



Applying via the my.application portal

my.application is the online portal where students can digitally apply for an exchange or study abroad place at Monash University at our Australian and Malaysian campuses.

There are two scenarios in which you will use this portal:

1. Your home institution or your designated agent has nominated you for an exchange or study abroad place at Monash. In this instance, the portal uses information submitted by your home institution and pre-fills some parts of the application; or
2. You have decided to pursue study abroad at Monash independently because your home institution has no special arrangement with Monash to accept its students. If your home institution has an exchange or study abroad agreement with Monash, you must speak to your home advisor before you apply using this method.

Note: all exchange students must be nominated by their home institution's exchange/study abroad office before we can accept their application.

Support

All students - if you have difficulty in completing and/or submitting your application, contact the Monash Abroad Australia office. You can also send them general questions about studying at Monash University Australia.

Email: monashabroad.inboundstudents@monash.edu

Telephone: +61 3 9905 1551

Monash Malaysia students - for other, general questions (not related to completing/submitting your application) about studying at Monash University Malaysia, contact Monash Abroad Malaysia.

Email: MUM.MonashAbroad@monash.edu

Telephone: +60 3 5514 6058

Guide Quick Links

Nominated Students: Log in and view your application	3
Students Applying Independently: create a my.application account and initiate application	3
Complete Application Details	4
After you've submitted	6
Accommodation	7
Accepting your offer - Australia	8
Accepting your offer - Malaysia	9

Nominated Students: Log in and view your application

Step	Instruction
1	To nominate you for a study place at Monash University for one or two semesters, your home institution, or your designated agent, if you are using one, begins an application on your behalf. When they release the application to you, you will receive an email. Click on the link in that email and you will be taken to a screen on which you can set your password in the my.application portal.
2	Click the <i>Continue Draft</i> button. Here you will see that you are also given the opportunity to <i>Cancel Application</i> .
3	Read the <i>Privacy Declaration</i> , then click <i>Continue</i> .

Students Applying Independently: create a my.application account and initiate application

Step	Instruction
1	Visit the https://www.monash.edu/study-abroad/inbound/apply and under the <i>Study Abroad</i> section read the <i>Submit your application</i> advice. As explained above, only study abroad students can apply independently; exchange students need to contact their exchange advisor at their home institution for instructions on how to apply.
2	To begin an independent application - that is, where you are not being nominated by your home institution or an agent - register for a my.application account.
3	You will need to complete the details to "CREATE A NEW ACCOUNT". Please complete the name details EXACTLY as they appear in your passport and use your official student email address for your current institution where possible. When entering any dates, use the day-month-year format DD/MM/YYYY.
4	Once the my.application account has been created, you will be taken to the homepage. To start an application, click on the START APPLICATION button.
5	In the pop-up box, select ONLY Australia or Malaysia as the LOCATION from the dropdown list, then Study Abroad as your TYPE OF STUDY. Then click <i>Save and Continue</i> and you will be taken to complete the Privacy Declaration.
6	Click CONTINUE to commence the application. See the next section for instructions.

Complete Application Details

Below is a view of the steps you will need to complete in the my.application portal to submit your application.

If you have been nominated by your home institution, the application will be pre-filled with some information provided by them about you. Check it carefully to ensure it is correct and then complete the rest of the form.

APPLICATION-A-1656755

LOCATION: Australia
STUDY TYPE: Study Abroad

[Need a different application here?](#)

Steps

- 1 ☒ PRIVACY DECLARATION
- 2 ☒ **PERSONAL DETAILS**
- 3 ☐ STUDY PREFERENCES
- 4 ☐ EDUCATIONAL HISTORY
- 5 ☐ SPONSORSHIP / PROXY
- 6 ☐ DOCUMENTS
- 7 ☐ REVIEW
- 8 ☐ PROCESSING FEE
- 9 ☐ STUDENT DECLARATION

PERSONAL DETAILS

Personal details are attached to each application that you submit to the University. Please provide details as shown in your Passport.

Personal details

Title *	Mr
First/Given Name *	brett
Middle Name	
Last/Family Name *	johnson
Birthdate *	01/03/2000
Gender *	Male
Country of birth *	United Kingdom

Contact information

Step	Instruction
1	Review/complete your Personal Details. Note: - Enter your name exactly as it appears in your passport but please do NOT use any diacritics, accents or commas. - If you have one name only, please check 'mononymous name' - If you have more than one citizenship/passport, provide the information for the passport you will be using to enter Australia/Malaysia. - Birth date should be entered using the day-month-year format DD/MM/YYYY.
2	Your home institution advisor, or your agent, who nominated you will have told us how long you have been approved to study with us, the course (exchange or study abroad, undergraduate or postgraduate) and level in which you will be enrolled, when (the year and semester) that will start and where (the campus) you will study. Review the <i>Duration of study</i> and the <i>My Course Preferences</i> sections of Study Preferences. If you think there is a mistake in any of these sections, contact your home advisor immediately before proceeding. Independent Student Applications only Students applying independently will need to complete their course and unit details in the Study Preferences section. To add your course preference: - Complete your Duration of Study (one or two semesters) - Complete your Course Preference - Select course type (UG or PG) - Select Starting Period - Select Campus - Click <i>Add to your application</i>

3

In the *Unit selection* you will tell us which units you want to study if you come to Monash. Things to note:

- To find the codes/names of units to populate your study plan, if you don't already have them, refer to the Monash University [Handbook](#).
- You will only be able to select units for your study plan that are available to exchange and study abroad students, are offered in the semester(s) in which you will be studying at Monash, and at the campus at which you will be studying. If the system lists units but they are greyed out and you cannot select them, check the Handbook for one of those reasons.
- Note that if there is no "Offerings" section on the unit description page in the Handbook, the unit is not being offered in the current year.
- IMPORTANT:** Select your units in the order in which you would prefer to do them.
- Only once you have selected a minimum of 6 units, you will be able to move on, although it is recommended you include 7-8 if possible to allow for flexibility when it comes to your enrolment.
- Your home institution will need to assess whether they think you have met the pre-requisites, if there any, for the units.
- The Handbook for the next year is released in October. If you are submitting your application in September 2026, for example, to study at Monash in 2027, you will need to check your unit choices again in November to be sure they are still being offered in 2027.

NOTE

Once your application has been assessed, and if you accept our offer of a place, we will automatically enrol you in the first four approved units on your study preference list. You will be able to change them when you arrive.

.

Unit selection

Search for unit

You need to create a Study Plan for the first semester of your stay only. If you are coming for two semesters, you can finalise your study plan for the second semester of your stay once you are here at Monash.

To find available units, type the Unit Code, Unit Title or keyword(s) and hit "enter" or click "Search". To add a unit to your Study Plan click the + button next to the Unit Code in the Search Results.

If the unit you are searching for does not appear then please check the [Handbook](#) to ensure that it is offered in the Teaching Period and on the Campus you have selected in the Course Preference above.

If the unit is greyed out then it is not available/open to Exchange and Study Abroad students.

fred

✕

Search

No further units match this search term (Unit Code/Unit Title/Keyword). Check the Handbook [Handbook](#) to ensure that the unit is offered in the location and/or teaching period you have chosen for study in your Course Preference above.

Your Study Plan

In order of preference, you should choose at least 6 unit preference and a maximum of 8 preferences per semester.

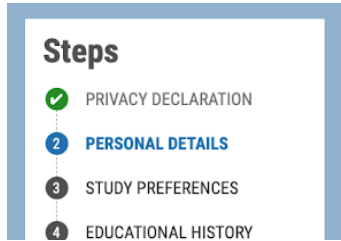
Semester of study (January - June 2023)

Unit Code	Unit Title	Campus	Faculty	Teaching Period	
BIO2231	Animal diversity	CLAYTON	Faculty of Science	1	

Some of the text in the above image is only scheduled to appear on the live site from September.

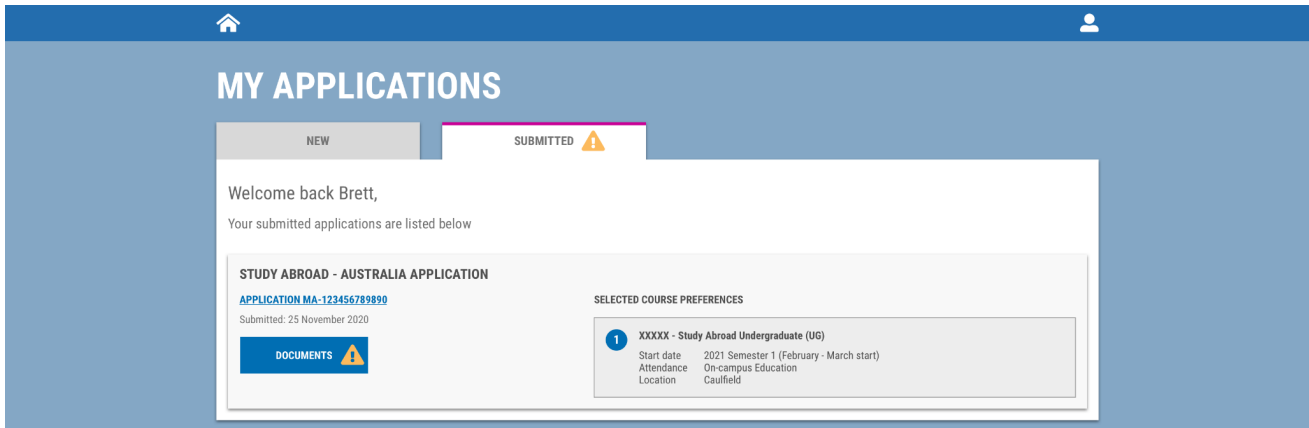
4

Review/complete your **Educational History**. Use this section to complete details of your current course (and previous if required, usually only for postgraduate students) to meet the eligibility

	requirements, and make sure the transcript you include with your application shows clearly that you have met any required unit prerequisites. You do not need to add in information about any work experience you have had. English language requirements As a reminder the University's English language requirements for exchange and study abroad students are listed here: https://www.monash.edu/study-abroad/inbound/apply/english-requirements Institutions where English is the main language of instruction: indicate this when entering details of your Tertiary Education/Post Secondary history in this section. Courses taught and assessed entirely in English at an institution where English is not the main language of instruction: enter this in the comments field of your Tertiary Education/Post Secondary history and you may be required to provide evidence later. English Test: if you sat one of the recognised English tests within three years of your exchange/study abroad commencement date, indicate which one and add the details. Common European Framework of Reference for Languages System (CEFR): to use this as evidence of your English ability, enter the details under the "Other Qualification" option. High School English Studies: if you studied English in high school in one of the listed countries, enter the details in the "Secondary Education" option.
5	Review/complete your Sponsorship/Proxy details. This is necessary for students whose agent or home institution is paying tuition or health cover costs on their behalf, or you want to give permission to us to discuss your application with a third party. If you are an exchange student, just click Save & Complete to move to the next section.
6	Review/add your supporting Documents as .jpg, .png, .doc or .pdf files. The information you submitted in previous steps will inform what is required in your Documents list.
7	You will be given an opportunity to Review your application information. If you need to change any information at this point, click on the relevant title in the Steps section, left of screen. 
8	An application Processing Fee is not applicable for exchange or study abroad applicants. At this step, simply click <i>Save & Continue</i> .
9	Read the Student Declaration carefully. Once you click <i>Accept & Submit</i> , the application will be sent to Monash for processing.
10	Any questions or requests for support can be emailed to MonashAbroad.InboundStudents@monash.edu

After you've submitted

You will receive an application receipt number. When you click the *Back to Home* button you will be taken to the My Applications screen and you will be able to view the application you just submitted. This is also where you would upload any further documents that may be required.



Accommodation

Australia

Once you have submitted your application, go to the [Accommodation web page for Australia](#), and follow the instructions there. During the registration process, please ensure that you answer that you are a Monash Abroad applicant so it is recorded correctly.

If you think you would prefer to stay off-campus, visit the [Off Campus Options web page](#) to access information available about how to arrange this.

Malaysia

There are many comfortable and affordable accommodation options within walking distance to Monash University Malaysia. You may choose to live in on-campus or off-campus accommodation. Some options are the Sunway-managed residences and other student-friendly accommodation options.

Find out more about your options on the [Accommodation web page for Malaysia](#).

Accepting your offer - Australia

Step	Instruction
1	Once your application is submitted and has been assessed to make sure you meet the academic and English language requirements, your study plan is then checked. Units that you have listed are reviewed and pre-requisites checked, when required. When you have at least three units, or 18 credits, approved, you will be emailed a formal offer of an exchange or study abroad place at Monash University - cc'ing your home institution or designated agent.
2	The offer will be a letter and an International Student Course Agreement (ISCA). You need to read all pages, and sign the acceptance declaration in the ISCA. Return it to Monash Abroad via email to MonashAbroad.InboundStudents@monash.edu by the date listed in your letter.
3	To complete your acceptance, the Australian Government requires all international students arriving on a student visa (subclass 500) to have Overseas Student Health Cover (OSHC) from one of the approved providers. You can purchase it yourself or we can arrange it on your behalf. If you arrange it yourself, you need to confirm this in your return email accepting your offer. Please use the dates we have provided to ensure you are covered correctly. The OSHC cover start date is linked to your visa start date. We will provide detailed instructions with your offer about this.
3	If your offer was unconditional, after we have received the signed Part B of your ISCA, proof of payment of your OSHC, if applicable, and confirmed they are correct, you will be issued a Confirmation of Enrolment (CoE), the document you need to apply for a student visa (subclass 500), non-award sector. You can't apply for a student visa without a CoE. In applying for a student visa you will be asked to show evidence of having arranged OSHC. If you have organised OSHC with Monash, you will be issued a Certificate of Insurance within 10 business days of your CoE being issued, which can be used as OSHC evidence when required. Note you are advised not to book any non-refundable travel until after your visa has been issued. If your offer was conditional, you will only be sent the CoE once you have met all conditions of your offer and returned the signed acceptance and evidence of your OSHC cover.
4	Your CoE will be sent to you via email. Check it carefully to ensure all the details are correct; pay special attention to the spelling of your name, your date of birth, place of birth and length of your program. Note that we write dates as day, month, and year (DD/MM/YYYY). <u>Notify us immediately if you notice anything that is incorrect.</u>
5	You will need to lodge your visa application through the online application system by creating an ImmiAccount. You should apply for a student visa (subclass 500, non-award sector). The Department of Home Affairs (DHA) website provides full details about this visa, the eligibility requirements and a step by step guide. Applicants from some countries may also be required to provide biometric data. You are strongly advised to submit your visa application as soon as possible after receiving your CoE to minimise the effects of unexpected delays. We will provide detailed instructions with your CoE about this.
6	Once you have accepted your offer you can also register for your Monash student account, ensuring you enter all information as listed in your ISCA, including all your names. Provide an accurate email address to receive emailed verification of your account, and keep your Monash student login and password in a safe place. If you have difficulty in accessing your student account here, contact the eSolutions Service Desk: Email: servicedesk@monash.edu Tel.: +61 3 9903 2777

	If you telephone to reset your password and retrieve access for your account, check the current time in Melbourne, so that the call is made during official service hours. For all other difficulties completing and/or submitting your registration please refer to the Support Section of this guide.
--	---

Accepting your offer - Malaysia

Step	Instruction
1	Once your application is submitted and has been assessed to make sure you meet the academic and English language requirements, your study plan is then checked. Units that you have listed are reviewed and pre-requisites checked. When you have at least three units, or 18 credits, approved, you will be emailed a formal offer of an exchange or study abroad place at Monash University - cc'ing your home institution or designated agent.
2	The offer will be a letter and an International Student Course Agreement (ISCA). You need to read all pages, and sign the acceptance declaration in the ISCA.
3	The Malaysian Government requires international students to have medical insurance from an approved provider. We will provide detailed instructions about this with your offer, and will arrange the medical insurance on your behalf, after you have made payment. Return the signed acceptance declaration and proof of payment to Monash Abroad via email to MUM.MonashAbroad@monash.edu by the date listed in your letter.
4	Next, you will be sent information about your medical insurance policy and on how to apply for your Student Pass (visa). You can calculate your application fee for a Student Pass online. Use the following in the calculator: Institution Type: Private Higher Education Institute Application Type: New Mobility Application for IPTS Health Insurance: Own Insurance Policy (contact your Educational Institution) i-Kad: Select-Collect at EMGS All applications for the Student Pass are lodged through the Education Malaysia Global Services (EMGS) portal. Monash will confirm on the EMGS portal that you are coming once you have submitted your application.
5	Once you have accepted your offer, you can also register for your Monash student account, ensuring you enter all information as listed in your ISCA, including all your names. Provide an accurate email address to receive emailed verification of your account, and keep your Monash student login and password in a safe place. If you have difficulty in accessing your student account, contact the ITS Service Desk. Email: servicedesk.my@monash.edu Tel.: +60 3 5514 6200 If you telephone to reset your password and retrieve access for your account, check the current time in Kuala Lumpur, so that the call is made during official service hours. If you have questions as you settle into life at Monash, stop by our virtual student hub where all Schools and relevant administrative areas will be represented. There is live chat operating from 9.00 AM to 5.00 PM (Malaysian time) on working days. You can find all the contact details (including the live chat) online. For all other difficulties completing and/or submitting your application please refer to the Support Section of this guide.