

Overview

The **Tasks** tile in myRMIT lists any pending actions or holds assigned to your account. This tile will be used to complete the Pre-Enrolment Checklist prior to enrolling and show you any holds on your account such as overdue debt, visa expiring etc.

Before you begin

- Login to **myRMIT**. Refer to the myRMIT Essentials > *Login and Navigation* Quick Reference Guide to login.

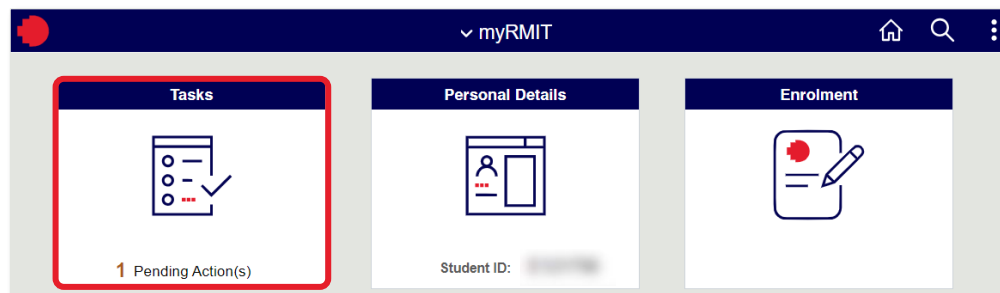
The **Tasks** tile in myRMIT contains the following page:

- **To Do list** (this page may not appear if there are no pending tasks)
- **Holds** (this page will not appear if there are no Holds in your account)
- **Completed Agreements** (This page will appear once the student has completed any agreement as part of an action item, i.e. the RMIT Privacy Statement)

Navigation

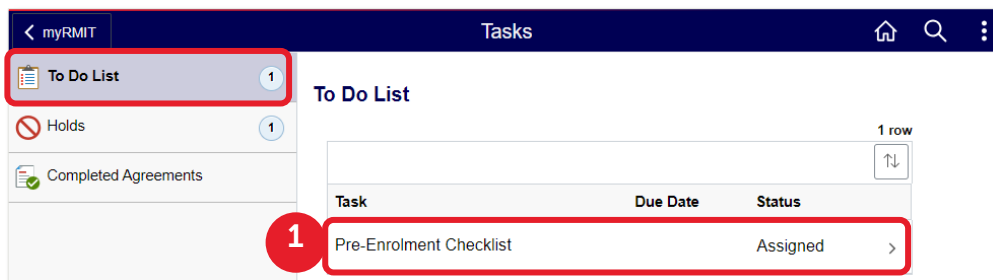
myRMIT Home Page > Tasks tile

The **myRMIT home page** displays. Click the **Tasks** tile to access the Tasks section of myRMIT. If you are a new student, you might observe that there is one pending action requiring your attention to complete the **Pre-enrolment Checklist**.



Tasks page displays.

From **To Do List** section, click the **Pre-Enrolment Checklist** row to open the checklist.



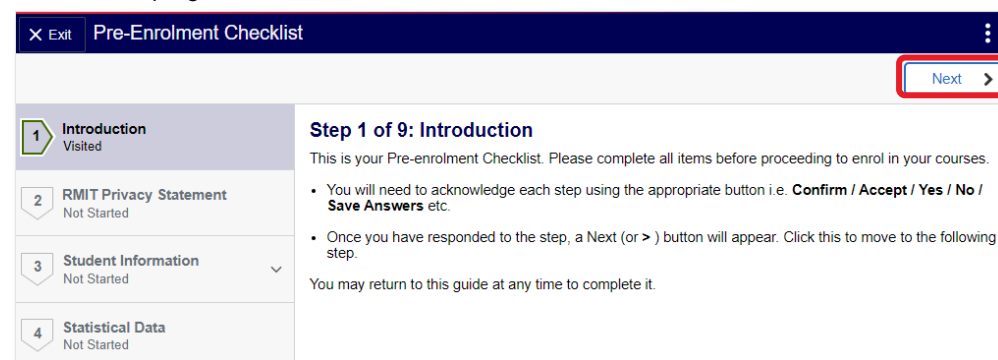
The **Pre-Enrolment Checklist** page displays.

Pre-Enrolment Checklist page has 9 steps that you **MUST** complete to access enrolment and must be completed each year prior to re-enrolment.

Step 1 of 9: Introduction

Step one provides a quick introduction.

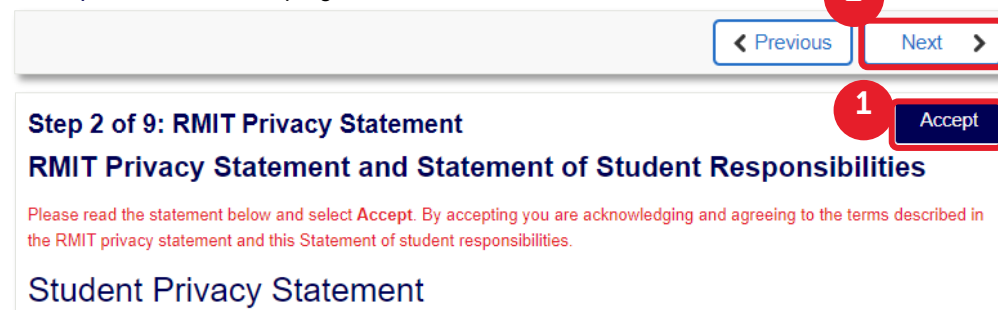
Click **Next** to progress.



Step 2 of 9: RMIT Privacy Statement

Step 1. Click **Accept** to declare agreement to RMIT's Privacy Statement. This will add a stamped record of agreement to the 'Completed Agreements' section under the Tasks tile.

Step 2. Click **Next** to progress.



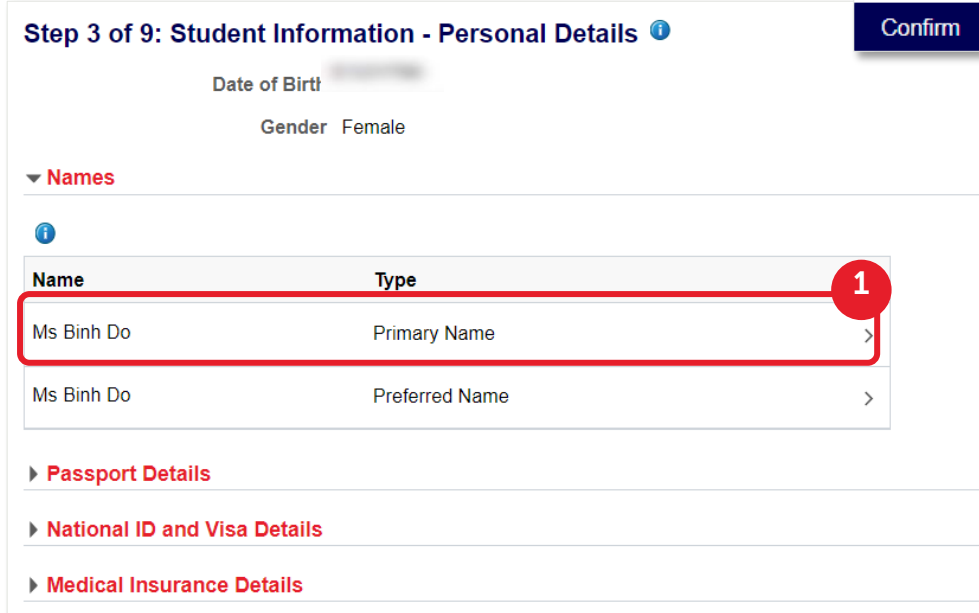
Step 3 of 9: Student Information

Step three allows you to confirm or update your personal and contact details. This step consists of 4 sections:

1. Personal Details

You can view your provided **Date of Birth**, **Gender**, **Passport**, **National ID**, **Visa**, **Medical Insurance details**, **Primary Name**, and edit **Preferred Name** here.

Step 1. Click **Primary Name** to view your legal name. RMIT policy requires you to enrol under your verified full legal name.



Step 3 of 9: Student Information - Personal Details 

Date of Birth 

Gender Female

Names



Name	Type
Ms Binh Do	Primary Name
Ms Binh Do	Preferred Name

Passport Details

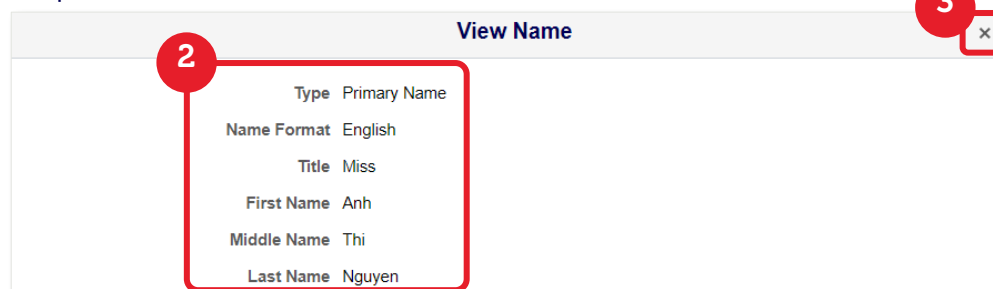
National ID and Visa Details

Medical Insurance Details

Confirm

Step 2. Verify **Primary Name** details.

Step 3. Click the **Close** icon.



View Name 

Type Primary Name

Name Format English

Title Miss

First Name Anh

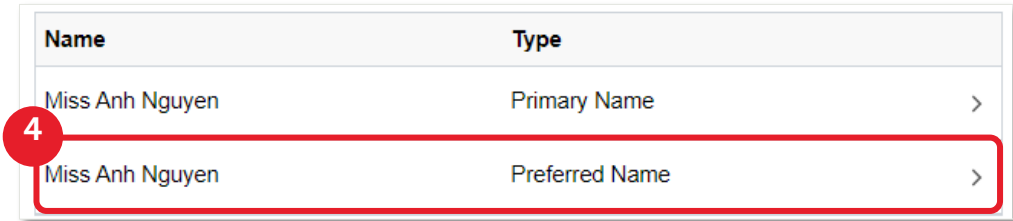
Middle Name Thi

Last Name Nguyen



If your **Primary Name** is incorrect, go to Submit Request tile from myRMIT homepage to submit a **Change of Primary Name** request.

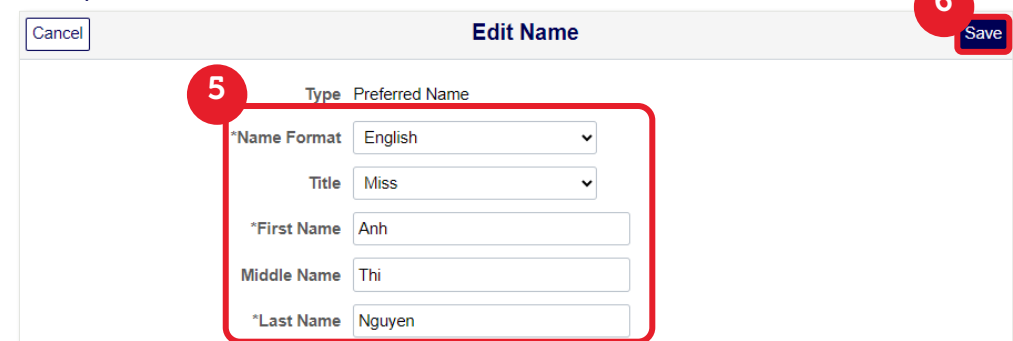
Step 4. Click **Preferred Name** to edit or provide your preferred name.



Name	Type
Miss Anh Nguyen	Primary Name
Miss Anh Nguyen	Preferred Name

Step 5. Edit fields.

Step 6. Click **Save**.



Edit Name 

Type Preferred Name

*Name Format English

Title Miss

*First Name Anh

Middle Name Thi

*Last Name Nguyen

Save

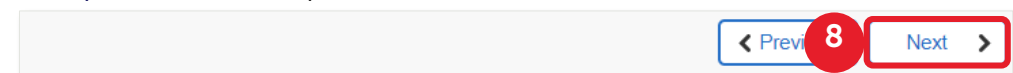
Preferred Name: You can enter a Preferred Name and Name Order, different to your legal/primary name. The Preferred name provided on this page will also be used by Canvas and myTimetable.



The **Preferred Name** must NOT contain diacritics

Step 7. Click **Confirm** to verify personal details.

Step 8. Click **Next** to proceed.



< Prev **8** Next >

Step 3 of 9: Student Information - Personal Details

Date of Birth 

Gender Unspecified

7**Confirm**

2. Contact Details

Step 3 of 9: Student Information - Contact Details  Confirm

Email

Email	Type	Preferred	
@rmit.edu.vn	Campus Email	☒	>
@gmail.com	Personal Email	☐	>

Phone

1 

Phone	Type	Preferred	
8484848484	Mobile Phone	☒	>

The **Tick** (☒) icon against an email or phone information indicates the preferred contact information. The RMIT email address is always set to Preferred. This indicates that all official communications from RMIT will be sent to this email address by default.

Campus Email: This email cannot be edited and is provided by RMIT for all official RMIT communications.

Personal Email: This email can be edited here and must be provided by students for important communications about graduation and to access digital academic statements.

To edit **Personal Email**,

- Step 1. Click **Personal Email**.
- Step 2. Edit the **Email** fields.
- Step 3. Click **Save**.



You will be prompted to enter/confirm your personal email address when you apply to graduate as well.

Cancel **Edit Email** **3** Save

2 Type Personal Email

*Email @gmail.com

Phone Numbers: Phone number(s) can be edited. At least one phone number MUST be provided by you.

To add a **Phone Number**,

- Step 1. Click the **Plus** () icon from the **Phone** section.
- Step 2. Edit fields.
- Step 3. Check **Preferred** to mark this number as preferred.
- Step 4. Click **Save**.

Cancel **Edit Phone** **4** Save

2 Type Mobile Phone

*Country Code Vietnam  +84

*Phone Number 8484848484

3 ☒ Preferred

- Step 5. Click **Confirm** to verify contact details.
- Step 6. Click **Next** to proceed.

< Prev **6** Next >

Step 3 of 9: Student Information - Contact Details  **5** Confirm

3. Addresses

To **Edit an Address**,

- Step 1. Click the **Address details** for the **Home** or **Mailing** Address section.
- Step 2. Edit fields.
- Step 3. Click **Save**.

Step 3 of 9: Student Information - Addresses ⓘ

Confirm

Home Address

+

1

Address	From
Tỉnh Bắc Ninh Phường Quế Võ 123abc	Current >

Mailing Address

+

1

Address	From
Tỉnh Bắc Ninh Phường Quế Võ 123bca	Current >



Students can add 1 current address and 1 future address for **Home Address** and **Mailing Address**.

Cancel

Edit Address

3 Save

2

Type Home Address

*Country Vietnam

*Province Tỉnh Bắc Ninh

*Ward Phường Quế Võ

*Address 1 123abc

Address 2

Postal Code

Students can add an address that is applicable from a future date by selecting a future date from the **From** calendar option.



Ensure that your address details, including province, and ward, are put in the correct fields.
To see Vietnam **Province** list, use the magnify glass icon  or enter the percentage symbol % from your keyboard followed by the name of the Province.

- Step 4. Click **Confirm** to verify addresses are correct.
- Step 5. Click **Next** to proceed.

< Previous

Next >

5

Step 3 of 9: Student Information - Addresses ⓘ

Confirm

Home Address

4. Emergency Contacts

Step 3 of 9: Student Information - Emergency Contacts Confirm

No contacts defined.

1 Add Contact

You can add multiple emergency contact details here and select the preferred contact. Emergency contact information is mandatory. You must add at least one Emergency contact to move forward.

To Add an **Emergency Contact**,

- Step 1.** Click the **Add** button.
- Step 2.** Edit fields. Select appropriate relationship with the contact person from the **Relationship** drop-down menu.
- Step 3.** Click **Save**.

Cancel **Edit Contact** 3 Save

*Name

*Relationship

☒ Preferred

Primary Phone Number

*Country Code +61

*Phone Number

- Step 4.** Click **Confirm** to verify Emergency Contact details are correct.
- Step 5.** Click **Next** to proceed.

< Prev 5 Next >

Step 3 of 9: Student Information - Emergency Contacts 4 Confirm

+

Contact	Phone	Preferred

Step 4 of 9: Statistical Data

Statistical Data questions are a requirement of the Australian government and apply to students studying in both Australia and Vietnam.

- Step 1.** Enter or select information in all fields.
- Step 2.** Click **Submit** to finalise provided answers.
- Step 3.** Click **Next** to proceed.

< Prev 3 Next >

Step 4 of 9: Statistical Data Save Ans 2 Submit

Program/s of Study

What is your main reason for undertaking this program?

B Comm (Prof Comm)

Employment Status

What is your main source of income?

Please indicate your current employment status

Spoken Language

Do you speak a language other than English at home? ☒ Yes

Which language do you speak at home?

Residence

Where will you live while you study?

In which country will you live while you study?

In which country were you born?

In which country is your permanent home residence?

Parents/Guardians

During all (or most) of your school years, did you have:

Parent/Guardian 1 Gender



- All fields must be answered. You can save some answers and come back to this page to finish responding by using the Save Answers button.
- This page is linked to reporting to the Australian Government.

Step 5 of 9: Privacy Release

This page allows you to give consent to release your information to others (such as a parent or guardian) in relation to your personal, academic or financial data.

To add consent for another person to access your information,

Step 1. Click the **Add Name** button.

Step 5 of 9: Privacy Release

Confirm

Students should use this page if they want to give a third party their express consent to release information to RMIT in relation to their personal, academic and financial information. Please note that this authority applies to the sharing and confirmation of details relating to the areas for which consent is given.

RMIT Vietnam may be required to release information about your status as a student (this may include personal information, current study status, study period - start date, expected completion/graduation date etc.) to other bodies as part of legal requirements within Vietnam or Australia.

Only the student can make changes to their enrolment or personal details. If the information is collected in person, the authorised third party will need to prove their identity before information will be provided. Identity can be proven by provision of a current National ID card or a current passport. RMIT values the privacy of every individual and handles personal and health information in accordance with the privacy principles contained in the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic) and other relevant legislation.

For more information about privacy and the protection of personal information, visit the RMIT Privacy webpage [RMIT Privacy Statement](#)

Names

1 No third party access defined

Add Name

- Step 2.** Provide **Name**, **Relationship** and contact details.
- Step 3.** Select **Yes** from the **Ongoing access?** field options so that the privacy release agreement does not have an end date.
Or, select **No** and select an end date from the **Expiry Date** calendar.
- Step 4.** Select **Yes** or **No** from the **Personal Information** field to allow the nominated contact access to your personal information.
- Step 5.** Select **Yes** or **No** from the **Academic Information** field to allow the nominated contact access to your academic information.
- Step 6.** Select **Yes** or **No** from the **Financial Information** field to allow the nominated contact access to your financial information.
- Step 7.** Click **Save**.



- You can use the **Information** () icon next to each field to view more details about the type of data that will be released.
- You will receive a confirmation email after providing or editing privacy release information.

Cancel

Add Release Details

Save

2

*Name

Tien Nguyen

*Relationship

Guardian

▼

Phone

*Country Code

Vietnam

+84

*Phone Number

8484884

Email

Email

Contact Address

No address defined

Add Address

Release Options

3

Ongoing access?

Yes

Expiry Date

4

Personal Information

No

5

Academic Information

Yes

6

Financial Information

Yes

Delete

To edit third party information,

- Step 1.** Click the contact information row.
- Step 2.** Edit fields.
- Step 3.** Click **Save**.

Names ⓘ

Name	Status	Release Options Selected
Tien Nguyen	Active	Academic Information Financial Information

- 1 Where a release has already been provided the **Names** are listed.
The **Status** column indicates if the release is active or not. The privacy release can be set to expire after a certain date by providing an end date.

- Step 4. Click **Confirm** to verify addresses.
Step 5. Click **Next** to proceed.

< Prev 5 Next >

Step 5 of 9: Privacy Release

Students should use this page if they want to give a third party their express consent to release information to RMIT in relation to their personal, academic and financial information. Please note that this authority applies to the sharing and confirmation of details relating to the areas for which consent is given.

4 Confirm

Step 6 of 9: National Medical Insurance - Registration

All Vietnamese students are required to obtain Medical Insurance whilst studying. This can be purchased on your behalf by RMIT or by yourself. International students will not see this step.

This step consists of 2 sections:

1. Registration

The registration information can be submitted **ONLY** once.

- Step 1. If you have purchased your own medical insurance, select **Yes** and click **Confirm** to proceed to the NMI Waiver Form.
Step 2. If you have NOT purchased medical insurance, select **No**.
Step 3. Enter or select information in all fields, this includes National ID card and preferred hospital information.
Step 4. Click **Confirm** to finalise medical insurance registration.
Step 5. Click **Next** to proceed.

< Prev 3 Next >

Step 6 of 9: National Medical Insurance - Registration

2 Confirm

Important Information ⓘ

I have already purchased my own Medical Insurance: ⓘ Yes ☐

▼ Personal Details

Student ID

2. Waiver Form

If you selected **Yes** to purchasing your own medical insurance, you will be required to fill out the NMI Waiver form.

- Step 1. Answer all form questions.
Step 2. Click **Save**.
Step 3. Attach required supporting documentation.
Step 4. Click **Submit** to submit the **Waiver Form**.
Step 5. Click **Next** to proceed.

< Prev 5 Next >

Step 6 of 9: National Medical Insurance - Waiver Form

2 Save Submit

Approval Status Initial

Created On 15/01/2024

Read the [submission instructions](#) carefully before completing this form.

Personal Details

Name Anh Nguyen Student ID
Contact Phone No. 8484848484 Campus RMIT Vietnam Saigon South
Program Code BP222 Program Name B Comm (Prof Comm)

Waiver Details

Do you have valid National Medical Insurance? Yes ☐

Student Declaration

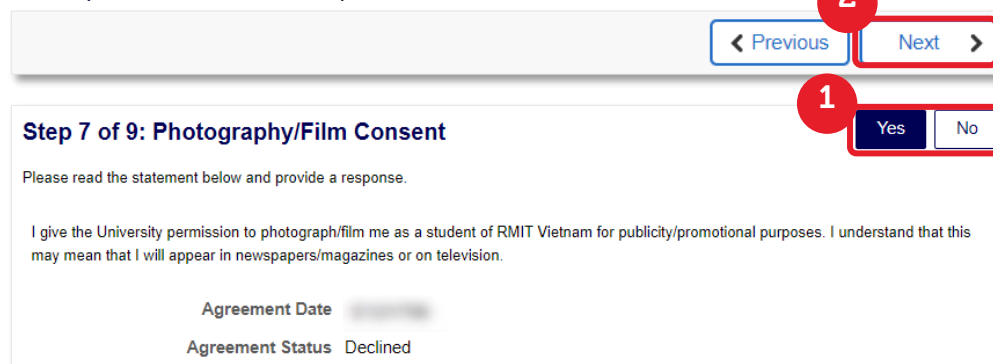
- I declare that the information provided in this insurance waiver form and supporting documentation is correct and completed to the best of my knowledge.
- I acknowledge that once I provide insurance evidence, I do not require RMIT Vietnam to arrange health insurance during my study at RMIT Vietnam until further notified otherwise.
- I take responsibility for the treatment of medical problems that may occur during my study at RMIT Vietnam.
- I am responsible for ensuring my policy covers the appropriate dates while studying with RMIT Vietnam, and I will arrange insurance renewal on my own during my study at RMIT Vietnam.
- I will notify RMIT Vietnam immediately if I would like to have health insurance arranged by RMIT Vietnam.

I have read and consented to the above statements. Yes ☐

Step 7 of 9: Photography/Film Consent

This step provides you an opportunity to provide consent as well as be aware that you may be filmed or photographed for RMIT VN's publicity/promotional purposes.

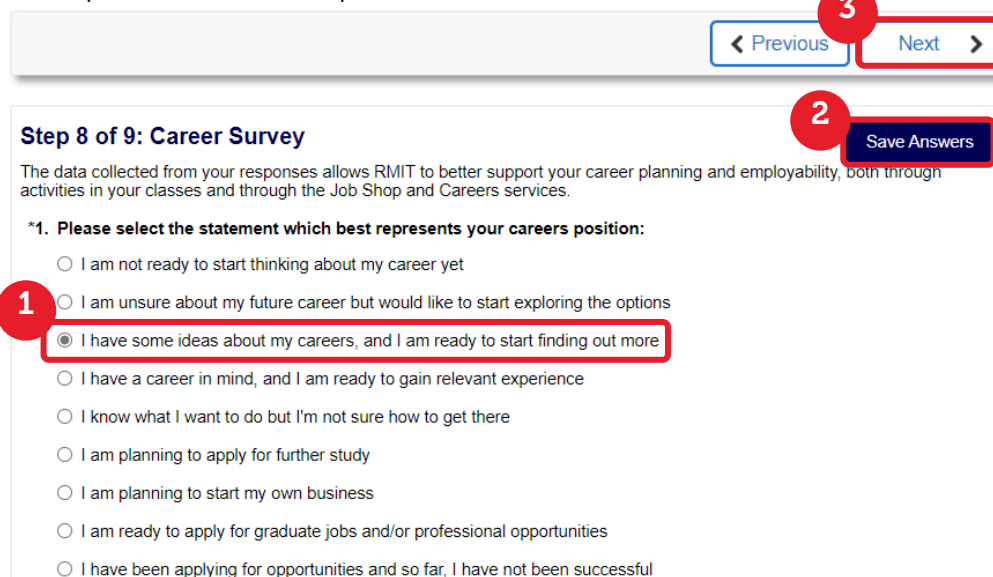
- Step 1. Select **Yes** to agree or **No** to decline.
Step 2. Click **Next** to proceed.



Step 8 of 9: Career Survey

Information selected by you in this step is used to provide career planning and employability guidance. RMIT's Job Shop and Careers services use this information to support and assist you in your career development. You cannot change the answer once you click the **Save** button.

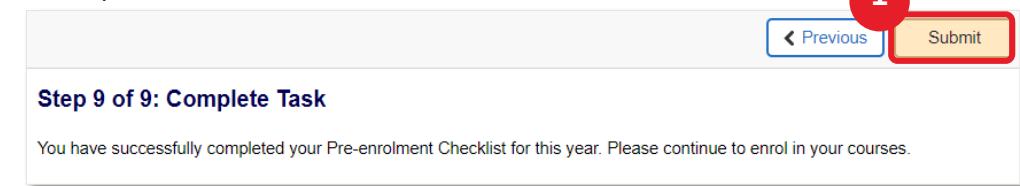
- Step 1. Select a suitable option for the listed questions.
Step 2. Click **Save Answers** to finalise selection.
Step 3. Click **Next** to proceed.



Step 9 of 9: Complete Task

The Pre-enrolment Checklist is successfully completed.

- Step 1. Click **Submit**.



You will be directed to the Enrolment tile of myRMIT as you are now eligible to enrol in courses. Refer to the *myRMIT > Enrolment Tile* Quick Reference guide from the **FAQs** tile for more information about Enrolment.