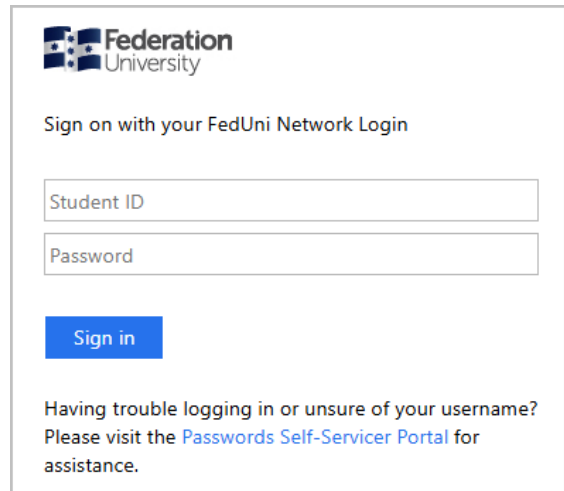
Your **Student ID** is your 8-digit student ID number.

Your **Password** is the same password you use to log in to all Federation University platforms.

Help

If you are having trouble logging into My Student Centre, with either your password or MFA, you can visit the [password reset portal](#).

For assistance with completing your checklist, please contact the institution where you are studying.



Federation University

Sign on with your FedUni Network Login

Student ID

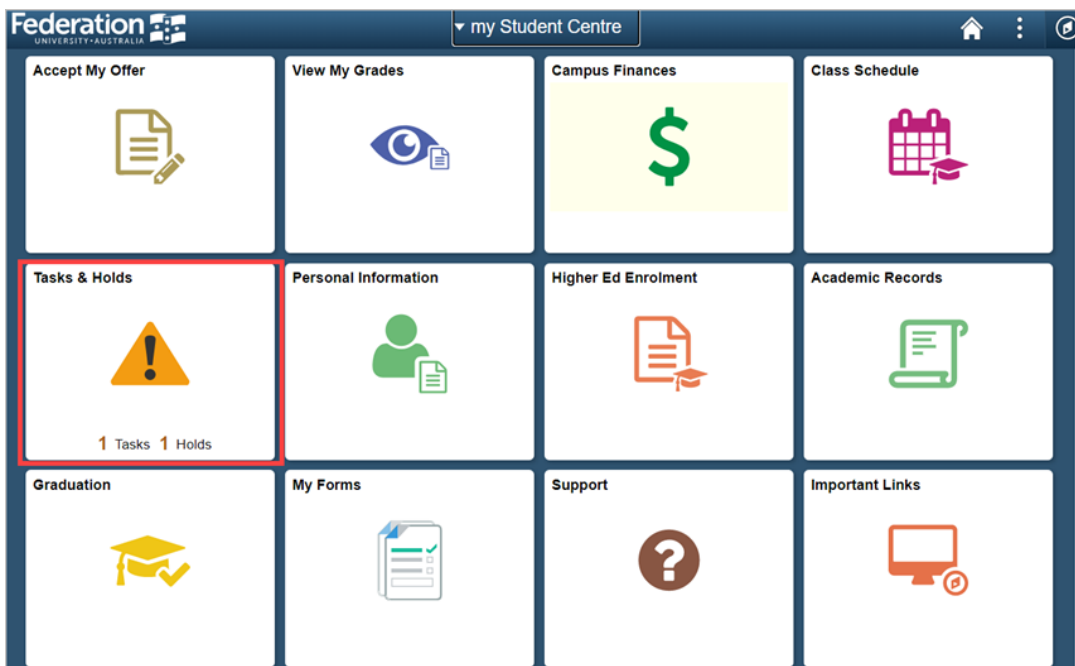
Password

Sign in

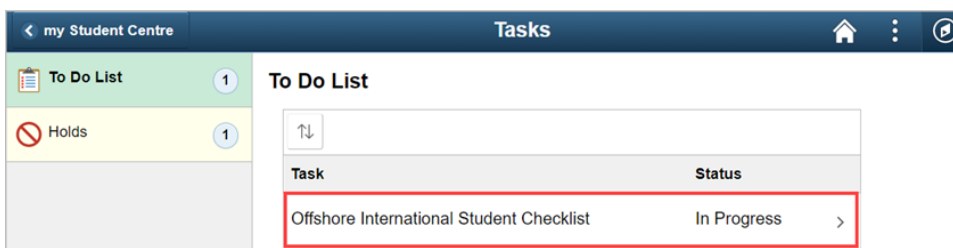
Having trouble logging in or unsure of your username? Please visit the [Passwords Self-Service Portal](#) for assistance.

Complete the Student Checklist

From the homepage of my Student Centre, select the **Tasks & Holds** tile:



Select the **Offshore International Student Checklist** from the list. **NOTE:** The Status of your checklist will show as 'Assigned' initially, then change to 'In Progress' once started.



There are eight (8) steps to complete for this checklist, as outlined below.

Step 1 of 8: Student Details

Read through the information and click **Confirm** to move to the next step. If using a mobile device to complete your checklist, the **Confirm** button is located at the bottom of your screen.



Figure 1: Desktop web browser view

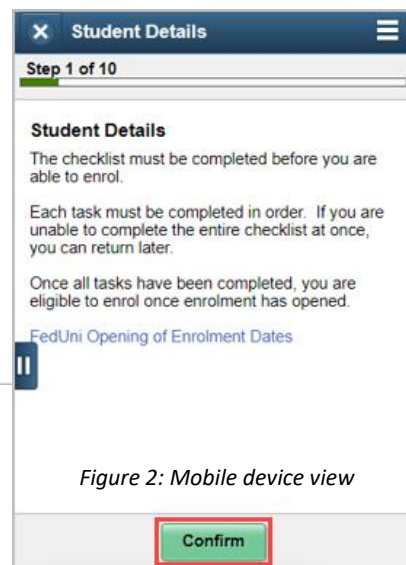
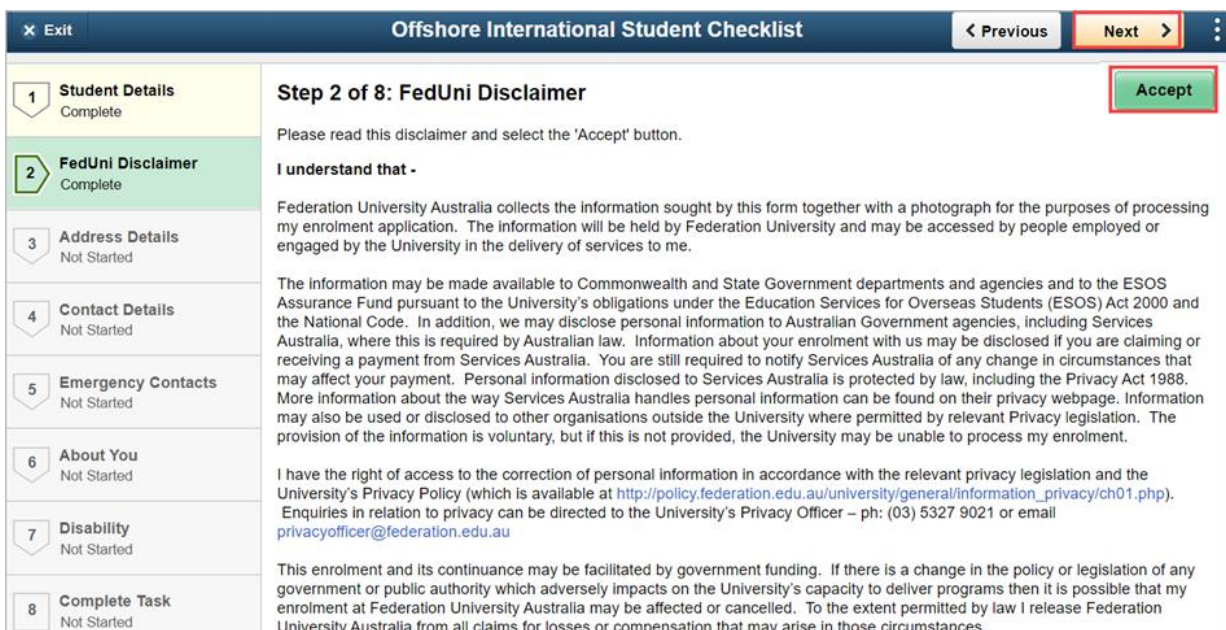



Figure 2: Mobile device view

Step 2 of 8: FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer and click **Accept** to continue. After accepting click **Next** to move to the next step.



Step 3 of 8: Address Details

Check and/or your address details. Click on the blue  symbol for address type information.

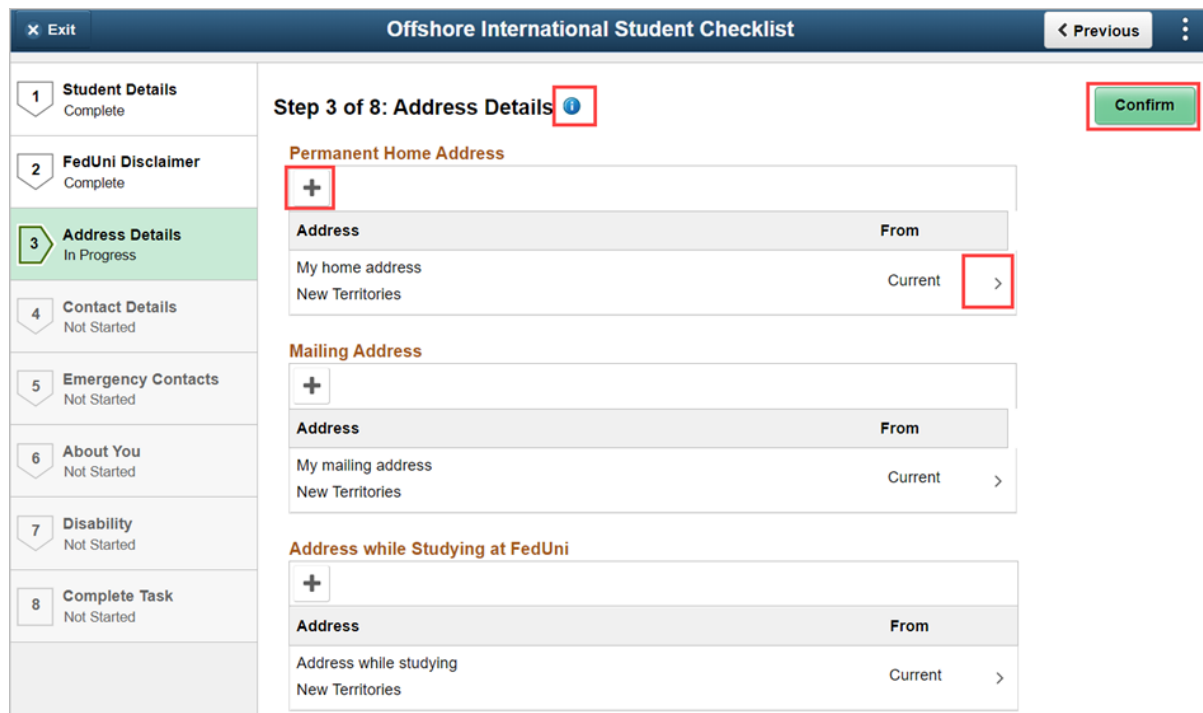
If you have previously supplied any address, you may see it listed on this page already for review. If no address is record, you will see a button to add an address.

NOTE: You must add a Permanent Home Address, Mailing Address and Address while Studying at FedUni before you can continue.


Click +  to add an additional address in any section

Click on >  to edit an address.


When finished, click **Confirm** to continue.




Offshore International Student Checklist


Step 3 of 8: Address Details 


Permanent Home Address

+ 


Address	From
My home address	Current
New Territories	


Mailing Address

+ 

Address	From
My mailing address	Current
New Territories	

Address while Studying at FedUni

+ 

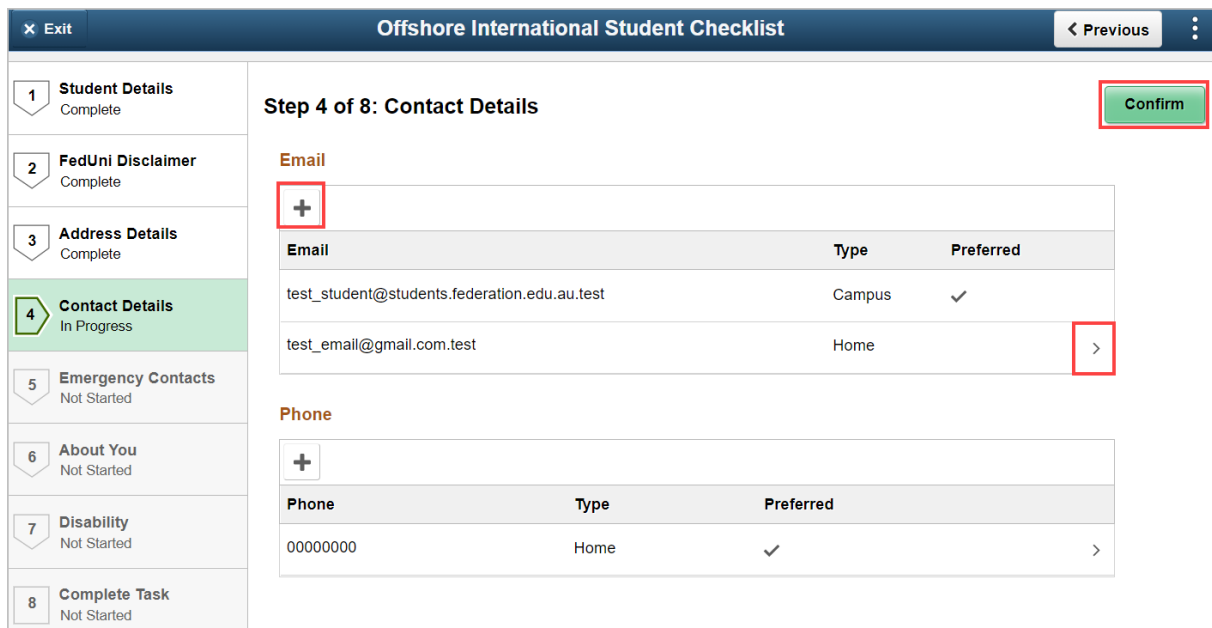
Address	From
Address while studying	Current
New Territories	

Confirm

Step 4 of 8: Contact Details

Check your email addresses and phone numbers. Click + to add or click on > to edit these. Ensure that you have a secondary email listed here in addition to your federation student email address. This secondary email is required and used when you're ready to graduate.

When finished, click **Confirm** to continue.



Step 4 of 8: Contact Details **Confirm**

Email

+

Email	Type	Preferred
test_student@students.federation.edu.au.test	Campus	✓
test_email@gmail.com.test	Home	>

Phone

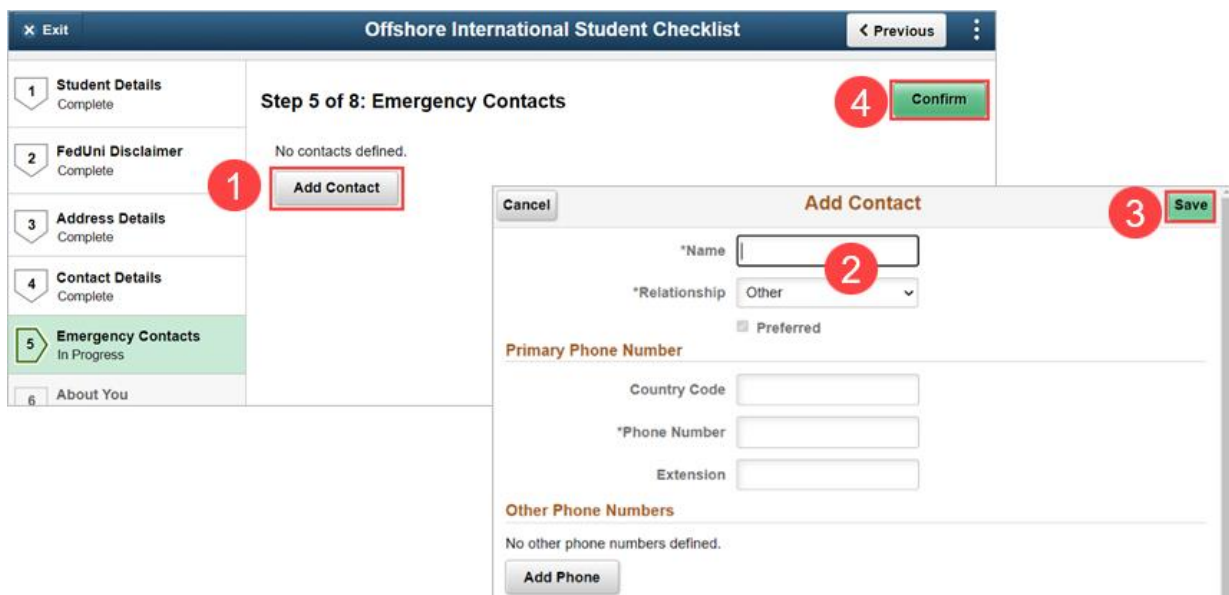
+

Phone	Type	Preferred
00000000	Home	✓ >

Step 5 of 8: Emergency Contacts

Add Emergency Contact(s) by clicking on **Add Contact**. Complete the relevant details and click **Save**. When finished, click **Confirm** to continue.

NOTE: You must provide at least one (1) emergency contact.



Step 5 of 8: Emergency Contacts **4 Confirm**

No contacts defined.

1 Add Contact

3 Add Contact **Save**

*Name

*Relationship Other

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

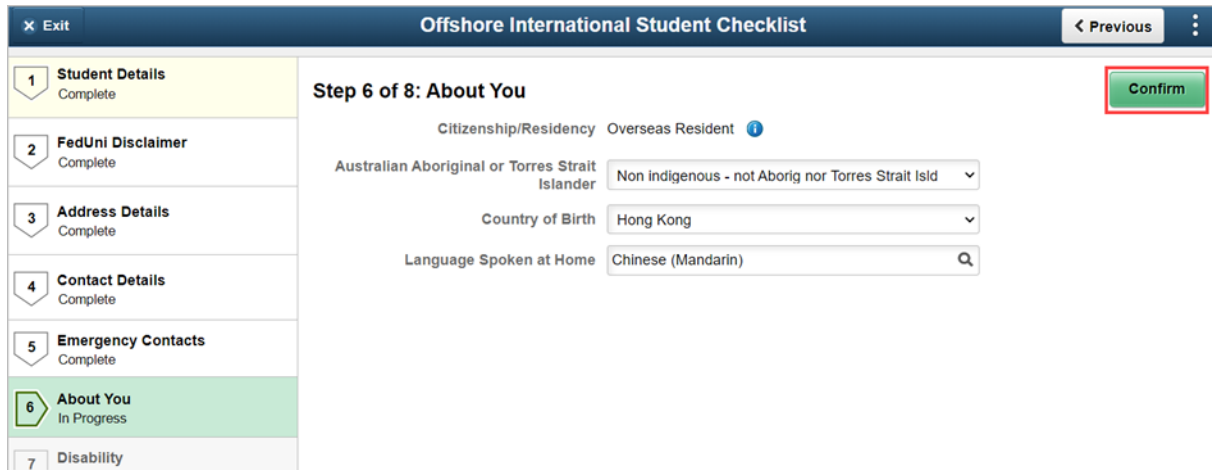
Other Phone Numbers

No other phone numbers defined.

Add Phone

Step 6 of 8: About You

Complete the questions shown on the screen. When finished, click **Confirm** to continue.



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Step 6 of 8: About You

Citizenship/Residency: Overseas Resident ⓘ

Australian Aboriginal or Torres Strait Islander: Non indigenous - not Aborig nor Torres Strait Isl

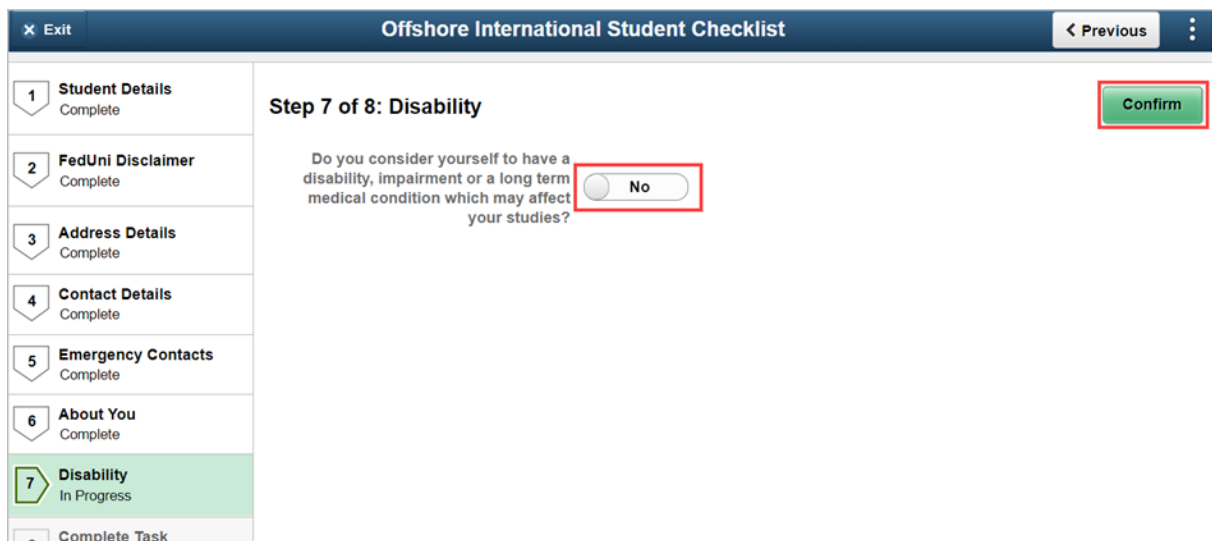
Country of Birth: Hong Kong

Language Spoken at Home: Chinese (Mandarin)

Confirm

Step 7 of 8: Disability

Read the disability question – click the **toggle** to change the answer from No to Yes if applicable. When finished, click **Confirm** to continue.



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Step 7 of 8: Disability

Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies?

No

Confirm

Step 8 of 8: Complete Task

At your last stage, you can go back to check your details and questions by clicking < **Previous**. If using a mobile device, select the **expand** icon on the left.

When you are ready to finalise your checklist, click **Submit**.

NOTE: If you are unable to change any of your details, or need assistance please contact the institution where you are studying.

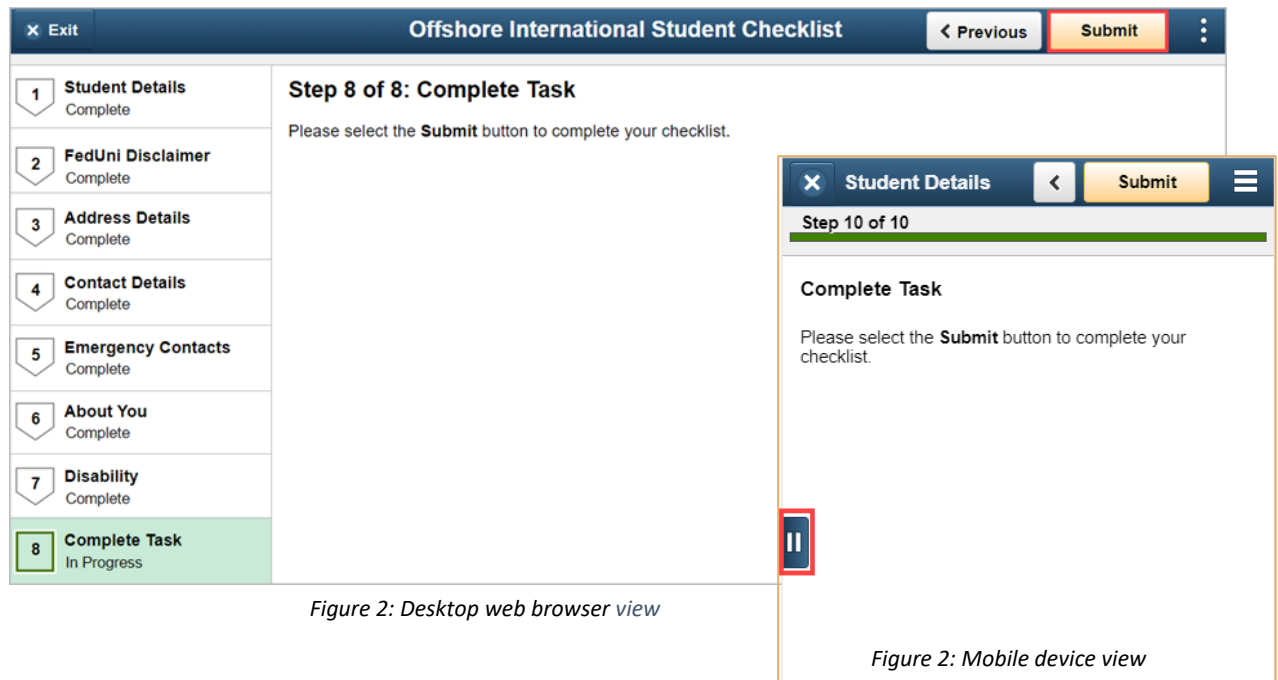


Figure 2: Desktop web browser view

Figure 2: Mobile device view

Class Enrolment

Once your enrolment checklist is complete, your enrolment for the semester can be finalised.