We're thrilled that you'd like to join us at Mercer!

The enrolment process is easy but I do need to clarify certain areas for you. It might be a good idea to print these instructions so you have them whilst filling out the form. Please ring me on 1300 22 67 43 if you have any questions.

Let's start by clicking on **Apply Now**

This will take you to a screen: "BEFORE YOU BEGIN", scroll down and click on Begin Enrolment.

The next page is "Validate Course Advisor Code" Please type in **REP111M** in capitals and click Validate.

**A special note throughout the form: If you can't see the next page each time you select Next, please **scroll up** and it will appear.**

1. **Personal Details**
   Please complete. It is important that you type in your full legal name, including middle name if you have one. When you come to 'Date of Birth', please DON'T TYPE THE DATE IN THE WINDOW. Please click on the window and you'll see a little calendar with drop down menus. Firstly, select the year and then the month from the drop down menu. Select the date on the little calendar.

2. **Course Information**
   Please click on the drop down menu to select your course. For example, if you're studying the Diploma of Interior Design and Decoration on campus in February, you would choose: Diploma of Interior Design and Decoration that includes ON CAMPUS and 22FEB in its title.

   If you can't see your specific course, please choose the course you want to enrol in (eg. Diploma on campus) and we can rectify the details later in the Notes section (in the Qualifications area later in the form).

   Please check the details in the windows below.

   Commencing Course Identifier: Please select first option "Commencing enrolment in the qualification or course"

3. **Qualifications**
   You'll see a empty window just before the Next button with Notes written above it. If you had trouble selecting the course from the drop down menu earlier, this is where you'll also type in the correct name of the course, mode of study (online or on campus) and intake month. For example, "Please enrol in Diploma on campus Feb 2016."

4. **Other Details**
   Unique Student Identifier: These are a special code given to you by universities or registered training organisation - if you don't have one, please click no. If you do have it, please type it in.

   Proof of Identity: If you have the requested files, please select the answer that applies to you and upload the file that will appear at the bottom of this section. If you don't have any of the files handy, please choose the last option ad be sure to email or text Republica at your earliest convenience.

5. **Payment Options**
   Select your preferred payment option and follow instructions in the window.

6. **Form Declaration**
   Please read and click on the "I agree" box. The date and declaration name will automatically appear.
Thank You Page

You might need to scroll up a bit to see the "Thank You" page. Your application to enrol has now been submitted and Republica (our registered training organisation) will be in contact shortly. You’ll soon receive a full copy of the enrolment form for your records.

Please complete the Pre-Enrolment Questionnaire by clicking on the link provided under "All Applicants". (Please complete this questionnaire as soon as possible to enable us to proceed with the Enrolment Interview.)

This is all that is required of you at this point. Please ignore the "Vet Fee Help Loan Students" section on the Thank You page, for now.

Once your Enrolment is processed, you’ll receive a Welcome Letter detailing your enrolment, start dates, log in codes, etc. This will most likely take 48 hours.

If you are planning to utilise Vet Fee Help, you will need to complete a "Request for a Vet Fee Help Loan" form AFTER you receive the Welcome Letter.

Thank you, once again, for choosing to study with Mercer.