How do I accept my offer?
When you receive a Universities Admissions Centre (UAC) offer to study at the University of Newcastle, you must first accept your offer online if you intend to enrol.

To accept your offer you will need to access the website; www.newcastle.edu.au/uac using your UAC application number and date of birth (DDMM), then follow the prompts. You will also be asked to confirm your address.

If you do not have private access to the internet, the University’s Student Hubs on campus provide a number of computer terminals where you can access the internet. Some Local Government libraries also have public internet access for community members.

Do not mail the UAC Acceptance of Offer to UAC.
You may receive more than one offer from the University of Newcastle however only the last offer you accept will remain active. You will be withdrawn from all previously accepted offers.

How to activate my student account?
To activate your student account, please wait at least 6 hours after accepting your offer and then log back into MyHub. Please visit the following link for further information; http://www.newcastle.edu.au/service/computer-accounts/student/account-activation.html

How long do I have to accept my offer?
Please respond to your offer at the earliest opportunity, and within seven (7) days of receiving your notification, unless instructed otherwise.
**How do I complete my enrolment?**

In order to complete your enrolment online, you will need to have activated your student account, and have your valid user-name and password ready. For further guidance on “how to enrol” please refer to the following link;


Most courses for 2015 will open for enrolment throughout December 2014, with further information being displayed on our website for specific subject areas.

Students that accept an offer for an online postgraduate coursework program will be provided with further information on the enrolment process from GradSchool. This should reach you within two weeks from when you accept your offer. Please make sure that you review all documents provided, and contact GradSchool [PostgradStudy@newcastle.edu.au](mailto:PostgradStudy@newcastle.edu.au) if you require assistance with your enrolment.

If, having studied all of the online resources, you are still experiencing difficulty with your offer response or enrolment, please contact the University.

On-campus students: 02 4921 5000
Online and Distance: 1800 882 121 (Toll Free)

**What if I have previously been enrolled at the University?**

You will still need to follow the above procedures on how to accept and enrol. You may be presented with a number of options during your online acceptance procedure, depending on whether you expect to graduate from your existing program or wish to withdraw.
How do I defer my offer?
If you are offered admission to a postgraduate program at the University of Newcastle, you must actively study in the calendar year of admission or your place will lapse. Applicants offered a place in a postgraduate program are not eligible to defer their admission.

How do I decline my offer?
If you do not wish to accept your offer, please respond and indicate this during the online process.

National Criminal Record Checks and Working with Children Declarations
A number of University of Newcastle programs require the completion of one or both of the above documents. Without these documents students will be unable to undertake necessary placements in health or education facilities, or at places where they may be in contact with children under the age of 18.

If you are accepting an offer to a program where you are required to visit a school or a health facility, (e.g. Teaching or Nursing etc.) you will need to complete a National Criminal Record Check and/or a Working with Children declaration. Completion of these processes is not part of the University’s enrolment procedures but required by public and some private institutions before you will be able to begin a placement.

Please direct any questions to the University’s Enquiry Centre on 02 4921 5000.

What if my online transaction doesn’t work?
If you experience difficulties with the operation of the website, please contact the Enquiry Centre on 02 4921 5000 or email: postgrad_admissions@newcastle.edu.au

Fees Information
Engaging in new study means that it is extremely important that you review your circumstances and student status. It is crucial that you understand what ‘type’ of student you are for the purpose of tuition and miscellaneous fees. Your options for payment may differ from other students, or from what you have been familiar with in the past. For specific information on what you may need to do with your fees please see our webpage or contact a staff member:

Website: http://www.newcastle.edu.au/service/fees/
E-mail: fees@newcastle.edu.au
Scholarships
The University of Newcastle has a wide range of scholarships available for students. They may include general scholarships or specific course assistance, and are based on criteria such as academic merit, location, financial need or sporting ability etc.

The scholarships team are happy to talk to you and can be contacted on 02 4921 6541.
More information on scholarships can be found by using:
Website: http://www.newcastle.edu.au/scholarships/
E-mail: scholarships@newcastle.edu.au

CONTACT
Please use the information below for any enquiries.
Email: postgrad_admissions@newcastle.edu.au
Phone: 02 4921 5000 (Callaghan) or 02 4348 4030 (Ourimbah)
In person: Visit one of our Student Hubs on campus

Callaghan campus
Hunter Hub, Ground Floor in the Student Services Centre OR
Shortland Hub, Level 3 in the Shortland Union Building,
University of Newcastle, University Drive, Callaghan

Ourimbah campus
Student Hub, University of Newcastle, Chittaway Road, Ourimbah

Sydney campus
University of Newcastle, Level 11, 60 Bathurst Street, Sydney CBD

Newcastle City Precinct
City Hub and Information Common, University House, University of Newcastle,
Corner of King and Auckland Streets, Newcastle

By Post
Postgraduate Admissions Team, Student Services Centre, University of Newcastle,
University Drive, Callaghan, NSW, 2308