

Monash Abroad application form

To apply for student exchange or study abroad at Monash University in Australia

(includes application for optional on-campus accommodation)

- Monash University is a member of Australia's prestigious Group of Eight universities, ranked in the top 50 universities in the world by the Times Higher Education Supplement (UK) and offers a huge range of study options across six campuses in Australia, international campuses in Malaysia and South Africa, and a study centre in Prato, Italy
- All Monash campuses offer excellent facilities to provide every opportunity to balance studies with sports and an active social life, with on-campus accommodation, public transport options and active student associations
- If you are coming to study in Melbourne, the city has ranked consistently as one of the world's most liveable cities on the basis of its culture, climate, cost of living, and entertainment options - beaches, art, music, sport and culture are all within easy reach

Who can use this form?

- Exchange students - students from universities with exchange partner agreements with Monash (www.monash.edu/international/studyabroad/partners.html)
- Study abroad students - students from universities without an exchange partner agreement who want to spend one or two semesters at Monash as a fee-paying student

Who can apply?

To be eligible for admission to Monash as an exchange or study abroad student you must have:

- completed at least one full year of study at your home university
- achieved a minimum Grade Point Average (GPA) of 3.0
- met the Monash English language requirements (www.monash.edu/study/international/entry-requirements-english.html)
- been nominated by your home university (if you are applying as an exchange student)

Applications from students who do not meet all these requirements will not be accepted.

When to apply?

- Check with your home university's international or exchange office or education abroad agent as they may have specific dates for taking applications
- Exchange partner universities will help with your application
- If applying to Monash directly to commence in first semester (February to June) applications close 15 November
- If applying to Monash directly to commence in second semester (July to November) applications close 15 April

How to apply?

1. Research your home university's study abroad or exchange program for advice and assistance
2. Decide on your study plan at Monash
3. Get your study plan approved by your home university
4. Submit your full application to Monash
5. Pack your bags!

Where to send your application

Exchange students

- Lodge your application with the international office or exchange office at your home university

Study abroad students

- If you are applying through your home university or an education agent, check with that office
- If you are applying directly to Monash:
Monash Abroad
Building 73, Clayton campus
Monash University Victoria 3800 Australia
Tel: + 613 9905 1551 Fax: +613 9905 8334
Email: monash.abroad@adm.monash.edu.au
www.monash.edu/international/studyabroad

Information online

About Monash University

Monash University	www.monash.edu
Study Abroad	www.monash.edu/international/studyabroad
Study units	www.monash.edu/pubs/handbooks
Course Finder	www.monash.edu/study/coursefinder
Campus tours	www.monash.edu/on-show

About Melbourne

Visit Melbourne	www.visitmelbourne.com
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CRICOS Provider: Monash University 00008C. The information provided on this application form was correct as at November 2008.

How to apply

1 Research your university's study abroad program

- Most universities have a international office or exchange office and/or school/faculty advisers to assist you with your outgoing application
- Your home school or faculty will need to approve your study plan to ensure it gives credit towards your qualification

2 Decide on your study plan at Monash

- All visiting (incoming) students to Monash must be enrolled in a full-time and on-campus study load
- You can find all study units at Monash in our online handbook (www.monash.edu/pubs/handbooks)
- You could also compare unit choices in your home university course with units offered in similar courses at Monash by using the Monash Course Finder (www.monash.edu.au/study/coursefinder)
- See the Study Plan section of this application for more information

3 Get your study plan approved by your home university

- Complete all appropriate forms for your university as required
- Your home university must also approve your study plan by signing this application form

4 Submit your completed application(s)

- Complete all application requirements in BLACK ink and BLOCK letters
- Your name, citizenship and other personal details must be EXACTLY THE SAME as in the PASSPORT you will use to come to Australia (details on this application form will be used in your student visa application)
- Use the CHECKLIST at the end of this form
- Complete the Application for On-campus Accommodation form if you would like to live on-campus in University accommodation

5 Pack your bags!

Monash at a glance

- Six campuses in and around Melbourne, Australia
- All campuses offer excellent facilities and provide every opportunity to balance studies with sports and an active social life.
- There are 10 faculties at Monash and each has numerous schools and departments offering amazing study choices
- State-of-the-art learning facilities, libraries that contain more than 2.6 million items, around 120 computer labs and more than 2500 workstations.
- Over 17,000 international students studying at Monash, approximately 30 per cent of the total students.
- We're Australia's number one sporting university - Winner of the Australian University Games 2008

Melbourne in a minute

- Melbourne is consistently voted amongst the world's most liveable cities for its safe, secure environment and well-developed infrastructure
- Melbourne is Australia's 'Education capital' - around 50,000 international students live in Melbourne, which has 3.5 million residents from over 140 nations
- From large department stores to smaller designer shops and busy markets, whatever you need and want can be found in Melbourne
- The streets light up at night with theatres, bars, nightclubs, restaurants and shopping centres
- Melbourne is host to many major sports, music and cultural events each year

Australia in brief

- G'day! Australia is more than surf beaches, kangaroos and koalas, but we have those too
- We have a current population of 21.5 million, an Indigenous history of more than 40,000 years and about 5 million people visit Australia each year to travel, work ... or study
- We have sophisticated cities, sleepy seaside resorts, gold rush towns, outback deserts, snow-capped mountains and more
- Our big attractions include Uluru (Ayers Rock), Sydney Harbour (the Opera House and Bridge), the Great Barrier Reef and the Great Ocean Road, but everyone finds their own adventure
- An easy place to live and a great place to visit - we hope to see you 'down under'!

Monash Abroad application form

Incoming Exchange and Study Abroad

Please use black ink and BLOCK letters and complete all questions

Monash Office use only

Date received: _____

Student ID: _____

IELTS/TOEFL: _____

1. Program details

This application is for (tick one):

- Study Abroad (fee-paying)
 Exchange (from partner university)

When do you plan to attend Monash University? (tick one only):

- Semester one (February – June)
 Semester two (July – November)
 Academic year (February – November)
 Two semesters (July – June)

Commencing year:

2. Personal information

Mr Miss Ms Mrs Other (specify): _____

Family name: _____

First name: _____ Preferred first name: _____

Male Female Date of birth (eg 26 January 1989) _____

Country of birth: _____ Country of citizenship: _____

Permanent mailing address in home country: _____

Mobile/Cell (include country code): (_____) _____

Telephone (include country code): (_____) _____

Fax (include country code): (_____) _____

Student's email address at home university (essential): _____

Other email (eg. Personal email): _____

Do you have any special dietary requirements? _____

Emergency contact

Name of emergency contact: _____

Relationship to student (eg. father): _____

Home telephone (include country code): (_____) _____

Work telephone (include country code): (_____) _____

Mobile/Cell (include country code): (_____) _____

Email: _____

3. English language proficiency

- English is my first language
 English is the language of instruction at my home university or school
 I have completed an English language proficiency test:

IELTS or TOEFL Date test completed (day/month/year) _____ / _____ / _____

4. Qualifications

Monash Office use only

Student ID: _____

Provide details of your current study

First name: _____ Family name: _____

Home university: _____

Country: _____

Degree program (eg. Bachelor of Arts): _____

Major/main subject area: _____

Year level: _____ Cumulative Grade Point Average (GPA): _____

Units (courses) currently being taken at your home university (if not listed on your transcript)

Unit code	Unit title	Credits

5. Study plan - proposed units (courses) you will study at Monash

List eight (8) units for your first semester at Monash. (Even if you are applying to come to Monash for two semesters, only select units for your first semester)

- For unit (course) selection information see www.monash.edu.au/pubs/handbooks
- Visiting students must be enrolled in a full-time on-campus credit load (24 credit points per semester) - most units at Monash are worth 6 credit points but some are worth 12 credit points (point value for units is listed under the unit title in its handbook entry)
- Include several optional units in your selection - some units may not be available, or may have conflicting schedules.
- Your acceptance will be based on the units you select. You may be able to change your units on arrival, however, entry to new/other units cannot be guaranteed and admission to units is at the discretion of the relevant faculty
- Indicate whether the unit selected is required by your home university and that your enrolment at Monash is conditional upon your acceptance into this unit
- If you are an undergraduate student, select units with a unit code beginning with 1, 2 or 3. eg. AUS1060, BIO2011, EDF3615
- All units selected should be on one campus - You can select units at both Clayton and Caulfield campuses as they are connected by a 20-minute shuttle bus. You cannot choose units that are only offered off-campus (by distance education) or outside Australia (Sunway campus or Monash South Africa)

Monash unit code	Monash unit title	Monash campus	Monash faculty	Monash semester (1 or 2)	Monash credit points	Required by your home uni? (Yes/No)	Monash Office use only	
							Approval (Y/N)	If no, reason or possible alternatives?
<i>eg. AUS1060</i>	<i>Contemporary Australia</i>	<i>CL</i>	<i>Arts</i>	<i>1</i>	<i>6</i>	<i>Yes</i>		

6. Fees

- Exchange students are exempt from paying tuition fees while studying at Monash, but must pay tuition at their home university
- Study abroad students who apply through their home university or another provider (ie agent) will pay the Monash tuition fees to them. You may be charged a different amount if they provide a study package that also includes items such as accommodation and travel
- Study abroad students who apply directly to Monash must pay tuition fees in full when accepting the offer of a study abroad place. You will need a Certificate of Enrolment to apply for a student visa and this can only be issued after tuition fees are paid
- Study abroad tuition fees per semester in 2009 will be:
 - Undergraduate students: A\$10,200
 - Postgraduate students: Faculty of Arts A\$11,470; Faculty of Business and Economics A\$12,720; all other faculties A\$10,200
- The only other compulsory fees which both exchange and study abroad students must pay are:
 - Overseas Student Health Cover (see '8. Insurance' below)
 - Australian Student Visa fee (see '9. Visa' below)

7. Accommodation

- Monash has on-campus accommodation at all campuses except Parkville (Pharmacy and Pharmaceutical Sciences students only)
- On-campus accommodation at the Clayton campus is guaranteed for exchange and study abroad students commencing in Semester 1 (February start) if a completed 'Application for On-campus Accommodation' form is received by 15 November
- Accommodation at the Clayton campus cannot not be guaranteed for all exchange and study abroad students commencing in Semester 2 (July start), but is usually available. Applications for Semester 2 are due by 15 April
- Accommodation at other campuses is subject to availability, but is usually available for all exchange and study abroad students commencing in either semester. Please note that on-campus accommodation at the Caulfield campus is limited
- To apply for on-campus accommodation please complete the 'Application for On-campus Accommodation' form and provide payment for the non-refundable application fee. Applications must reach Monash Abroad by the appropriate due date
- If you do not submit an on-campus accommodation application, Monash Abroad will assume you will find your own off-campus accommodation. If you choose to live off-campus, it will be your responsibility to find suitable housing. Monash Residential Services (www.mrs.monash.edu.au/off-campus) can provide assistance with your search

8. Insurance

- All international students coming to Australia (except students from Norway and Sweden), including exchange and study abroad students, are required to purchase Overseas Student Health Cover (OSHC) as a condition of their student visa
- Monash Abroad will arrange OSHC for all students - do not apply directly
- Your OSHC must be paid in full when you accept your offer of an exchange or study abroad place at Monash
- Once OSHC is paid, Monash can issue an electronic Certificate of Enrolment (eCOE), which is needed to apply for a student visa
- The cost of OSHC is A\$175 per semester (A\$186 as from Semester 2 2009). OSHC covers basic medical, hospital and pharmaceutical costs while in Australia. Monash strongly recommends that you also take out comprehensive travel insurance
- The Monash preferred supplier is OSHC Worldcare (www.oshcworldcare.com.au)

9. Visa

- Exchange and study abroad students must enter Australia with a student visa (sub-class 575), not a tourist visa
- To apply for a student visa you need a Letter of Offer from Monash University and an electronic Certificate of Enrolment (eCOE).
- You should apply for a student visa as early as possible. The time to process your visa application depends on your country. Students from some countries can apply for visas online but from other countries it may take 6-8 weeks and you may have to obtain a health clearance. Please refer to the Australian Department of Immigration and Citizenship (DIAC) website for detailed information about your student visa (www.immi.gov.au/students). The charge for a student visa is currently A\$450 (as at October 2008).

10. Travel

- We advise you not to make any non-refundable payments for travel until you have accepted your offer of a place at Monash and obtained a student visa.
- You need to arrange your travel to arrive in Melbourne about two weeks before the start of semester to attend the Monash Abroad Orientation. Orientation is compulsory for exchange and study abroad students. Your enrolment is finalised during Orientation.
- The exact dates for Orientation will be sent to you in the *Monash Abroad Pre-arrival Guide*.

11. Declaration

- I hereby declare that the information provided on this application is correct and complete
- I understand that misrepresentation of these details may result in my registration at Monash University being cancelled
- I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment
- I understand that Monash Abroad may pass my name and email address to Monash students for the purpose of promoting the exchange between Monash and my home university
- In an emergency, I hereby grant Monash University staff the authority to contact the nominated emergency contact on my behalf

Student's signature _____ Date (day/month/year): ____ / ____ / ____

General privacy statement

The information on this form is primarily used to assess your application for entry to a Monash University program. It is also used to create an enrolment record on the student database, to prepare statistical analysis, and to inform you about your program and other University courses/events. If you do not complete all the questions on this form, it may not be possible for Monash to process your application. Personal information may be collected from, or disclosed to, relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies, as required by legislation (eg. DIAC) for your visa application and to Monash University for assessment of your application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing.

You have a right to access personal information that Monash University holds about you, subject to legislation. If you wish to access, or enquire about the handling of your personal information, please contact the University Privacy Officer by telephone +61 3 9905 6011. Privacy legislation only applies to students who study in Australia.

Home university endorsement

(to be completed by the study abroad/exchange coordinator at your home university)

Minimum number of Monash units required by home university (if applicable): _____

- I approve the applicant's study plan
- The student will receive credit transfer upon receipt of an official Monash University transcript showing successful completion of those units

Coordinator's name: _____

Position: _____

Email: _____

Coordinator's signature _____ Date (day/month/year): ____ / ____ / ____

Application checklist

Your application will not be considered unless the following documentation is provided:

- Completed application form (all questions)
- One official academic transcript for each university attended (with certified English translation)
- Two academic references in English. At least one should be from a member of staff at your home university who is familiar with your ability in the subject areas you wish to pursue at Monash University. In the case of non-native English speakers, it would be helpful if one reference was from someone who is able to comment on your English language proficiency
- A brief supporting statement explaining why you wish to study at Monash University (about 500 words)
- In the case of non-native speakers of English, evidence of English language proficiency (IELTS/TOEFL) must be submitted
- Copy of the personal information page of your passport (the passport you will be travelling with)
- One passport photo with your name (in CAPITAL LETTERS) on the back
- Completed application for Monash on-campus accommodation, application fee and two additional passport photos (Name in capitals on back) if on-campus accommodation is required

On-campus accommodation at Monash University in Australia

Monash Office use only	
Student ID:	_____
Receipt no:	_____
Date:	_____
One stop code:	_____

Return this application to Monash Abroad with your 'Incoming Exchange and Study Abroad' application form

The primary use of the information on this form is for registering for accommodation. The information will also be used for the health and welfare of the resident, University administration purposes, correspondence and communication. If you choose not to complete all questions on this form it may not be possible for Monash Residential Services (MRS) to assist you with your request.

Please refer to the MRS Privacy Collection Statement (www.mrs.monash.edu.au/on-campus/mrs-privacy-collection-statement.html) Personal information may also be disclosed to Monash University and its controlled entities. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of personal information, contact the University Privacy Officer on +61 3 9905 6011.

Please tick boxes where applicable

Accommodation while at Monash University

Do you wish to live in Monash on-campus accommodation?: Yes No

If 'Yes', please complete this application for on-campus accommodation. If you do not complete this form and provide payment of the application fee, Monash Abroad will assume that you will find your own accommodation. Should you choose to live off-campus it is your responsibility to locate suitable housing. Monash Residential Services can provide some assistance (www.mrs.monash.edu/off-campus).

1. Personal information (same as your passport)

Mr Miss Ms Mrs Other (specify): _____

Family name: _____

First name: _____ Preferred first name: _____

Male Female Date of birth (eg 26 January 1989) _____/_____/_____

Country of birth: _____ Country of citizenship: _____

2. Home university details (or Agent)

Name of home university or Agent: _____

Country: _____

Student status (tick one): Study Abroad (fee-paying) Exchange

Study level: Undergraduate (first degree) Postgraduate (second or third degree)

When do you plan to attend Monash University? (tick one):

Semester one (Feb-June) Semester two (July-Nov) Academic year (Feb-Nov) Two semesters (July-June)

Year commencing at Monash:

3. Student's permanent contact details (in your home country)

Permanent home address: _____

Address valid to (date/month/year): _____/_____/_____ (if leaving this address permanently as a contact point)

Mobile/Cell (include country code): (_____) _____

Telephone (include country code): (_____) _____

Fax (include country code): (_____) _____

Email: _____

Offers are issued by email, so you must provide a current and reliable email address (Please print clearly)

4. Emergency contact details

Name: _____ Relationship to student (eg. Father): _____

Telephone (include country code): Mobile/Cell: (_____) _____

Home: (_____) _____ Work: (_____) _____

Email: _____

5. Allergies and medications

Do you have any allergies or are you taking any medication that you would like us to be aware of? Yes No

If Yes, please specify _____

If, as a result of a disability or chronic medical condition, you will require modifications to your residential accommodation, please contact Monash Residential Services on +61 3 9905 6200 (if your application is successful). We recommend that residents take out membership with Ambulance Victoria (www.ambulance-vic.com.au)

6. Accommodation preference (not guaranteed)

Whilst every attempt will be made to place applicants in their preferences, this may not always be possible.

Please tick one: Clayton (see below) Caulfield Gippsland Peninsula Berwick

Clayton campus accommodation options

For information on all Halls of Residence please visit www.mrs.monash.edu/on-campus/clayton (Visiting students cannot apply online)

Please indicate your accommodation preference by numbering the boxes from 1 to 5:

Deakin Hall: Farrer Hall: Howitt Hall: Richardson Hall: Roberts Hall:

7. Housing application fee payment

A non-refundable housing application fee of A\$215 (2009 fee) is required to process your application. If your application is successful an offer of accommodation will come from Monash Residential Services through Monash Abroad. You will be asked to pay all room and accommodation fees, a standard internet connection levy and other charges (such as an Orientation levy if commencing in Semester 1).

Payment type (tick one): Bank draft (payable to Monash University) Credit card

Credit card type (tick one): Visa Mastercard Amount: A\$215

Card number: Expiry date (month/year): /

Cardholder's name (Please PRINT): _____

Cardholder's signature _____ Date (day/month/year): ____ / ____ / ____

8. Declaration

I understand that consideration of this application is conditional upon my continuing enrolment as a student at Monash University unless the Head/Manager of Monash Residential Services decides otherwise. I also accept the right of an authorised representative of Monash Residential Services to access my academic results whilst I remain in residence. If my application for accommodation is successful, I understand and accept that Monash Residential Services has offered me accommodation on the condition that I remain a full-time exchange or study abroad student and that if I change my status I may be required to vacate my room. If accepted, I agree to abide by the Conditions of Residency, the Accommodation Fee Regulations and with other such regulations and rules as are specified on the MRS website. I agree to pay all requisite fees and invoices at the time specified.

I agree to Monash Residential Services supplying my room number and telephone number to Monash Abroad.

Student's signature _____ Date (day/month/year): ____ / ____ / ____

Accommodation checklist

Your application will not be considered unless the following documentation is provided:

- Completed application form (all questions)
- Accommodation application fee (non-refundable)
- Two recent passport photos printed on photo paper. Print your name in CAPITAL LETTERS on the back of each photo and attach securely to your application

Return your application

Return this application with your incoming exchange or study abroad application form.

Monash Abroad
Building 73, Clayton campus
Monash University Victoria 3800 Australia

Tel: +61 3 9905 1551 Email: monash.abroad@adm.monash.edu
www.monash.edu/international/studyabroad

Correct as at November 2008