

Registration Guidelines

Step 1: Book your accommodation

If you are not living with a parent, guardian, or relative, you must stay at one of the UQ-approved accommodations.

To book your accommodation:

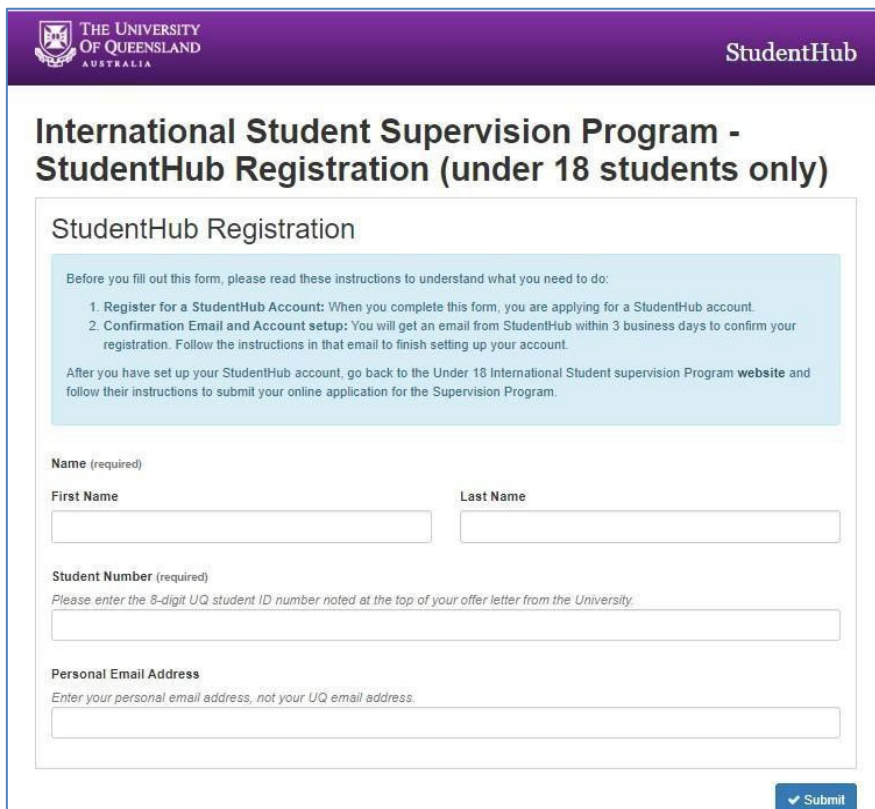
- Contact a UQ-approved provider directly
- Sign the room agreement
- Pay the deposit

Once your booking is confirmed, you can submit your Supervision Program registration form.

Tip: To save time, we recommend you start **Step 2** (creating a StudentHub account) while booking your accommodation. You will need this account to submit your Supervision Program registration form.

Step 2: Create a StudentHub Account

1. Register for a StudentHub account via this [link](#).



The screenshot shows the 'StudentHub Registration' form. At the top, there is a purple header with the University of Queensland logo and the text 'StudentHub'. Below the header, the title 'International Student Supervision Program - StudentHub Registration (under 18 students only)' is displayed. The form itself has a light blue background and contains the following sections:

- StudentHub Registration**: A heading for the form.
- Instructions**: A light blue box containing two numbered instructions:
 1. Register for a StudentHub Account: When you complete this form, you are applying for a StudentHub account.
 2. Confirmation Email and Account setup: You will get an email from StudentHub within 3 business days to confirm your registration. Follow the instructions in that email to finish setting up your account.Below the instructions, it says: 'After you have set up your StudentHub account, go back to the Under 18 International Student supervision Program website and follow their instructions to submit your online application for the Supervision Program.'
- Name (required)**: Two input fields for 'First Name' and 'Last Name'.
- Student Number (required)**: A single input field with the instruction 'Please enter the 8-digit UQ student ID number noted at the top of your offer letter from the University.'
- Personal Email Address**: A single input field with the instruction 'Enter your personal email address, not your UQ email address.'
- Submit**: A blue button with a checkmark icon and the text 'Submit'.

You will receive an email from StudentHub within 3 business days to confirm your email address. If you do not receive it within this time, please contact studenthub@uq.edu.au.

2. Follow the link in the email from StudentHub to confirm your email address.

Hi,

Please use the following link to confirm your email address with University of Queensland StudentHub.

<https://studenthub.uq.edu.au/admin/email/confirm/????????>

If your email client does not support HTML formatted email you may need to confirm your email address manually. To do this enter the confirmation code below on

<https://studenthub.uq.edu.au/admin/email/confirm/????????>

Confirmation Code: kmjJLLKKQw_34Ert

3. Enter the confirmation code from the above email.

CareerHub admin
University of Queensland



Confirmation code (required)

The confirmation code is not valid. Please try re-sending your confirmation email.

4. After confirming your email address, you will receive a login detail email. Follow the link in this email to create a new password.

Hello Student Name,

You have new login details at UQ StudentHub.

- Username: **s99999999**
- Password: Not included in this email for security reasons

You can login to StudentHub at:

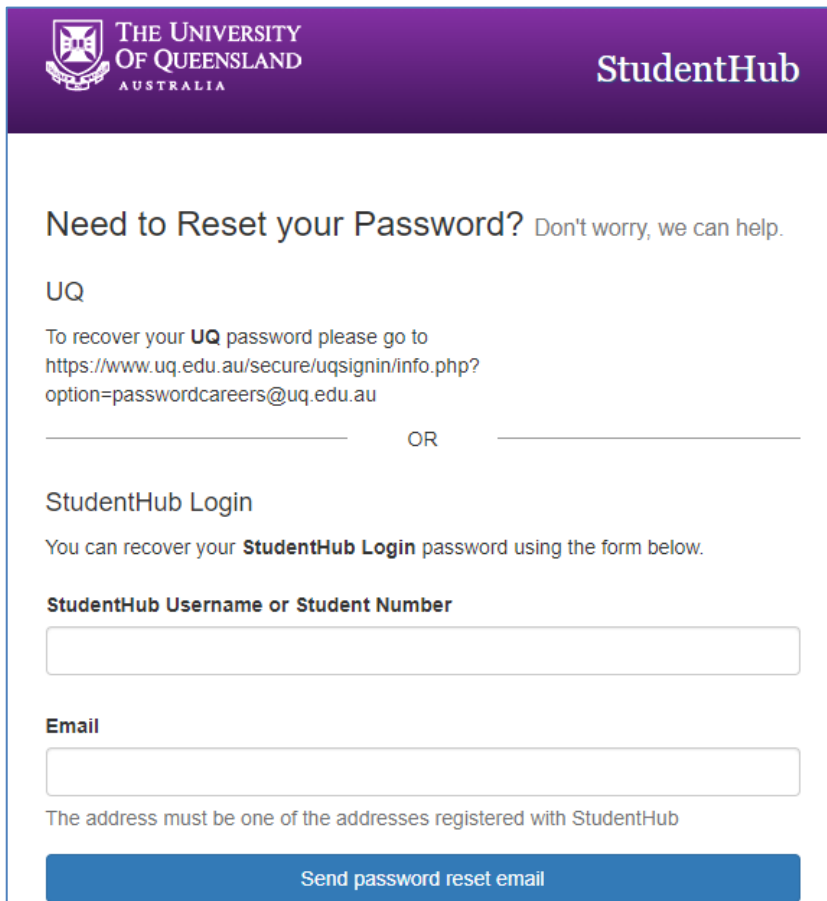
<https://studenthub.uq.edu.au/>

If you don't know your password, you can create a new one using the following link:

<https://studenthub.uq.edu.au/students/resetpassword>

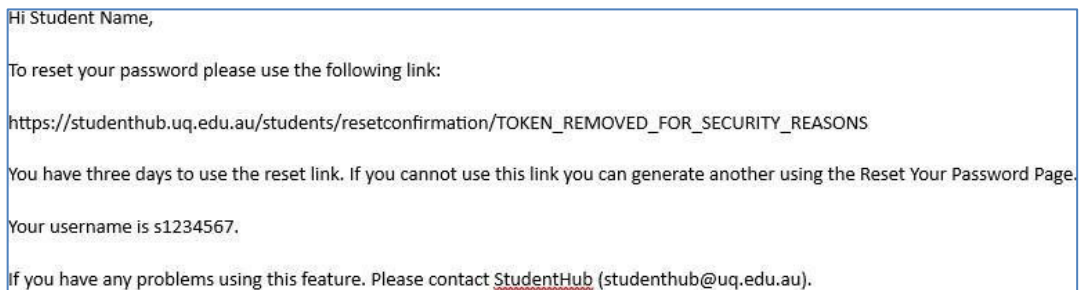
If you have general inquiries, please feel free to contact StudentHub. If your query concerns specific events or programs, please contact the relevant department responsible for this service.

5. Enter your StudentHub username and email to receive a password reset email.



The screenshot shows the StudentHub password reset interface. At the top, there is a purple header with the University of Queensland logo and the text 'StudentHub'. Below the header, the main content area has a white background. It starts with the heading 'Need to Reset your Password?' followed by the text 'Don't worry, we can help.' Below this, there is a section for 'UQ' with instructions to recover a UQ password and a URL: <https://www.uq.edu.au/secure/uqsignin/info.php?option=passwordcareers@uq.edu.au>. This is followed by a horizontal line with the word 'OR' in the center. Below the line is the 'StudentHub Login' section, which states 'You can recover your StudentHub Login password using the form below.' There are two input fields: 'StudentHub Username or Student Number' and 'Email'. Below the 'Email' field, a note says 'The address must be one of the addresses registered with StudentHub'. At the bottom, there is a blue button labeled 'Send password reset email'.

6. Follow the instructions in the password reset email to create your new password.

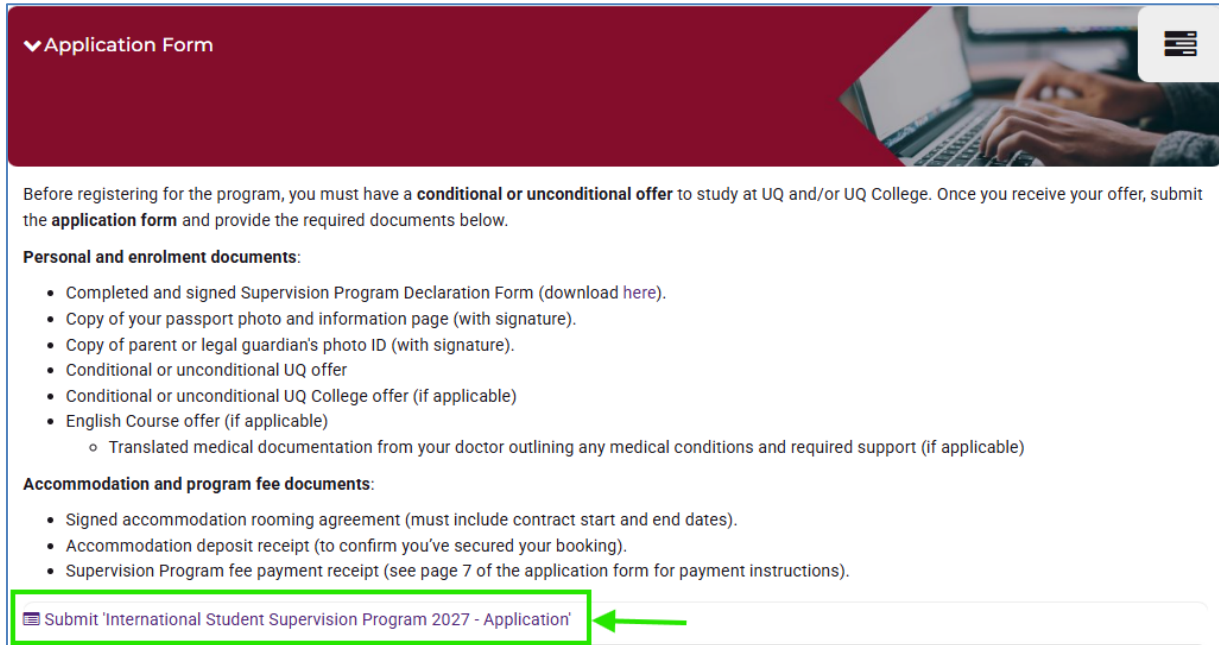


The screenshot shows an email template for password reset. It starts with 'Hi Student Name,'. The main body text says 'To reset your password please use the following link:' followed by the URL https://studenthub.uq.edu.au/students/resetconfirmation/TOKEN_REMOVED_FOR_SECURITY_REASONS. Below the URL, it says 'You have three days to use the reset link. If you cannot use this link you can generate another using the Reset Your Password Page.' Then it says 'Your username is s1234567.' and finally 'If you have any problems using this feature. Please contact StudentHub (studenthub@uq.edu.au).'

7. Use your StudentHub username and password to log in as a 'Future Student' through this [link](#) to complete the Supervision Program registration form.

Step 3: Submit the Supervision Program Registration Form

Once you have logged into StudentHub via this [link](#), click the application link (highlighted in yellow) to submit your application form.



The screenshot shows the 'Application Form' section of the StudentHub interface. It includes instructions on submitting the application form and lists required documents under two categories: 'Personal and enrolment documents' and 'Accommodation and program fee documents'. At the bottom, a button labeled 'Submit 'International Student Supervision Program 2027 - Application'' is highlighted with a green box and a green arrow pointing to it.

▼ Application Form

Before registering for the program, you must have a **conditional or unconditional offer** to study at UQ and/or UQ College. Once you receive your offer, submit the **application form** and provide the required documents below.

Personal and enrolment documents:

- Completed and signed Supervision Program Declaration Form (download [here](#)).
- Copy of your passport photo and information page (with signature).
- Copy of parent or legal guardian's photo ID (with signature).
- Conditional or unconditional UQ offer
- Conditional or unconditional UQ College offer (if applicable)
- English Course offer (if applicable)
 - Translated medical documentation from your doctor outlining any medical conditions and required support (if applicable)

Accommodation and program fee documents:

- Signed accommodation rooming agreement (must include contract start and end dates).
- Accommodation deposit receipt (to confirm you've secured your booking).
- Supervision Program fee payment receipt (see page 7 of the application form for payment instructions).

 Submit 'International Student Supervision Program 2027 - Application'

Once we have received and checked all required information, we will send you a confirmation email with your registration status and next steps.

We will then notify the UQ International Admissions Team, who will issue your CAAW and CoE. These documents are required for your Student Visa application.

If additional information is required, our team will contact you with instructions on updating your original submission. Please refer to **page 5** for detailed guidance on how to edit your submission.

Submit Pre-arrival Form

Once you have booked your flight itinerary, log into StudentHub via this [link](#) to submit the pre-arrival form.

 Pre-arrival Form



After booking your flight, please complete the pre-arrival form. You will need to provide the following documents:

- **Flight Itinerary:** If you are arriving from overseas or interstate, upload a clear copy of your flight itinerary once purchased.
- **Airport Pickup Confirmation:** If you require airport pickup from Brisbane Airport to your accommodation, please follow the instruction on this [link](#) to book it.
- **Parent's Flight Itinerary:** If you're arriving with your parent and don't need airport pickup, please provide a copy of your parent's flight itinerary.

 Submit 'International Student Supervision Program 2027 - Pre Arrival'

Please note:

- If you need airport pickup from Brisbane Airport, please book it [here](#).
- If you are travelling with a parent and do not require airport pickup, please upload your parent's flight itinerary.
- If you encounter any issues, please contact supervision@uq.edu.au.

Edit Submission

If our team requires any additional information, you will receive an email detailing the types of information needed along with a link to update it. Click the link in the email to log in to your application form.

- Click '**Edit Submission**' to update your application.

Attached To	Danlu Zheng
Began	15 May 2024, 11:28 am
Finished	15 May 2024, 11:30 am
Updated	15 May 2024, 11:32 am
Status	Pending Assessment (Editable) Last Status Change: 15 May 2024, 11:32 am by StudentHub Status change history
Actions	Edit submission Print submission Delete submission

- Once completed, click '**Update**' at the bottom of the page to submit it.

Useful Links

StudentHub Registration

<https://studenthub.uq.edu.au/form.aspx?id=4149208>

Registration Workflow Main Page

<https://studenthub.uq.edu.au/students/Workflows/Detail/473>