Monash University - Monash Abroad

Monash Abroad in Australia:
Phone: +61 3 9905 1551
Email: MonashAbroad.InboundStudents@monash.edu
Opening hours: 10:00am - 4:00pm (Monday to Friday) EST
After hours emergency contact: Monash Security +613 9905 3333
Postal Mailing Address:
Monash Abroad
Level 1, 21 Chancellors Walk
Monash University
Clayton Campus, VIC 3800, Australia
Australia Inbound student information

Monash Abroad in Malaysia:
Phone: +60 3 5514 6000
Email: MUM.MonashAbroad@monash.edu
Opening hours: Monday – Friday, 8:30 pm – 5:30 pm MYT
After hours emergency contact: Monash Security +603 5514 6333
Postal Mailing Address:
Monash Abroad
Monash University Malaysia
Jalan Lagoon Selatan
Bandar Sunway
46150 Selangor Darul Ehsan, Malaysia
Malaysia Inbound student information

Note: All partners and students should contact the Monash Abroad Australia office with any difficulties in completing and/or submitting applications, balances or general questions about studying at Monash University Australia. For other, general questions (not related to completing/submitting applications) about studying at Monash University Malaysia, contact Monash Abroad Malaysia directly.

Key staff

Monash Abroad in Australia
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Monash Abroad Manager

Syahirah Azmi
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Senior Executive, Monash Abroad

General Inbound - MUM.MonashAbroad@monash.edu

Note: It is recommended students and staff use the above general email addresses (campus dependent) for the fastest response.

Exchange or Study Abroad

Students can attend Monash for non-award study as either Exchange (where there is a reciprocal agreement in place with Monash and tuition fees are paid to the home institution), or Study Abroad (either nominated through a partner, agent or independently and tuition fees are paid directly to Monash). Regardless of how a student attends they will generally follow the same processes for admission (see below).

Eligibility

Before students apply for Exchange or Study Abroad, please ensure that they meet the following entry requirements:

- Have completed at least one full year of study at their home institution by the time their Exchange or Study Abroad program commences;
- Have achieved one of at least a 60% overall average, or a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale, or a ‘C’ average in the European Credit Transfer System (ECTS), or the home institution equivalent; and
- Have met our minimum English language proficiency requirements.

Note: the home institution must check that students have met all the pre-requisites of the units they would like to study at Monash University as published in the Handbook.
Nomination & Application Process including Deadlines

The following guides have been developed to assist with the application process:

Partner Portal Guide
Inbound Student Applicant Guide

my.application is the online portal for students to apply for an Exchange or Study Abroad place at Monash University at our Australian or Malaysian campuses.

Instead of submitting nominations, partner institutions must commence the application in the portal, where they should complete the minimum information required or desired (e.g. some partners may choose to upload transcripts on behalf of students), before sending to the student via the portal to complete and submit. You MUST complete this process for each individual student applying to Monash, and designate them as either Exchange or Study Abroad (as described above). Please ensure students know that if they do apply directly, they will be considered a Study Abroad applicant and Study Abroad fees will apply.

When entering students’ information on the application portal please avoid using any diacritics or commas in their name. Also use their university email account not their personal gmail or hotmail account.

If you do not yet have access to the Partner Portal or you are experiencing difficulties creating the student application, please contact MonashAbroad.InboundStudents@monash.edu.

Students from an institution without a study abroad arrangement wanting to study at Monash can submit an application starting here. Note if a student completes an application through this link, they will be charged tuition fees by Monash. For that reason, please tell your students wanting to come here as exchange students not to google for an application link and start applying. They need to be patient and wait for you to nominate them.

Nomination deadline for students commencing in Semester 1 (February to June), 2024:
Exchange: 18 October, 2023  Study Abroad to Australia: 17 November, 2023

  Deadline by which students submit their application
Exchange: 1 November, 2023
Study Abroad to Malaysia only: 1 November, 2023  Study Abroad to Australia: 1 December, 2023

Nomination deadline for students commencing in Semester 2 (July to November), 2024:
Exchange: 18 March, 2024  Study Abroad to Australia: 15 April, 2024

  Deadline by which students submit their application
Exchange: 1 April, 2024
Study Abroad to Malaysia only: 1 April, 2024  Study Abroad to Australia: 1 May, 2024

Campuses in Australia

As part of the application process, the partner must indicate which Monash campus the student will be studying at.

- **Clayton**: this is our main and largest campus, where most disciplines are offered. It is the only campus where Engineering, Science, and undergraduate Law are offered.
- **Caulfield**: this is the only campus where Art, Design, and Architecture are offered. It is also within easy commute distance to Clayton, and students studying Arts, Business or IT may wish to study between the two campuses, timetable permitting. They must still be nominated to a primary campus.
- **Melbourne Law Chambers**: postgraduate law students only.
- **Parkville**: pharmacy students only.
- **Peninsula**: This campus is located in Frankston, and is not available in the application portal. If you have a student who has a particular reason to want to study at this campus, tell us and we will update the application manually.
- **City**: no longer open to exchange and study abroad students.

The campus/es at which each unit (module) is offered is also listed in the Monash Handbook.
### Next steps

After Monash Abroad receives the completed application the student will receive an application receipt email. Applications are processed and an offer sent out in order of receipt and will include further advice about accepting the offer as well as supplementary advice regarding matters such as accommodation and next steps.

Once the student accepts the offer by completing the acceptance form, paying for their Overseas Student Health Cover (OSHC) where relevant, and returning the form and evidence of the OSHC to Monash Abroad, they will be issued with a Confirmation of Enrolment (CoE), the document they need to apply for their student visa. Students will also receive other relevant campus specific pre-arrival advice, including enrolment and timetabling which is completed prior to their arrival.

### Housing

Monash Abroad will email students with instructions about accommodation options and how to apply in the Exchange or Study Abroad application acknowledgement email.

**Australia:**

**On-campus accommodation**

Information about on-campus options can be viewed [here](#). **Students do not require an offer for Exchange or Study Abroad to apply for on-campus accommodation;** there is no fee to apply. Once applications open, students can go to the [website](#) to register, and complete an application. During the application process students **must ensure they answer that they are a Monash Abroad applicant.** As rooms are limited and offered on a first-come, first-served basis, we recommend students apply as soon as possible.

If students need or want to arrive earlier than the contract start date, they can contact MRS who may be able to bring the start date forward. Questions not answered on the website can be directed to Monash Residential Services at [mrs.applications@monash.edu](mailto:mrs.applications@monash.edu).

**Off-campus accommodation**

If students choose to live off-campus, they can [receive assistance/advice](#) on searching for rental properties, setting up a share house, things to look out for before you sign a contract, an idea of comparable rental costs, how to budget, and how to get the essentials like internet, gas and electricity connected. There are also affiliated and preferred student accommodation providers.

**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](#).

### Monash Abroad orientation

Monash Abroad hosts a compulsory orientation for all Exchange and Study Abroad students each semester in the week prior to the University-wide orientation (two weeks prior to the start of the semester). **It is important that students advise Monash Abroad if they are unable to arrive by Monash Abroad orientation commencement.** Late arrival will be strictly subject to Faculty approval.

### Important Dates

Students are required to arrive in Melbourne, Australia **on or before** the following dates:

- **Sem 1, 2024:** Monday, 12 February, 2024
- **Sem 2, 2024:** Monday, 8 July, 2024

Further key dates for the academic year can be found [here](#). Please ensure your students are aware of these dates, particularly when they should arrive for their program commencement.

Students are required to arrive in Kuala Lumpur, Malaysia **on or before** the following dates:

- **Sem 1, 2024:** Sunday, 18 February, 2024
- **Sem 2, 2024:** Sunday, 14 July, 2024
**Academic transcripts**

At the end of the exchange or study abroad program, once academic results have been published, students will be advised via email how to access and download an official digital transcript via My eQuals. They will also have to share, via the system, that electronic transcript with their home institution. If students require a hard copy they will need to contact Monash Connect to order and pay for this. The electronic version is provided free of charge at the end of their program. Refer to the key dates for when results are published.

**Learning agreements and signing of other forms**

If your institution requires student to have Monash sign a learning agreement or other form confirming their arrival and/or enrolment at Monash we request that they do this after their orientation at Monash once they have finalised their enrolment. We find that students often change their enrolment after their arrival and having to re-sign forms creates a significant administrative burden.

**Additional campus specific advice - Australia**

**Visa**

When the students have their Confirmation of Enrolment (CoE) they apply for a student visa (subclass 500), Non-Award Sector. It is important, and the students’ responsibility, to understand fully their obligations and responsibilities when applying for a student visa. Students are advised not to book non-refundable travel until their visa has been issued.

**Overseas Student Health Cover (OSHC)**

OSHC is insurance to assist international students in meeting the costs of medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services. It is a condition of student visas that OSHC be purchased and maintained for the duration of that visa. Failure to do so will result in students being non-compliant with their visa obligations. Students will be required to purchase OSHC when accepting their offer and more information will be provided with the offer letter.

**Travel insurance**

We strongly encourage students to take out comprehensive travel insurance before they leave for Australia as their OSHC will provide only basic medical and hospital cover while in Australia and does not cover any travel related claims. OSHC does not cover students while travelling to or from Australia, their personal belongings or if they have an emergency and need to return home urgently.

**Living costs**

Information about living costs in Melbourne for international students can be found here. This information is primarily for international students completing a full degree at Monash so there may be some variations for Exchange and Study Abroad students. Another source of information about living costs in Melbourne can be found here.

**Employment**

Holders of an Australian student visa can work part-time for up to 40 hours per fortnight, paid or unpaid, during the semester and full-time when classes are not in session. The visa work regulations place no restrictions on the type or nature of work that the student engages in and can be on or off-campus. Most students who work find part-time work in the service and hospitality industries.

**Additional campus specific advice - Malaysia**

For general information on preparing to study at Monash University Malaysia, please refer to the International Students webpage (note that some information may not be applicable to exchange and study abroad students).

**Visas**

To learn more about the student visa requirements (known as a Student pass) for Malaysia, please read the Student Pass and Visas webpage. Once you have accepted your offer, you will be sent information about 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 Institution  
**Application Type:** New Mobility Application for IPTS  
**Type of Pass:** Student Pass (Mobility Program)  
**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 a genuine applicant once you have submitted your application.

Insurance
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. You will be sent information about your medical insurance policy.