INSTRUCTIONS FOR STUDY ABROAD AND EXCHANGE ONLINE APPLICATION

Please read this step by step guide carefully. You are encouraged to follow this guide as you are filling out your online application in order to avoid errors in your submission which may cause a delay in the outcome of your application.

Before you begin:

1. There are a number of things that you should consider such as eligibility for a program, important dates, program costs and student visas. This information can be found here.
2. You should have electronic copies of the following supporting documents in order to proceed with the online application:
   i. Academic transcript/s
   ii. Copy of your passport
   iii. Language proficiency evidence
   iv. Your study plan
   v. Supporting documents for faculty specific requirements and restrictions (if applicable)

   If you require further information about the documents listed above, please click here.

3. The application process which you are about to start is in four parts and you must complete each part to ensure your application is submitted correctly:
   A. Register
   B. Select
   C. Apply
   D. Submit

4. You have the option of exiting the application after completing part A by simply closing the page of the browser and you can log back in at a later stage using your user id and password. Login details will be emailed to you upon completion of part A, to the email address you provide in the ‘Email & Phone Details’ section.

5. It is important to note that the screens will time out after five minutes if you are not actively completing the form.

6. Note that the terms ‘User Name’, ‘User ID’, ‘Applicant ID’, ‘Application ID’, ‘Student ID’ and ‘Student Number’ all refer to the six digit number you receive by email when you complete the registration part of this application.

7. You are now ready to commence your online application. Let’s get started!
**Course and Scholarship Application Page**

This is the page where you begin the process of registering your details, the first step in completing an application. Alternatively you can return to this page to log back in if you have previously registered and want to make changes to your un-submitted application, submit another application, withdraw an application or upload documents to an already submitted application.

---

**Course and scholarships applications**

For more information about applying for courses and scholarships: [Future Students website](#).

**Current and Former Students**

Login using your username and password. Forgotten your password? Reset it via [Account Management](#).

**Previous Applicants**

Previously applied but never enrolled? Login using the username and password sent to you via email when you first applied. Still can’t login? [Contact us](#) to have your password reset and account details emailed to you.

- User Name
- Password
- Login

**First Time Applicants**

Select the button below to create an account. You will be emailed a username and password for future use.

[Register and Apply](#)

---

Before you apply you need to know

- What you are going to study.
- Information about your qualifications (Copies of Transcripts, Certificates etc).
- What the entry requirements are.

What happens after you submit your application online

- You will receive a confirmation email on completion of the online application process.
- You can monitor the progress of your application and upload supporting documentation using the user name and password emailed to you.
- You can continue to upload supporting documentation.
- We will assess the application and notify you of the outcome.
Part A. Register

**Personal Details**

List your name, as it appears in your passport and personal details as requested. Note with the date, the order is day-month-year (dd/mm/yyyy).

**Email & Phone Details**

Do NOT use a “Hotmail” email address as there is a known issue with students not receiving correspondence through this email provider. Use your home university email address if that is the alternative as this will be the main point for correspondence until you arrive at the University of Melbourne.

You must list at least one telephone number at this point in the application. When you list your telephone numbers in this section, please include the country code for your country and the area code. If you are not sure of the country code for your country you can find a list of country codes here.

Often the international access number when telephoning is different from country to country so the convention is to write international numbers with a ‘+’ before the country code. To write the telephone number, for example, to call Melbourne Global Mobility from outside Australia you must list the:

- international access number, usually something like ‘00’ but write +
- country code for Australia 61
- area code for Melbourne in Victoria 3
- telephone number for the MGM office 8344 7452

The number written on our publications, for example, therefore looks like ‘+61 3 8344 7452’.
Address Details

Provide the complete address of your current residence.

Citizenship and Residency Details

Once you select the value relevant to you (in most cases this will be Student Visa or other Temporary Resident Visa (holds or intends to apply)), additional information will appear as in the next screenshot.

You can list your citizenship on this extended section. Where you are a citizen of more than one country, list the citizenship of the country whose passport you will be using to enter Australia.

The Permanent Overseas Address Details can be the same as those provided on the ‘Address Details’ page above (and will need to be re-entered) but can also be a different address.
Submission Country

Specify from which country you are applying.

Student-Agent Relationship

This section is not applicable to study abroad and exchange students. Leave this blank.

Cultural Details

These details are required for Australian government reporting purposes and you will be asked to confirm them when you arrive and enrol here. Note that your country of birth may be different to your country of citizenship, which was asked about in the previous section.

When you select a country other than ‘Australia’, the screen will expand to ask for your year of entry to Australia as in the screen shot below. If you have not yet entered Australia for your period of study abroad or exchange, leave it blank.

It is mandatory to enter an Aboriginal or Torres Strait Islander status, but this may be ‘No’.
**Previous Student Details**

In this section, while not mandatory, it is useful to know in advance if you have studied at the University of Melbourne previously. If you have applied previously and think you have a six digit registration number already but can’t find it, do **NOT** apply again. Send us an email with your full name that you would have used at the time and we can search for it in the system. If you do continue with a new application having previously registered, this will cause a delay in your application outcome.

**Disability Details**

Not compulsory to complete but this section provides us with useful information in advance if you think you might need any of the services of the University.

If you respond ‘yes’ to the first question, the screen will expand to ask you define what sort of disability, impairment or condition you have. In all cases the information will remain confidential.
Terms and Conditions

These are the Information Technology (IT) terms and conditions. You must agree to them before proceeding with your application.

Australian Year 12 (or equivalent) Details

You do not need to complete ‘Australian Year 12 Details’ unless you did complete secondary school (Year 12) in Australia. If you have not completed secondary school in Australia, please leave this field blank.

Highest Level of Education

The ‘Highest Level of Participation’ is an Australian government statistical requirement. We anticipate that most study abroad and exchange students will list either “Incomplete Bachelor” or “Incomplete Masters”, in which case, you list the current year.

Previous Study Details

Please ignore this section as you will be requested to enter your previous study details under application requirements in one of the subsequent screens.
Registering

Click ‘Proceed with Registration’ and you will be directed to the next page.

Summary

You will be given a summary of the information you entered and asked to confirm it by clicking on the “Proceed with Registration” button at the bottom of the page. Alternatively you can go back and correct any of the information you entered.

Your Information

Personal Details
Full Name: Ms First Name Surname
Date of Birth: 20 December 1981
Gender: Female

Email & Phone Details
Email Address: your.address@email.com
Work Phone: +540004005000

Address Details
Address: Avenida de Mayo 200
Buenos Aires
Argentina

Once you confirm that the details are correct by clicking on “Proceed with Registration” this is the point at which your registration is complete.
If you now click on ‘Proceed with Application’, you will be directed to the next screen which will allow you to apply for a course (please refer Part B). Alternatively you can follow the link on the confirmation email and continue this at a later time.

Email Confirmation

Shortly after you will receive an email with your username and password. If you do not see it in your in-box, check your junk mail folder.

Sample of Email

From: University of Melbourne <no-reply@unimelb.edu.au>
Sent: Thursday, yy September 20xx 5:44 PM
To: <your.address@email.com>

Subject: Thank you for registering with the University of Melbourne

Thank you for applying to the University of Melbourne.

Your username is: 123456
Your password is: RMzXMBR3

Make sure you save this email as you will need these details to login to the online application system. You can lodge an application, amend an existing application or check the progress of your application. To return to the online application system please visit:

https://sis.unimelb.edu.au/onlineapplication

If you need help or advice call 13 MELB (13 6352) or phone +61 3 9035 5511 if calling from outside Australia, Monday to Friday 9am - 5pm AEST.

The University of Melbourne.

---

ABN: 84 002 705 224  CRICOS Provider Code: 00116K

If you do not receive the email within a short while of progressing past this point, please tell us by emailing studyabroad-exchange@unimelb.edu.au with the name you entered above and we will arrange for the email to be sent again.
Part B. Select

Select your course

The next thing you need to do is to tell us for which course or program you want to apply at the University of Melbourne. Note how we use terms at Melbourne:

- **course/program** the degree a student is studying is known as a course such as a “Bachelor of Science” or a “Diploma of Music”.

- **subject** a unit within a course or program, for example if you enrol in “Introduction to International Politics” in semester one you are enrolling in a subject; four subjects make up a typical study plan for a semester.

You must choose what type of course you are applying to study at the University of Melbourne. If you are applying to study here for a semester or year only, you have two choices:

- **Exchange Course** (involving an agreement between your home institution and the University of Melbourne)
- **Study Abroad Course** (involving the payment of a tuition fee by you or your home institution on your behalf)

To find the relevant courses in the “All Course Category Types” drop down menu, choose whether you want exchange or study abroad. **DO NOT CHOOSE ANY OTHER COURSE.** If in doubt, exit the application and check with your advisor at your home institution.

Next, in the ‘All Availability Year’ menu, choose the calendar year in which you hope to begin your studies at the University of Melbourne.

When you press ‘Search’ all suitable options will appear.
At this point choose whether you want to be considered as an undergraduate or postgraduate student. You can, in some cases with special permission, be permitted to apply as one level, for example as a postgraduate, and do one or two subjects from the other level, that is undergraduate subjects. Usually only students who have completed an undergraduate degree may apply to be a postgraduate student at the University of Melbourne.

Study abroad students will have course options of:
- SA-PG Study Abroad Postgraduate Full Time
- SA-UG Study Abroad Undergraduate Full Time

Exchange students will have course options of:
- EX-PG Exchange Postgraduate Full Time
- EX-UG Exchange Undergraduate Full Time
Study Period

Choose the time of year when you hope to begin your studies at the University of Melbourne from ‘Start Year Intake’, which is semester 1 or ‘Mid-Year Intake’ which is semester 2. To help with this, a guide to the semester timing is:

<table>
<thead>
<tr>
<th>Start Year Intake - Semester 1</th>
<th>Mid Intake - Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne Welcome mid-February *</td>
<td>Melbourne Welcome mid-July *</td>
</tr>
<tr>
<td>SAEX Enrolment Day (Compulsory) mid-February</td>
<td>SAEX Enrolment Day (Compulsory) late July</td>
</tr>
<tr>
<td>Orientation (Required) late February</td>
<td>Orientation (Required) late July</td>
</tr>
<tr>
<td>Semester One Teaching early March – late May</td>
<td>Semester Two Teaching late July – late October</td>
</tr>
<tr>
<td>Examination period (including swot vac) late May – late June#</td>
<td>Examination period (including swot vac) early November – late November #</td>
</tr>
</tbody>
</table>

Note
# All students are required to remain in Melbourne until the conclusion of the Examination Period. Return airfares should be booked for dates after the end of the exam period. For more information see: [www.unimelb.edu.au/unisec/PDates/acadcale.html](http://www.unimelb.edu.au/unisec/PDates/acadcale.html)

Select the course you want at the time of year you want by clicking on the ‘Apply’ button next to the relevant line.

Do NOT apply for any ‘Part Time’ options. It is not possible to study exchange or study abroad courses on a part time basis. If you accidentally click on the wrong course and wish to change it, click on My Courses and you can make the necessary alterations.

Once you select a course, click on ‘Proceed with Application’.
Scholarships

The next screen will give information about scholarship opportunities. This option is not available to study abroad and exchange students. Choose “Skip this step” to proceed to the next screen.

Search for a scholarship

- Only Show Potentially Eligible Scholarships
- Only Show Available Scholarships

Search

Back to Select an Availability    Cancel    Skip this step
Part C. Apply

Application Summary

This is a summary of your application. You can make changes by using the 'Back' button to access the course, scholarship and advanced standing screens. Go back to add and remove courses and scholarships, indicate you will apply for advanced standing and to change course preferences.

Once you are happy with your selections, use the 'Proceed with Application' button to continue with your application.

Course preferences may be updated after you submit your application.

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course</th>
<th>Availability Year</th>
<th>Study Period</th>
<th>Location</th>
<th>Load Category</th>
<th>Attendance Mode</th>
<th>Study Mode</th>
<th>Liability Category</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange Course</td>
<td>EX-PG - Exchange</td>
<td>2016</td>
<td>Start Year</td>
<td>Parkville</td>
<td>Full Time</td>
<td>On Campus</td>
<td>Mobility In</td>
<td>Fee Exempt</td>
<td>1</td>
</tr>
</tbody>
</table>

At this point, when you click “Proceed with Application”, you will be able to begin filling out the application form. Until you click “Save”, your application will not be saved in our system. If you close your browser or click the “Exit” button at this point, your application will be lost. You should click “Save” early in the process of completing out the form, so that the application is properly saved and you do not lose the work you have done on the application should your browser time out.

Once you have clicked “Save”, your application will be saved as an “incomplete application”. It will not be complete, nor assessed, until you respond appropriately to all the requirements which are listed below. You must then click “Save and Review the Application”, then confirm that you agree to the terms and conditions and finally click “Confirm and Submit the Application”.

Conditions of Application And Applicant Declaration

If you have saved an application in error, you can click “Withdraw” to cancel the application. It will still exist in the system, but it will not be assessed.
Part D. Submit

Application Requirements

The next step is to complete the application requirements that are specific to you applying as an exchange or study abroad student. In this section you are required to upload your supporting documents into the application requirements where instructed (e.g. Study Plan, Academic Transcript etc).

Please note, your application will ONLY be processed once and the application is complete and you have submitted with all required documents.

Remember to click “Save” regularly throughout the process of completing each requirement. The “Save” button is displayed in the bottom left corner of the screen at all times.

Requirement – Institutional or Agent/Representative Nomination

The Nomination form must be downloaded and completed by your Exchange Co-ordinator or Study Abroad advisor/Agent/Representative. They have been sent the instructions and how to download the form.

Once you have submitted the application on-line and agreed to the terms and conditions, your Exchange Co-ordinator or Study Abroad advisor/Agent/Representative will fax or scan and email the Nomination form to us together with your latest official results from your institution. That will be the trigger for us to begin processing your application. There is NO need to send original documents unless requested by Melbourne Global Mobility.

Requirement – Home Institution

This asks you to tell us the name and address of your HOME institution. Please list the official name.
Requirement – Academic transcripts for prior tertiary studies

Please upload scanned copies of official transcripts for all the study you list in this section. Your Exchange Coordinator or Study Abroad Advisor must verify, as part of the first requirement above, that what you uploaded is a true and accurate version of your official transcript from your home institution, so make sure they send us the same version of your transcript as you uploaded.

Requirement – Passport Details

If you have citizenship from more than one country, list them all at this point by clicking on “Add answer”. You must, however, only upload a copy of the details page (where your name, date of birth and passport number etc. are listed) of the passport on which you will enter Australia. If you are offered and accept a place with us, we will use this information when we issue your Confirmation of Enrolment document which you need in order to apply for your visa.

It is your responsibility to make sure your passport will be valid for the entire period of your exchange/study abroad in Australia.
**Requirement – English Language Proficiency**

All students must show that they meet the University of Melbourne’s English language requirements in order to study at the University of Melbourne. Most students will do so by having studied at an English language secondary school or tertiary institution. Others meet the requirements by sitting an approved test and achieving a specified score or higher.

Different requirements exist for [undergraduate](#) and [graduate](#) students. Where you do not come from an English language tertiary institution, you must provide proof as to how you meet the English requirement. For example, if you are meeting English language through an IELTS test you must upload a copy of your IELTS test results.

**Requirement – Duration of Program**

This section is asking you to list the length of time that you intend to study at the University of Melbourne. There are only two choices: one or two semesters.

**Requirement – Study Plan**

Here we would like you to tell us what subjects you want to do while you are here. The usual number of subjects in each semester is four. Each subject is usually worth 12.5 points each. Download the study plan form, fill in your details, save it and upload it into your application. You must list at least six (6) subjects and rank the subjects in the order in which you would prefer to do them.
Requirement – Faculty-specific Requirements

When you apply to study at the University of Melbourne you are usually allocated to a particular faculty based on the subjects that you choose to study here. Some faculties have particular requirements that students wanting to study their subjects must meet before they can be allowed to enrol. For example:

- In the Faculty of the Victorian College of the Arts and Music (VCAM) you must provide a portfolio or audition CD in order to be allowed to enrol into ‘artistic’ subjects; and
- Students wanting to enrol in subjects that involve teaching practicals in the classroom must provide a police report from their home province/state and from the province/state where they are attending university, if they are different.

To see the full list of special faculty specific requirements click here.

Requirement – Study Abroad ONLY – Assistance with Preparing Application

Some students applying to come here as fee paying study abroad students use the services of agents or representatives to advise them on where and how to apply. If you are one of these people please tell us who that is by selecting the name of the agent or representative from the drop down list. If the name does not appear on the list please contact us at studyabroad-exchange@unimelb.edu.au telling us the name of the agent/representative and we can see why that might be the case.

If you are applying to us directly, not through an agent or representative of the University of Melbourne, only in consultation with your Study Abroad Advisor at your home institution, you do not need to complete this section.
Submitting your application

You should have been saving your application regularly throughout the process. If you completed each section correctly (entering information and responding to each question) and uploaded a document, above, when you click the “Save and Review the Application” button at the bottom of the page, you will be taken to the next step.

If you have not completed all of the requirements, when you click the ‘Save and Continue’, a list of error messages at the top of the page will tell you what information is missing. You must go back and supply what is missing, and then click “Save & Continue” again to proceed.
**Submission Confirmation Screen**

This screen provides a summary of your application so far with all data you have entered listed. Please check the details now as you can still change them yourself at this point.

When you are satisfied that the detail is correct, having read the terms and conditions, check the box at the top of the screen confirming that you agree to them and then at the bottom of the screen click the button “Submit the Application”.

If at any point in this part of the process you are asked to pay a $100 application fee, do NOT pay it. This means that you have not followed the instructions above. Study abroad and exchange students do not need to pay an application fee. You will need to retrace your steps to page 11 above and choose the correct course.

---

**Conditions of Application And Applicant Declaration**

- I agree to the displayed
- Terms & Conditions

**Your Information**

**Personal Details**
- Full Name: Ms First Name Surname
- Date of Birth: 20 December 1981
- Gender: Female

**Email & Phone Details**
- Email Address: your.address@email.com
- Work Phone: +54005405400

**Address Details**
- Address: Avenida de Mayo 201
  Buenos Aires
  Argentina

---

[Submit the Application]
**The Final Screen**

This screen acknowledges that you have successfully submitted your application and at the bottom of the screen allows you to proceed with other actions if you wish.

---

**Courses**

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course</th>
<th>Availability Year</th>
<th>Study Period</th>
<th>Location</th>
<th>Load Category</th>
<th>Attendance Mode</th>
<th>Study Mode</th>
<th>Liability Category</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange Course</td>
<td>EX-PO - Exchange Postgraduate</td>
<td>2016</td>
<td>Start Year Intake</td>
<td>Parkville</td>
<td>Full Time</td>
<td>On Campus</td>
<td>Mobility In</td>
<td>Fee Exempt</td>
<td>1</td>
</tr>
</tbody>
</table>

---

**Acknowledgement Email**

After having agreed to the terms and conditions and submitted the application, you will be sent an acknowledgement email. If you do not receive this, check your junk mail, or you have not submitted your application in full. Log back into your application and check your details. If you can’t see what the problem, contact Melbourne Global Mobility and we can take a look.

---

**From:** no-replies@unimelb.edu.au

**Subject:** Application Acknowledgement

---

**Student Id**  xxxxxxx

**Application Ref**  xxxxx

**Name**  Mr First Name Surname

**Date of Birth**  21 December 1981

Dear Mr First Name Surname,

Thank you for your application to study at the University of Melbourne. This is to confirm the following applications were submitted on <date of submission>:

**Course Name**  Exchange Postgraduate  2016 Start Year Intake, Parkville

**Next Steps**

Your application will now be checked for completeness. If we need any further information from you, we will let you know. You can track the progress of your application, please visit https://sis.unimelb.edu.au/onlineapplication to find out how.

Thank you for choosing the University of Melbourne as your study destination.
**Don’t Forget**

Your Study Abroad Advisor/Agent/Representative or Exchange Co-ordinator must send the nomination form mentioned in Requirement - Institutional or Agent/Representative Nomination. They should then fax or scan and email it to Melbourne Global Mobility. Please remind them to include a copy of your official transcript.

Facsimile: +61 3 9348 054

OR

Email: studyabroad-exchange@unimelb.edu.au

We will NOT proceed with processing your application until you have submitted all documents and it is complete.

Last updated 27/09/2015