

The logo consists of a blue diagonal line followed by the text 'myEnrolment Checklist' in white.

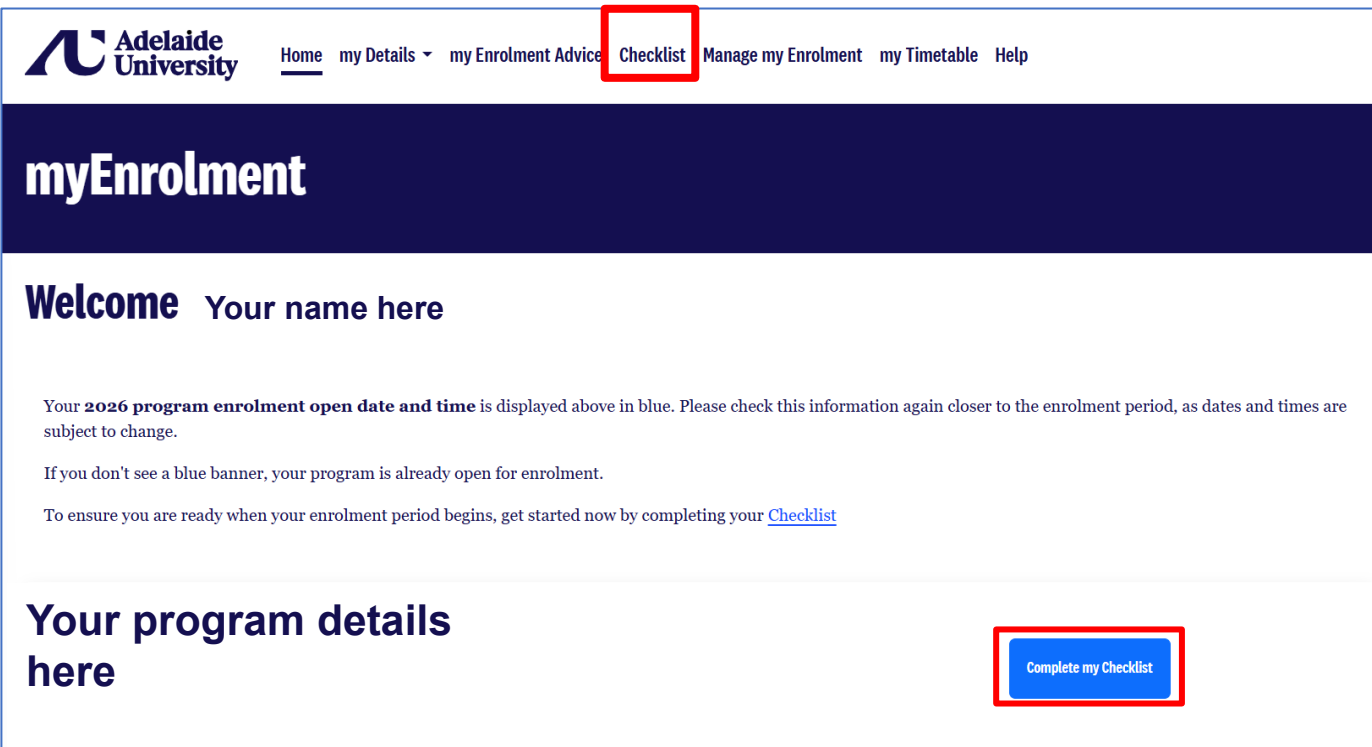
# myEnrolment Checklist



## Overview:

Before you can enrol you must complete the myEnrolment Checklist which is a series of questions to confirm your personal details and fee payment choices.

# 1. Locate Checklist



 [Home](#) [my Details](#) [my Enrolment Advice](#) **Checklist** [Manage my Enrolment](#) [my Timetable](#) [Help](#)

## myEnrolment

**Welcome** Your name here

Your **2026 program enrolment open date and time** is displayed above in blue. Please check this information again closer to the enrolment period, as dates and times are subject to change.

If you don't see a blue banner, your program is already open for enrolment.

To ensure you are ready when your enrolment period begins, get started now by completing your [Checklist](#)

**Your program details here**

[Complete my Checklist](#)

From the myEnrolment Home page, **you can access your checklist from several locations**

Follow the steps below to enrol into courses in your degree.

**Step 1**

my Enrolment Advice

**Step 2**

Complete my Checklist

**Step 3**

Manage my Enrolment

**Step 4**

Help including overrides

## Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

## 2. Complete Checklist

The checklist is set out in a series of steps, these steps must be completed in order

### myEnrolment

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### my Checklist

△ Please follow these steps to complete your Checklist.

Before you can enrol you must complete this Checklist to ensure the University has your current personal details. You will only need to complete the Checklist once per year.

The Checklist must be completed in sequence beginning at **Step 1**.

As you complete each task, the status will change from **Not Completed** to **Completed**.

You must complete all the steps before enrolling.

The [How to Enrol videos](#) contain a section related to completing your Checklist, if you need assistance.

| Step | Task                                                                                  | Status        |
|------|---------------------------------------------------------------------------------------|---------------|
| 1    | <a href="#">Confirm your personal details</a>                                         | Not completed |
| 2    | Confirm your address details                                                          | Not completed |
| 3    | Confirm your telephone numbers                                                        | Not completed |
| 4    | Confirm your emergency contact details                                                | Not completed |
| 5    | Confirm your residency details                                                        | Not completed |
| 6    | Confirm your prior education details                                                  | Not completed |
| 7    | Confirm your disability and medical needs                                             | Not completed |
| 8    | Confirm your information is complete and correct                                      | Not completed |
| 9    | Complete or update your online Commonwealth Assistance Form (CAF) for your program(s) | Not completed |
| 10   | Complete a Request for SA-HELP Assistance form                                        | Not completed |

### Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

# 2. Personal Details

## 1. Ensure your personal details are correct.

You must select your gender and enter your home email address if this has not been provided previously.

If your legal name or date of birth are incorrect, please contact [Student Assist](#).

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## Student Information

Primary (Legal) Name

Your name

You can nominate a preferred first name that you commonly use that is different from your legal name. This name can reflect and express your gender, culture and social identity and be changed at any time without evidence.

Your preferred name will be used to create your official Adelaide University email address. Please note that there is a limit on the total number of characters allowed and special characters and numbers cannot be used. Apostrophes may be included in your preferred name, but they will not appear in the final email address.

Preferred Name

Preferred Name Prefix

Preferred First Name

Preferred Last Name

Pronouns

Date of Birth

Gender

Campus Email

Your AU email address

Home Email

Save

Cancel

## Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

## 2. Personal Details – my Student Identifier

### 1a. Please enter your unique student identifier (USI)

#### my Student Identifier

USI Information International Students

Students starting a new program, or requesting a [HELP loan](#) for the first time, will need a USI to be eligible for a Commonwealth supported place (CSP) and Commonwealth financial assistance (HECS-HELP, FEE-HELP, OS-HELP or SA-HELP). Your USI will need to be supplied to Adelaide University before your first census date.

All higher education students must have a USI in order to graduate and receive their award. This includes domestic students, and all onshore international students. Continuing students should also get their USI as soon as possible.

You can check if you have an existing USI or create one at the Government's [USI website](#). A USI is for life and you only have to create it once.

Your USI is issued by the Australian Government and is **NOT** the same as your Adelaide University Student ID, phone number, CHESSN or tax file number. A valid USI is 10 digits long, has no spaces, and may consist of both uppercase letters and numbers, with the exception of the letters I and O and numbers 0 and 1.

⚠ Please enter your USI in the field below.

Unique Student Identifier (USI)

Save

#### my Student Identifier

USI Information International Students

International students will only require a USI once they are in Australia and studying. After arriving in Australia and having your Australian visa validated by customs, this can be used as a form of identification. International students residing outside of Australia do not require a USI and can leave this section blank.

⚠ Please enter your USI in the field below.

Unique Student Identifier (USI)

Save

#### Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

## 2. Please enter/ check your address details

You must provide both a home and mail address – these addresses can be the same

**Note:** International students (holding an Australian student visa or other temporary resident visa) – the ‘Home’ address must be your current residential address in your home country (not your address in Australia). Please enter your current residential address in South Australia as your ‘Mail’ address.



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## myEnrolment

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## my Addresses

 You must provide both a Home and Mail address.

[Traditional Place Name](#) [Home](#) [Mail](#) [Billing](#) [Term](#)

### Traditional Place Name

Adelaide University acknowledges the ongoing connection of Aboriginal and Torres Strait Islander people to Country and Place. Including Traditional Place names acknowledges, respects and celebrates Aboriginal and Torres Strait Islander Peoples and Cultures.

If you wish to include the Traditional Place Name in any of your **Australian addresses**, please include this in **Address Line 1**, then complete the rest of your address in the following lines. You can view the [Tindale Map](#) or [AIATSIS Map of Indigenous Australia](#) which shows the general locations of larger groups of people, to see the Traditional Place Name of your address.

### Example:

Kurna Country  
101 Currie St  
ADELAIDE South Australia 5000 AUS

No records found. Add an address to get started.

[Add New](#)

# 2. Telephone Numbers

## 3. Please enter/check your phone numbers

You can have one number per phone type

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## my Phone Numbers

⚠ Please provide at least one telephone number for the University to contact you on.

[Mobile Phone](#)

[Preferred Number](#)

Please note that by supplying your mobile telephone number you may receive SMS notifications from the University. You can opt out of this service at any time through the 'my Personal details' page on your [myAdelaide Student Portal](#).

Preferred Number

Save

No records found. Add a phone number to get started.

Add New

## 4. Please provide/check your emergency contact details

International students must provide two emergency contacts, one from your home country and one from Australia.



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## my Emergency Contacts

 Please provide details of the person(s) to be your emergency contact.

You must select one primary contact. This is the first person the University will call in case of emergency.

No records found. Add a contact to get started.

Add New

## 5. Please ensure residency information is correct

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## my Residency

⚠ Please complete all questions below, then select 'Save Residency'.

You are unable to make changes to residency information via myEnrolment once it has been saved. If you need to alter saved information please contact [Student Assist](#).

Are you of Australian Aboriginal or Torres Strait Islander descent? (Australian citizens only)

- ☐ Aboriginal descent but not Torres Strait Islander 
- ☒ Non Aboriginal nor Torres Strait Islander descent
- ☐ Torres Strait Islander descent but not Aboriginal 
- ☐ Both Aboriginal and Torres Strait Islander descent 

Which language do you speak most commonly at home?

English

Your permanent home country and postcode is recorded as: Australia, 5000

☒ I will be living in Australia during my studies

What is your citizenship during your study?

- ☒ Australian citizen (including persons with dual citizenship)
- ☐ New Zealand citizen (including persons with permanent residency)
- ☐ Not one of the above, and residing overseas while studying
- ☐ Pacific Engagement visa holder who is resident in Australia whilst studying.
- ☐ Permanent Humanitarian visa holder, resident in Australia whilst studying
- ☐ Permanent visa holder who is resident in Australia whilst studying
- ☐ Temporary visa holder who is resident in Australia whilst studying

In which country were you born?

Australia

If you were not born in Australia, in what year did you first arrive?

## 2. Spec Cat Visa for NZ – New Zealand Students ONLY

### 5a. New Zealand Citizens - Please indicate your situation regarding the Special Category Visa for New Zealand Citizens



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### Special Category Visa For New Zealand Citizens

⚠ Please review and indicate if you meet this criteria or not.

The Australian Government has passed legislation to provide Higher Education Loan Program (HELP) loans to New Zealand citizens who are Special Category Visa (SCV) holders and meet all of the below criteria:

- I first began to be usually resident in Australia at least 10 years before today and at that time I was a dependent child under the age of 18 with no spouse or de facto partner; and
- I have been in Australia for at least:
  - A total of 8 out of 10 years immediately before today; and
  - A total of 18 months out of the 2 years immediately before today.

Please indicate your situation

- ☒ I am a New Zealand citizen and I do not meet the criteria above.
- ☐ I am a New Zealand citizen, that is a Special Category Visa holder and meet all of the above criteria.

Save

### Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

## my Prior Education

△ Please complete the applicable sections for your Prior Education.

Please provide the most recent year enrolled (this may be the current year) and select the 'Finished' box if the program of study is completed.

If multiple programs apply in the same category, record the most advanced program or, if equally advanced, the most recent.

The Department of Education have made it a legislative requirement that Universities collect data from all students regarding the highest educational attainment of their parents/guardians.

### Postgraduate program of any type

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

Higher Degree, PhD, Masters, Graduate Diploma, or Graduate Certificate.

### Bachelor degree of any type (at any institution)

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

Diploma or Associate Diploma at CAE, university, teachers college, or an institute of technology, advanced education or tertiary education

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

Diploma or Associate Diploma at a Technical And Further Education (TAFE) college, or a technical college

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

Any other award course at a TAFE, technical college, CAE, or an institute of technology, advanced education or tertiary education

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

Final year of secondary education at TAFE

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

Any other qualification, certificate of attainment or certificate of competence

|      |                                   |
|------|-----------------------------------|
| Year | <input type="checkbox"/> Finished |
|------|-----------------------------------|

## 6. Please enter prior education details where relevant

### my Secondary Education

Highest level of secondary school completed

|         |   |
|---------|---|
| Year 12 | ▼ |
|---------|---|

Only enter the completed year. For example, if you commenced year 12 but didn't complete it, select year 11.

Final year of secondary education at a high school, technical high school, secondary school or secondary college

|      |                                              |
|------|----------------------------------------------|
| 2020 | <input checked="" type="checkbox"/> Finished |
|------|----------------------------------------------|

### my Highest Education

Highest Educational Attainment for Program MASOW - Master of Social Work

|               |   |
|---------------|---|
| Master Degree | ▼ |
|---------------|---|

Please indicate the highest educational qualification you have obtained. You must have completed all the requirements for the course, although you may be waiting to graduate.

### my Family Education

Parent/Guardian 1

|                                                                                     |   |
|-------------------------------------------------------------------------------------|---|
| Other post school qualification (e.g. VET Certificate, Associate Degree or Diploma) | ▼ |
|-------------------------------------------------------------------------------------|---|

Parent/Guardian 2

|                 |   |
|-----------------|---|
| Bachelor Degree | ▼ |
|-----------------|---|

Are you the first member of your immediate family (parents/guardians and siblings) to attend university?

☐ Yes

☒ No

Save

## Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

## 7. Please provide relevant disability and medical conditions

Please only provide details for conditions that may affect your studies and indicate if you wish to seek support that may assist you during your studies.

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⚠ Please provide details, if relevant and you wish to access further support.

☐ Do you have a disability, impairment or long term medical condition that may affect your studies?

If yes, please tick applicable box(es) below.

- ☐ Hard of hearing/deaf
- ☐ Physical disability
- ☐ Intellectual disability
- ☐ Specific learning disability
- ☐ Mental Health condition
- ☐ Acquired brain injury
- ☐ Low vision/blindness
- ☐ Medical condition
- ☐ Neurological condition
- ☐ Other
- ☐ Not Specified

Note, disability also includes mental health conditions and learning difficulties such as dyslexia.

Information you provide about your disability or medical condition remains confidential, and will be used for statistical purposes. If you indicate below that you would like advice on support services, equipment or facilities, you will be sent information about our services and how to access them through the University's [Access and Inclusion Service](#).

☐ If you have a disability, impairment or long term medical condition, please tick the box if you would like to receive advice on support services, equipment and facilities that may assist you.

Save

## 2. Certification Statement

### 8. Please complete the certification statements to continue

There are five certification statements for you to read carefully and tick to certify.



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### my Certification Statement

⚠ Please read carefully, then tick each box to certify.

I agree to be responsible for:

- managing my enrolment at Adelaide University by:
  - **enrolling in courses** in compliance with the rules for my program as listed in the [University degree pages](#).
  - **not enrolling in courses** that do not count towards my program. I acknowledge I may be withdrawn from courses if I am ineligible to be enrolled.
  - completing prerequisite courses before attempting higher level courses.
  - seeking enrolment advice as needed.
- withdrawing by the relevant [census date](#) if I want a course deleted from my record. I accept that if I do not withdraw from a course by the relevant census date, I will incur fees for any courses in which I am enrolled at the census date, and will be liable for all Student Services and Amenities Fees (SSAF) and other fees or charges applicable to my enrolment. I agree to pay all mandatory fees by the due date, unless an alternate date is approved by the University.
- paying University invoices in full by the due date. I understand that if I don't pay University invoices, I may not be permitted to enrol, obtain my results or an academic transcript, or graduate.
- checking my University email account at least once a week. I understand that University communication and correspondence will be sent to my University email account, and that the University may also send SMS texts to my nominated mobile phone number.
- making sure my computer and internet connection meet the system requirements for all invigilated online examinations, and that I complete the necessary system checks before my scheduled examination(s).
- familiarising myself with, and complying with, the statutes, by-laws and policies and procedures listed on the [University Policies](#) webpage, and any other Adelaide University rules and guidelines. I am aware that the Student Code of Conduct sets out expectations of student behaviour and the [Gender Based Violence Policy](#) supports the University's commitment to reduce gender-based violence through education and cultural change.

☐ Please tick to certify

### Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.

## 9. International Students - You must complete your Student Visa Declaration

Please read through this information carefully



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### myEnrolment

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### Student Visa Declaration

⚠ Please read the following information carefully.

[Student Visa Declaration](#) [Your Responsibilities](#)

You have been identified as an international student who may hold a student visa or intend to hold a student visa.

**If you have a student visa or intend to hold a student visa**, you are required to meet the obligations set by the Department of Home Affairs and the University to maintain your Confirmation of Enrolment (CoE) and student visa.

Please click on the **Your Responsibilities** tab and read the information carefully.

*NOTE: If you do not currently hold a student visa or are not intending to hold a student visa, please progress to the end and tick the relevant mandatory radio button below to proceed.*

#### Declaration

- ☐ I have read and understood the Student Visa Declaration and I agree to comply with these responsibilities.
- ☐ I do not hold a student visa, and do not intend to hold a student visa

Please select the response relevant to you.

Save

## 10. Please complete your online CAF

Select update next to your program and follow prompts on each page



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## my CAF

⚠ This is where you complete your online CAF – Commonwealth Assistance Form .

Use this form to:

- Accept your place in a Fee Free Uni Ready program.
- Accept a Commonwealth Supported Place (CSP) and, if eligible, apply for a HECS-HELP loan to pay your student contribution.
- Apply for a FEE-HELP loan if you are a fee-paying student.

To complete your form, simple click the **Update** button next to your program below. Got more than one program? You'll need to do a form for each.

If you wish to make updates after you have completed your checklist you can do so in [my Details](#).

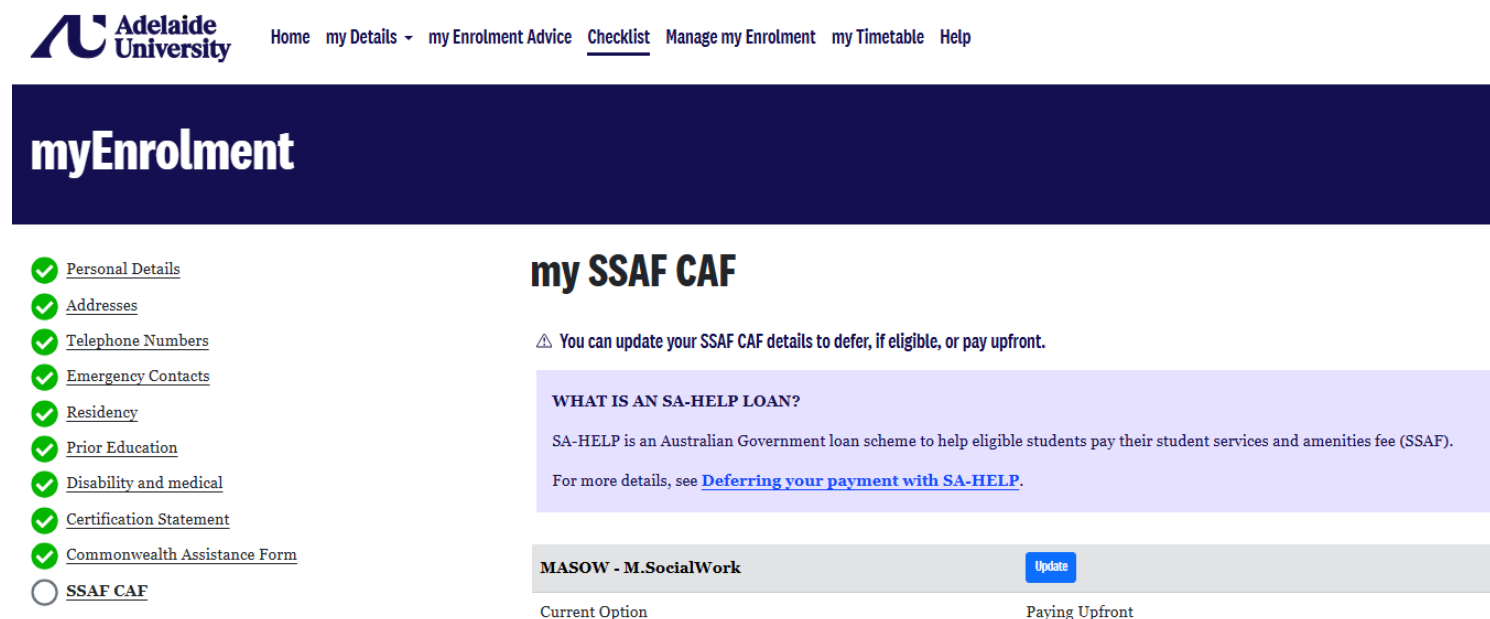
### MASOW - M.SocialWork

[Update](#)

|                   |                       |
|-------------------|-----------------------|
| Code              | MASOW                 |
| Current Option    | CAF not yet completed |
| Eligible to Defer |                       |

### 11. You can update your SSAF CAF details to defer, if eligible, or pay upfront.

Select update next to your program and follow prompts on each page



The screenshot shows the 'myEnrolment' section of the Adelaide University website. On the left, a list of menu items is displayed, each preceded by a green checkmark icon, indicating completion: Personal Details, Addresses, Telephone Numbers, Emergency Contacts, Residency, Prior Education, Disability and medical, Certification Statement, and Commonwealth Assistance Form. The 'SSAF CAF' item is currently selected, indicated by a radio button. The main content area is titled 'my SSAF CAF' and contains a warning icon and text: 'You can update your SSAF CAF details to defer, if eligible, or pay upfront.' Below this, a light purple box titled 'WHAT IS AN SA-HELP LOAN?' explains that SA-HELP is an Australian Government loan scheme to help eligible students pay their student services and amenities fee (SSAF). It also provides a link for more details: 'Deferring your payment with SA-HELP.' At the bottom, a grey bar displays 'MASOW - M.SocialWork' with an 'Update' button to its right. Below this bar, the text 'Current Option' and 'Paying Upfront' are visible.

Adelaide University

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### my SSAF CAF

⚠ You can update your SSAF CAF details to defer, if eligible, or pay upfront.

**WHAT IS AN SA-HELP LOAN?**

SA-HELP is an Australian Government loan scheme to help eligible students pay their student services and amenities fee (SSAF).

For more details, see [Deferring your payment with SA-HELP](#).

MASOW - M.SocialWork [Update](#)

Current Option      Paying Upfront

# 3. Checklist Complete

## 12. Checklist complete

You may now proceed to enrol, once your program has opened for enrolment



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# myEnrolment

## Checklist complete

You have completed your checklist successfully. Please proceed to **Manage my Enrolment**.

If you need to access or update your personal details, please go to [my Details](#).

Proceed to

Manage my Enrolment

### Need further assistance?

If you have any questions, please contact Student Assist on +61 8 7420 5101.