Dear Student,

**Macquarie Graduate Certificate Program Orientation and Enrolment**

Welcome to Sydney Institute of Business and Technology. I am sure you will enjoy your time with us as you undertake your graduate studies. Semester 1 classes commence on Monday, 22 February 2010. Prior to the start of semester SIBT conducts an Orientation Day.

You are invited to attend your Orientation which is scheduled for Friday, 19 February 2010 in Building E3A Room 274 at 8.45 Am. A map is attached for your convenience.

Attendance at Orientation is vital as it provides you with essential information concerning your studies at SIBT and it enables you to ensure that your enrolment has been completed correctly.

The Orientation Day program will extend over at least five (5) hours. Upon arrival you will be greeted by a Mentor who will guide and assist you throughout the morning. The day commences with a series of short presentations on a variety of topics including specific academic information and an overview of the services and facilities available to you on campus. In addition you will design your timetable, receive your SIBT Student Identification Card and participate in a guided tour of the campus. The day ends with a barbecue in the SIBT Courtyard, during which you will have the opportunity to socialise and mix with fellow students.

In order to complete your enrolment, please bring the following items with you on the day:

1. Your Letter of Offer or Confirmation of Enrolment
2. Your passport and visa or proof of citizenship
3. Your Australian contact details (address, telephone number, email address)

Please arrive at your designated date and time. Once again I wish to warmly welcome you to SIBT and to Macquarie University.

Yours sincerely,

Sonia Jeffares  
College Director and Principal, SIBT