

Accepting the Trinity Offer

This document provides agents with a step-by-step overview on how to accept a Trinity offer through our website: <https://www.trinity.unimelb.edu.au/pathways-school/apply/how-to-accept-your-offer> This first page provides an overview of the portal, and the required documents to successfully submit an acceptance. Please also note that there is a 'frequently asked question' page that you can refer to throughout the acceptance portal.

Accept Your Offer

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Welcome to the Trinity College Foundation Studies Acceptance Portal

Please note, this portal is for the purpose of enrolment for new Foundation Studies students only.

This form will take approximately 10 minutes to complete. You cannot save a draft of this form. Should you remain inactive for more than one hour **your session will timeout and no information will be stored.**

Please have the following details and documents to hand before you start:

- Student details, including the Student ID found on the Letter of Offer
- Parent or Guardian details
- Your details, as the person completing the form
- The payment amount and Notification of Payment (NOP) i.e. a sponsorship letter, Trinity College credit card form, telegraphic transfer, remittance, proof of payment or payment receipt
- A signed and dated Acceptance Page which is a legally binding contract under the laws of the Commonwealth of Australia
- Additional documentation which is not mandatory but may speed up enrolment processing: Visa Grant, Early Acceptance Agreement, Passport, Overseas Health Cover, Other Provider Confirmation of Enrolment, Other Provider Confirmation Accommodation And Welfare
- Any other relevant documentation should be sent to registrations@trinity.unimelb.edu.au

Please refer to our [frequently asked questions](#) for more information.

You cannot submit this form with incomplete information. Mandatory fields are marked with an asterix (*).

Introduction: *Student Details* - at the bottom of the first page, you must enter the student ID, date of birth and the full name exactly as it appears on the Trinity Letter of Offer.

Student Details

You must supply the details of the student commencing at Trinity below.

Student ID: *
Enter the Student ID as it appears in the student's letter of offer. This is a six digit number.

Student Date of Birth: *

Student Full Name: *
Please enter the full name of the student exactly as it appears in the top-left corner of the Letter of Offer, without the title (e.g. Mr.)

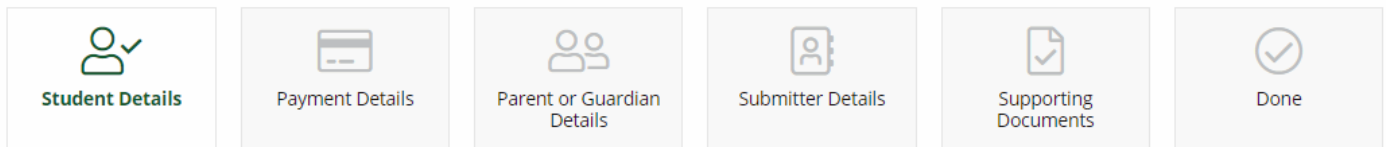
VALIDATE STUDENT DETAILS

Introduction (continued): *Student Details (Not Verified)* - in the unlikely event you receive this message, please contact registrations@trinity.unimelb.edu.au

The combination of information that you have provided is incorrect.

Introduction (continued): *Student Details (Verified)* - once the student's details have been found within our database, please let us know whether these details are correct.

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Student Details

View our [frequently asked questions](#) for more information.

Student ID: 921805

Student Date of Birth: 29/01/2001

Student Full Name: Tyisha Veiga

Verify Student Details:  Application information has been verified. Please complete the rest of the acceptance form. Please confirm the student given name and surname as listed above are correct







- Details correct
- Details incorrect

[Next](#)

Introduction (continued): *Student Details (Incorrect)* – if the date of birth, or the name of the student, has been incorrectly entered into Trinity’s database and hence reflected on the Letter of Offer, you will need to contact registrations@trinity.unimelb.edu.au to have this amended prior to accepting the offer.

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 Student Details	 Payment Details	 Parent or Guardian Details	 Submitter Details	 Supporting Documents	 Done
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Student Details

View our [frequently asked questions](#) for more information.

Student ID: 921805

Student Date of Birth: 29/01/2001

Student Full Name: Tyisha Veiga

Verify Student Details: * Application information has been verified. Please complete the rest of the acceptance form. Please confirm the student given name and surname as listed above are correct







Details correct

Details incorrect

Please contact Trinity College admission staff to update student details at registrations@trinity.unimelb.edu.

Next

Step One: Student Details (Correct) – In most cases the student details will be correct, and you will reach this page. This is where you will provide the personal email address and mobile number of the student. Note this is the email address that we use when sending the students’ Trinity College Online Learning Environment username and password access four weeks prior to the intake commencement.

 Student Details	 Payment Details	 Parent or Guardian Details	 Submitter Details	 Supporting Documents	 Done
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Student Details

View our [frequently asked questions](#) for more information.

Student ID: 921805

Student Date of Birth: 29/01/2001

Student Full Name: Tyisha Veiga

Verify Student Details: * Application information has been verified. Please complete the rest of the acceptance form. Please confirm the student given name and surname as listed above are correct

- Details correct
- Details incorrect

Student Direct Contact Details

You must supply the details of the student commencing Trinity below.

Student Personal Email Address: *

Confirm Student Personal Email Address: *

Student Personal Mobile: *

Please include the country code with no spaces or other characters e.g. 6140000000

Next

Step Two: *Payment Details* – this is where you enter the Australian Dollar amount the student will be paying to accept the offer. The Notification of Payment (NPO) must be uploaded here.

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Student Details	Payment Details	Parent or Guardian Details	Submitter Details	Supporting Documents	Done
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Student ID: 921805

Student Full Name: Tyisha Veiga

Payment Details

View our [frequently asked questions](#) for more information.

Payment Amount: * Enter the payment details or sponsorship form for student enrolment.

Enter numeric value in Australian Dollars

Notification of Payment (NOP) Document: * Please attach the student notification of payment (NOP) - i.e. sponsorship letter, Trinity credit card form, telegraphic transfer, remittance, proof of payment, or receipt.

Drop file here

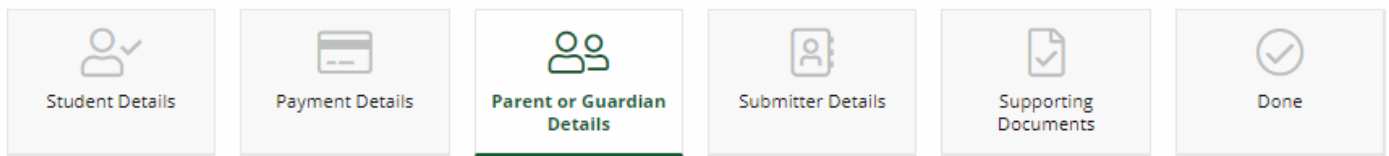
Please attach the student notification of payment (NOP) - i.e. sponsorship letter, Trinity credit card form, telegraphic transfer, remittance, proof of payment, or receipt.

Accepted file formats: jpg, gif, png, bmp, PDF, under 25Mb and virus free

Next

Step Three: *Parent or Guardian Details* - this is where we ask for the parent or guardian details of the student.

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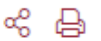
Student ID:	921805
Student Full Name:	Tyisha Veiga
<h3>Parent or Guardian Details</h3>	
View our frequently asked questions for more information.	
Relationship to Student: *	<input type="text" value="Father"/>
Parent or Guardian Given Name:	<input type="text"/>
Parent or Guardian Family Name: *	<input type="text"/>
Parent or Guardian Personal Email Address: *	<input type="text"/>
Confirm Parent or Guardian Personal Email Address: *	<input type="text"/>
Parent or Guardian Personal Mobile: *	<input type="text"/>

Please include the country code with no spaces or other characters e.g. 6140000000

Next

Step Four: *Submitter Details* - if you (the agent) are accepting on behalf of the student, we require your details entered here. If the student or parent is lodging the acceptance, their details must be entered. The Registrations team will correspond directly with the submitter regarding the acceptance confirmation.

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Student Details	Payment Details	Parent or Guardian Details	Submitter Details	Supporting Documents	Done
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Student ID: 921805

Student Full Name: Tyisha Veiga

Your Details

Details of the person submitting the Acceptance Page (to be uploaded in the next step) and the Notification of Payment document.

View our [frequently asked questions](#) for more information.

This form has been completed by: *

- Student
- Agent
- Parent
- Guardian
- Relative
- Other

Your Full Name: *

Your Email Address: *

Confirm Your Email Address: *

Your Mobile: *
Please include the country code with no spaces or other characters e.g. 6140000000

Next

Step Five: Supporting Documents - we require the signed and dated Acceptance Page from the Letter of Offer uploaded here. This is the only mandatory document required.

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Student ID:	921805				
Student Full Name:	Tyisha Veiga				
<h3>Documentation</h3>					
View our frequently asked questions for more information.					
Signed and Dated Acceptance Page:		If the student is under 18, the Acceptance Page must be signed and dated by a parent / guardian. Students over 18 may sign the form themselves.			
<div style="border: 1px dashed gray; padding: 20px;"><p style="font-size: 24px; color: gray;">Drop file here</p><div style="border: 1px solid gray; padding: 5px; display: inline-block;">Select file</div></div>					
Accepted file formats: jpg, gif, png, bmp, PDF, under 25Mb and virus free					
Optional Documents:	Please refer to the frequently asked questions to see if any of the below documents are required for this student. The following file formats are accepted: jpg, gif, png, bmp and pdf. Files must be less than 25Mb and free from viruses.				
	<input type="checkbox"/> Visa Grant				
	<input type="checkbox"/> Early Acceptance Agreement				
	<input type="checkbox"/> Passport				
	<input type="checkbox"/> Overseas Health Cover (OSHC)				
	<input type="checkbox"/> Other Provider Confirmation of Enrolment (CoE)				
	<input type="checkbox"/> Other Provider Confirmation Accommodation And Welfare (CAAW)				
	<input type="checkbox"/> Under 18 Department of Home Affairs Welfare Declaration				
	<input type="checkbox"/> Under 18 Non Student Visa Welfare Declaration				
Other Documents:	If you have other documents to provide please send them to registrations@trinity.unimelb.edu.au referencing the Student ID in the subject.				

SUBMIT ENROLMENT DETAILS


Submission: Once the 'Submit Enrolment Details' button (above) has been activated, you will receive a response from our Registrations team within the following few days.


Note: If optional documents are selected on the final page, a relevant 'select file' field will appear where the file can be uploaded.


Optional Documents: Please refer to the [frequently asked questions](#) to see if any of the below documents are required for this student.


The following file formats are accepted: jpg, gif, png, bmp and pdf. Files must be less than 25Mb and free from viruses.


- Visa Grant
- Early Acceptance Agreement
- Passport
- Overseas Health Cover (OSHC)
- Other Provider Confirmation of Enrolment (CoE)
- Other Provider Confirmation Accommodation And Welfare (CAAW)
- Under 18 Department of Home Affairs Welfare Declaration
- Under 18 Non Student Visa Welfare Declaration


Visa Grant:  Drop file here
Select file


Early Acceptance Agreement:  Drop file here
Select file


Passport:  Drop file here
Select file

Overseas Health Cover (OSHC):  Drop file here
Select file

Other Provider Confirmation of Enrolment (CoE):  Drop file here
Select file

Other Provider Confirmation Accommodation and Welfare (CAAW):  Drop file here
Select file

Under 18 Department of Home Affairs Welfare Declaration:  Drop file here
Select file

Under 18 Non Student Visa Welfare Declaration:  Drop file here
Select file

Other Documents: If you have other documents to provide please send them to registrations@trinity.unimelb.edu.au referencing the Student ID in the subject.

SUBMIT ENROLMENT DETAILS