

## INSTRUCTIONS FOR STUDY ABROAD AND EXCHANGE ON-LINE APPLICATION

Before you begin your application you should consider the following at [www.mobility.unimelb.edu.au/inbound/before-applying/index.html](http://www.mobility.unimelb.edu.au/inbound/before-applying/index.html):

- Which program should I apply for: Study Abroad or Exchange?
- Am I eligible for my program?
- Supporting documentation, required to lodge an application
- The important dates of when I must be at the University of Melbourne
- What I want to study while I am at the University of Melbourne
- How much it will cost me
- Scholarships and financial aid
- Visa information

Once you have considered all of these points this is the url to the Melbourne Global Mobility *Apply Now* page:

[www.mobility.unimelb.edu.au/incoming/apply/apply-now.html](http://www.mobility.unimelb.edu.au/incoming/apply/apply-now.html)

From this page you can click through to the Register and Apply page for the on-line application which is depicted below. The application process is in four parts and you must complete each part to ensure your application is submitted:


1. Register
2. Select
3. Apply
4. Submit

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.

The screens will time out after five minutes if you are not actively completing the form.

## Registration 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 unsubmitted application, submit another application, withdraw an application or upload documents to an already submitted application.



THE UNIVERSITY OF  
MELBOURNE

# ISIS

Integrated Student Information System



## Online Application System

**When to use this on-line application?**  
Please use this on-line application in the following circumstances:

- International applicants applying for undergraduate degrees:** This application will take around ten minutes to complete
- Study Abroad and Exchange students applying for a period of study:** This application will take around twenty minutes to complete
- All applicants applying for graduate coursework degrees (including Honours):** This application will take around twenty minutes to complete

Please register below. Once you have registered, you can continue directly into the course application, or you can save your application and return at any time.

**When NOT to use this on-line application?**  
Please *DO NOT* use this on-line application in the following circumstances:

- Australian applicants applying for undergraduate degrees:** Australian students (commencing both first-year and later-year entry) must apply for undergraduate courses (except Honours or other specified exceptions) through the [Victorian Tertiary Admissions Centre \(VTAC\)](#). Applications by Australian students for undergraduate courses submitted directly to the University will not be considered (except Honours or other specified exceptions).
- All applicants applying for graduate research degrees:** As of 11 July 2011, new applicants for PhD, MPhil and all other Research Masters and Research Doctorates must complete a hard copy form. For information on how to apply for research degree programs in all academic fields and to access the hard copy form please visit the [Future Students Website](#).

For more information about the application process please visit the following website: <http://www.futurestudents.unimelb.edu.au/admissions/applications>

[Register and Apply](#)

**Returning Applicants, Current Students and Previous Students**

Log in here if you have ever studied or applied to study at the University of Melbourne.

Current students, use your Portal login username and password.

If you've applied online before but never enrolled at the University of Melbourne, use the temporary username and password you were emailed when you first applied.

If you were a student at the University of Melbourne more than six months ago, you will need to email your preferred personal email address, your full name and your date of birth to the [Student Help Desk](#). They will reactivate your account and email you a temporary username and password.

**User Name**

**Password**

[Log In](#)

Before you apply you'll need to know


- > What you are going to study.

What happens after you submit your application online


- > You'll receive a confirmation email on completion of the online application process.

## Personal Details

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



**ISIS**  
Integrated Student Information System



**1 Register**   2 Select   3 Apply   4 Submit

Please provide some introductory details about yourself below. Once you have finished entering your details, use the 'Proceed with Registration' button provided at the bottom of the page to continue with your registration. \* Mandatory fields

### Personal Details

Please provide your details exactly as they appear in your passport or birth certificate.

Title	<input type="text" value="Ms"/>
Given Name	<input type="text" value="First Name"/> ?
Other Given Name/s	<input type="text"/>
Preferred Name	<input type="text"/>
Family Name	* <input type="text" value="Surname"/>
Previous Family Name	<input type="text"/> ?
Date of Birth	* <input type="text" value="22"/> <input type="text" value="December"/> <input type="text" value="1981"/> ?
Gender	* <input type="text" value="Female"/>

## Email & Phone Details

Use your preferred email address 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 at [http://www.telstra.com.au/customerterms/docs/country\\_codes.pdf](http://www.telstra.com.au/customerterms/docs/country_codes.pdf)

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'.

### Email & Phone Details

At least one telephone number must be provided, including country code. The email address will be used to contact you with your username and password once you have been registered so please ensure you provide a valid email address.

Email Address	*	<input type="text" value="studyabroad-exchange@unimelb.edu.au"/>	?
Confirm Email Address	*	<input type="text" value="studyabroad-exchange@unimelb.edu.au"/>	?
Home Phone		<input type="text"/>	
Work Phone		<input type="text" value="+61 3 8344 7452"/>	
Mobile Phone		<input type="text"/>	

## Address Details

The Address Details assume an Australian address will be entered and so both State and Postcode as mandatory fields (\*) but when you select a country other than Australia, the State and Postcode are no longer mandatory.

### Address Details

Please provide your current contact address details.

Country	*	<input type="text" value="Bhutan"/>	
Address Line 1	*	<input type="text" value="Whatever House"/>	
Address Line 2		<input type="text"/>	
Address Line 3		<input type="text"/>	
Suburb/Town	*	<input type="text" value="Thimpu"/>	
State		<input type="text"/>	?
Postcode		<input type="text"/>	?

## Citizenship and Residency Details

When you come to the Citizenship and Residency Details section the default value is 'Australia'. Once you select the value relevant to you (in most cases this will be *Holder of a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas*, additional information will appear as in the next screenshot.

**Citizenship & Residency Details \***

Please indicate your current citizenship status. If you do not currently hold a visa but intend to apply for one, please indicate your citizenship status based on the visa you intend to apply for.

- Australian Citizen
- New Zealand Citizen
- Holder of an Australian Permanent Resident Visa
- Holder of a Permanent Humanitarian Visa, or intend to apply for a Permanent Humanitarian Visa
- Holder of a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas
- Overseas student residing overseas

On this extended section list your citizenship here. 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.

**Citizenship & Residency Details \***

Please indicate your current citizenship status. If you do not currently hold a visa but intend to apply for one, please indicate your citizenship status based on the visa you intend to apply for.

- Australian Citizen
- New Zealand Citizen
- Holder of an Australian Permanent Resident Visa
- Holder of a Permanent Humanitarian Visa, or intend to apply for a Permanent Humanitarian Visa
- Holder of a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas**
- Overseas student residing overseas

Country of Citizenship \*

**PERMANENT OVERSEAS ADDRESS DETAILS**

Address Line 1 \*

Address Line 2

Address Line 3

Suburb/Town \*

State

Postcode

Country \*

## 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, your country of birth may be different to your country of citizenship, which was asked about in the previous section.

### Cultural Details

Please provide your cultural and heritage details including the country in which you were born and the main language spoken at home.

Country of Birth \*  ?

Main Language spoken at home \*

Aboriginal or Torres Strait Islander Status  ?

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.

### Cultural Details

Please provide your cultural and heritage details including the country in which you were born and the main language spoken at home.

Country of Birth \*  ?

Year of Entry to Australia  ?

Main Language spoken at home \*

Aboriginal or Torres Strait Islander Status  ?

## 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.

### Previous Student Details

If you are currently enrolled at the University of Melbourne you must apply for course and rewards through the student portal.

If you are a University of Melbourne graduate please login using your student number and password. If you require assistance retrieving your student number, or resetting your password please contact the ISIS Helpdesk.

Have you previously studied at The University of Melbourne?

## Disability Details

Not a section that it is compulsory to complete but it is useful to know in advance if you think you might need any of the services of the University.

### Disability Details

The University of Melbourne offers a range of support services for students with disabilities. Disability information is for statistical reporting purposes only and will not affect your application for admission.

Do you have a disability, impairment or long term medical condition?

Are you interested in information about disability support services, equipment and facilities?

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.

### Disability Details

The University of Melbourne offers a range of support services for students with disabilities. Disability information is for statistical reporting purposes only and will not affect your application for admission.

Do you have a disability, impairment or long term medical condition?

Hearing  Learning  Mobility  
 Vision  Medical  Other

Are you interested in information about disability support services, equipment and facilities?

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.

### Terms & Conditions

I agree to the displayed [Terms & Conditions](#) v

## Screen 2

### 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.

#### Australian Year 12 (or equivalent) Details

Please provide completion details of your Australian (or equivalent) Year 12 study.

Year 12 Completed	<input type="checkbox"/>
Year	<input type="text"/> ?
Year 12 Student Id	<input type="text"/>
State	<input type="text"/>
Year 12 School	<input type="text"/>
Year 12 Result Type	<input type="text"/>

### 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.

#### Highest Level of Education

Please provide details of the highest level of participation that you have achieved in further studies, including any further studies which you undertook but did not complete.

Level	<input type="text"/>
Year	<input type="text"/>



## Previous Study Details

If you have completed study previously for example you are a masters student and have finished a bachelor's degree, you can enter the details at this point.

### Previous Study Details

Please use 'Add a record of Previous Study' to enter details of any previous study that you have undertaken. You are able to add multiple records if you have studied more than one qualification or if you studied at more than one institution.

[Add another record of Previous Study](#)

Once you click on the button, the screen expands to ask for further details about your previous study.

### Previous Study Details

Please use 'Add a record of Previous Study' to enter details of any previous study that you have undertaken. You are able to add multiple records if you have studied more than one qualification or if you studied at more than one institution.

**INSTITUTION**

Country

Institution Name

Or enter details

**QUALIFICATION**

Course Name

Completion Date

Is English the language of instruction and assessment for this institution?

Duration of Study

Qualification Type

[Confirm](#) [Cancel](#)

When you have entered all the relevant information, you can now proceed with registering your details.

[Go back to Personal Details](#) [Cancel & Exit](#) [Proceed with Registration](#)

**Do you need help or advice?**

Call the [Contact Centre](#) on 13 MELB (13 6362) if calling within Australia, or phone +61-3-9036-6611, if calling from outside Australia, Monday to Friday 9am - 5pm AEST.

### Screen 3

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.

1 Register 2 Select 3 Apply 4 Submit

Please check the details you have provided below and read the Institution's Information Technology (IT) Terms and Conditions. Once you are happy that your details are correct and have accepted the Institution's Information Technology (IT) Terms and Conditions, please enter the required security text and use the 'Confirm Details & Register' button provided at the bottom of the page to finalise your registration. \* Mandatory fields

#### Your Information

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##### PERSONAL DETAILS

Full Name	Ms First Name Surname
Date of Birth	22 December 1981
Gender	Female

[Edit](#)

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##### EMAIL & PHONE DETAILS

Email Address	studyabroad-exchange@unimelb.edu.au
Work Phone	+61 3 8344 7452

[Edit](#)

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##### ADDRESS DETAILS

Address	Whatever House Thimpu Bhutan
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[Edit](#)

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##### CITIZENSHIP & RESIDENCY DETAILS

Citizenship Status	Holder of a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas
Country of Citizenship	Anguilla
Permanent Overseas Address Details	Whatever house Thimpu Bhutan

[Edit](#)

**CULTURAL DETAILS**

Country of Birth Comoros  
Main Language spoken at home Akan

Edit

**PREVIOUS STUDENT DETAILS**

Have you previously studied at The University of Melbourne? No

Edit

**DISABILITY DETAILS**

Do you have a disability, impairment or long term medical condition? Yes  
 Mobility

Edit

**AUSTRALIAN (OR EQUIVALENT) YEAR 12 DETAILS**

No details entered

Edit

**HIGHEST LEVEL OF PARTICIPATION**

Level Incomplete Bachelor  
Year 2011

Edit

[← Back to Education Details](#)

Cancel & Exit

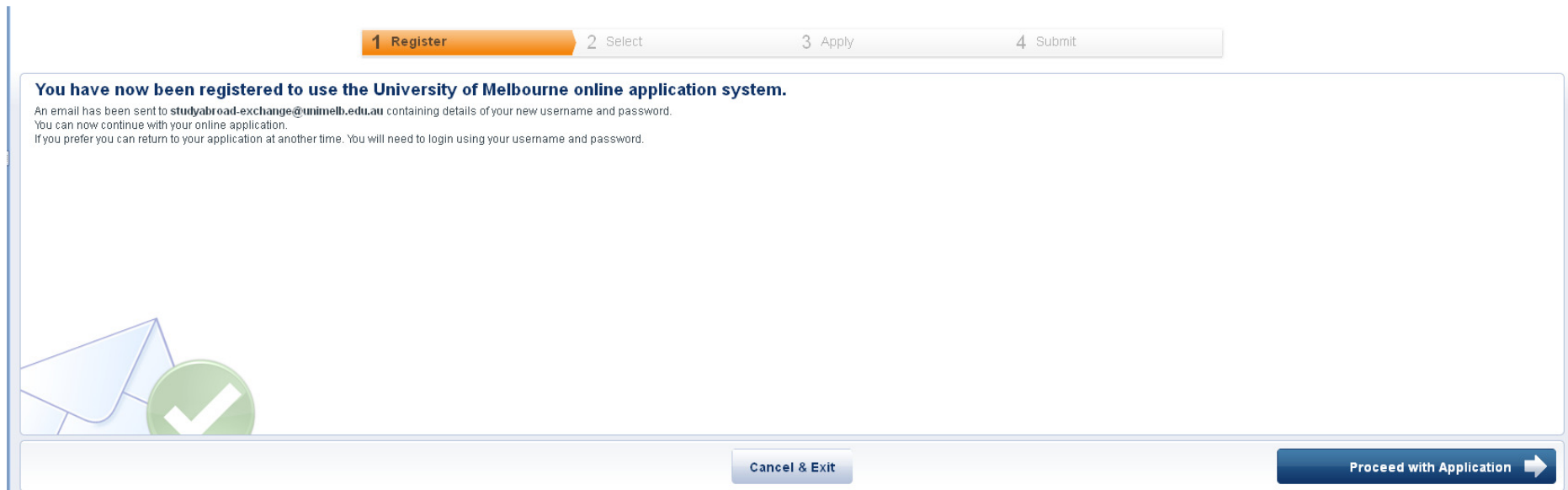
[Proceed with Registration →](#)

**Do you need help or advice?**

Call the [Contact Centre](#) on 13 MELB (13 6352) if calling within Australia, or phone +61-3-9035-5511, if calling from outside Australia, Monday to Friday 9am - 5pm AEST.

## Screen 4 - The Next Section

This is the point at which your registration is complete.



The next thing you need to do is fill in the course application details which you can do right now.

Alternatively, you can exit the application at this point by simply closing this page of the browser and log back in at a later stage (up to 30 days later) using your user id and password. These have been emailed to the email address you provided in the 'Email & Phone Details' section.

### *Sample of Email*

From: University of Melbourne [mailto:no-reply@unimelb.edu.au]  
Sent: Thursday, 22 December 2011 5:44 PM  
To: Study Abroad & Exchange Application  
Subject: Thank you for registering with the University of Melbourne

Thank you for registering your details with the University of Melbourne.

Your username is: 123456  
Your password is: yBZxDt5v

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 the Contact Centre on 13 MELB (13 6352), if calling within Australia, or phone +61 3 9035-5511 if calling from outside Australia, Monday to Friday 9am ♦ 5pm AEST.

The University of Melbourne.

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The University of Melbourne ABN: 84 002 705 224  
CRICOS Provider Code:00116K

If you do not receive an email within a short while of progressing past this point, please tell us by emailing [studyabroad-exchange@unimelb.edu.au](mailto:studyabroad-exchange@unimelb.edu.au) with the name you entered above and we will arrange for the email to be sent.

## Screen 5

This is where you must choose the program or course you wish study at the University of Melbourne.

1 Register 2 Select 3 Apply 4 Submit

Use the criteria below to search for what you want to study. You can refine the search if there are too many results. When you find what you want to study, select the 'Apply' button to proceed.

Program Type All Availability Location All Availability Year Attendance All Study Mode Search

[Advanced Search options](#)

For more search options you can use the University of Melbourne [Course Search](#).

There is no search result to display.

Cancel & Exit

### Definitions:

- program or course* the degree a student is studying, such as a Bachelor of Science. Courses vary in length from one and a half to seven years.
- 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 only a semester or year, you have two choices at this point:

- 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)

Exchange Course All Availability Location All Availability Year Attendance All Study Mode Search

Program Type

- Associate Degree
- Bachelor's Degree
- Bachelor's Honours
- Master's Coursework
- Doctorate by Coursework
- Grad Cert/Postgrad Certificate
- Diploma
- Grad Dip/Postgrad Diploma
- Cross Institutional UG
- Cross Institutional PG
- Non-award Course
- Exchange Course
- Study Abroad Course
- Exchange Research Course

For more search options you can use the University of Melbourne [Course Search](#).

Cancel & Exit

**DO NOT CHOOSE ANY OTHER COURSE.** If in doubt, exit the application and check with your advisor at your home institution.

## Location and Year

The study abroad and exchange courses are only available at the Parkville campus in this application system. It is not possible to list an alternative campus on this form even if there are arrangements for you to study at one of our other campuses. Do NOT change the 'All Availability Location' menu. We will know by your subject selection where you will be studying.

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

You do NOT need to change the 'Attendance' nor the 'All Study Mode' menus.

Study Abroad Course | All Availability Location | 2012 | Attendance | All Study Mode | Search

[Advanced Search options](#)

For more search options you can use the University of Melbourne [Course Search](#).

When you press 'Search' all suitable options will appear.

Choose here 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

Study Abroad Postgraduate - SA-PG							Study Abroad Course
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2012	Parkville	Start Year Intake	Study Abroad Inbound	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
			Study Abroad Inbound	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
2012	Parkville	Mid Year Intake	Study Abroad Inbound	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
			Study Abroad Inbound	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
Study Abroad Undergraduate - SA-UG							Study Abroad Course
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2012	Parkville	Start Year Intake	Study Abroad Inbound	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
			Study Abroad Inbound	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
2012	Parkville	Mid Year Intake	Study Abroad Inbound	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
			Study Abroad Inbound	Full Time	On Campus	Mobility In	<a href="#">Apply</a>

Exchange students will have course options of:

- EX-PG            Exchange Postgraduate            Full Time
- EX-UG            Exchange Undergraduate            Full Time

Exchange Course							
Exchange Course	All Availability Location	2012	Attendance	All Study Mode	Search		
Advanced Search options v							
For more search options you can use the University of Melbourne <a href="#">Course Search</a> .							
<b>Exchange Postgraduate - EX-PG</b> <span style="float: right;">Exchange Course</span>							
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2012	Parkville	Start Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
			Fee Exempt	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
2012	Parkville	Mid Year Intake	Fee Exempt	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
			Fee Exempt	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
<b>Exchange Undergraduate - EX-UG</b> <span style="float: right;">Exchange Course</span>							
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2012	Parkville	Start Year Intake	Fee Exempt	Part Time	On Campus	Mobility In	<a href="#">Apply</a>
			Fee Exempt	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
2012	Parkville	Mid Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	<a href="#">Apply</a>
			Fee Exempt	Part Time	On Campus	Mobility In	<a href="#">Apply</a>

### Study Period

Choose 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:

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

### Note

*Melbourne Welcome* is optional: [www.mobility.unimelb.edu.au/inbound/life/melbourne-welcome.html](http://www.mobility.unimelb.edu.au/inbound/life/melbourne-welcome.html)

\* 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)






## Application Summary

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

Note: **do NOT apply for any 'Part Time' options.** It is not possible to study exchange or study abroad courses on a part time basis.

Application Summary									
Study Package Category	Study Package Code	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category	
Study Abroad Course	SA-PG Study Abroad Postgraduate	2012	Start Year Intake	Parkville	Full Time	On Campus	Mobility In	Study Abroad Inbound	

## Application Requirements

At this point, when you click 'Proceed with Application', your application is saved in our system 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', then click 'Submit' and finally confirm that you agree to the terms and conditions.

The next step is to complete the application requirements that are specific to you applying as an exchange or study abroad student. In some cases you can choose to upload your documents into the application or submit them later. **We would prefer you to upload them.** If that is not possible then you must submit them through your Exchange Co-ordinator or Study Abroad Advisor/Agent/Representative. Please tell us on the Institutional Approval form that you download in Requirement 1 what you are doing with each document.

Please note, we will NOT proceed with processing your application until you have submitted all required documents and the application is complete.

Remember to click 'Save' **regularly throughout the process of completing each Requirement.** The 'Save' button is located at the very bottom of the screen after the last of the Requirements.

### Requirement 1 – Institutional Approval

The Institutional Approval form must be downloaded, and completed in consultation with your Exchange Co-ordinator or Study Abroad advisor/Agent/Representative. In order to download the Institutional Approval page, paste the following relevant url into a new internet browser window:

For exchange students [http://www.mobility.unimelb.edu.au/ex\\_approval.pdf](http://www.mobility.unimelb.edu.au/ex_approval.pdf)

For study abroad students [http://www.mobility.unimelb.edu.au/sa\\_approval.pdf](http://www.mobility.unimelb.edu.au/sa_approval.pdf)

Once you have submitted the application on-line and agreed to the terms and conditions, complete this form and take it to your Exchange Co-ordinator or Study Abroad advisor/Agent/Representative to sign. That person should then fax or scan and email it, with attachments, to Melbourne Global Mobility as requested on the form. There is NO need to send original documents unless requested by Melbourne Global Mobility.

#### For Exchange Students

**REQUIREMENT 1 -  
INSTITUTIONAL APPROVAL**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

Please download and print the Institutional Approval form by pasting the following URL into a new internet browser window: [http://www.mobility.unimelb.edu.au/ex\\_approval.pdf](http://www.mobility.unimelb.edu.au/ex_approval.pdf)

Complete the form once you have submitted your application and agreed to the terms and conditions. Hand this completed form to your exchange co-ordinator at your home institution. He/she must sign and complete the relevant section and fax or scan and email it to Melbourne Global Mobility.

Please indicate below that you have downloaded the approval page - Yes or No.

#### For Study Abroad Students

**REQUIREMENT 1 -  
INSTITUTIONAL OR AGENT REPRESENTATIVE APPROVAL**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

Please download and print the Institutional Approval form by pasting the following URL into a new internet browser window: [http://www.mobility.unimelb.edu.au/sa\\_approval.pdf](http://www.mobility.unimelb.edu.au/sa_approval.pdf)

Complete the form once you have submitted your application and agreed to the terms and conditions. Hand this completed form to your institution study abroad advisor or to the agent or representative of the University of Melbourne who helped you with your application to come here. He/she must sign and Study Abroad Approval section and fax or scan and email it to Melbourne Global Mobility.

Please indicate below that you have downloaded the approval page - Yes or No.

## Requirement 2 – Home Institution

This asks you to tell us the name of your HOME institution. The list is in alphabetical order but the “University of Bremen” for example, would be listed as “Bremen, Uni of”. Names not in English have been translated into English, so the *Ecole Nationale Supérieure Agronomique de Toulouse (ENSAT)* has been rendered the *National College of Agronomy, Toulouse-ENSAT* and therefore is listed under “National”.

If you find the name of your home institution on the list and select it, you do not need to do upload anything. You can move to the next requirement.

If you can NOT find the name of your home institution on the list, please upload details about it (such as official name, address and contact at the institution) so that we can add it to the list in the future.

**REQUIREMENT 2 -  
HOME INSTITUTION**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

Please select the name of your home institution from the drop down list below. Once you have selected your home institution's name, you do not need to upload anything for this requirement, move to the requirement ALL PRIOR EDUCATION.

If the name of your institution is NOT in the list below, please select "Other" and upload a brief summary of your home institution's details: official name, postal address, website.

**Supporting Documentation**

You may provide any document listed below.

**Summary**

Please upload the requisite summary information.

(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

Document Attachments

I intend to submit a hard copy of this document

Alternatively, add one or more document attachments to upload by selecting the link below.

[Upload a new file ...](#)

### Requirement 3 – All Prior Education

We need you to tell us what study you are currently doing and have done previously. This will help in assessing your application for eligibility and pre-requisites for subjects you want to study here. For example:

<i>Qualification Name:</i>	<i>Bachelor of Science</i>
<i>Name of Institution/School:</i>	<i>University of Nowhere</i>
<i>Country of Institution/School:</i>	<i>Zambaluca</i>
<i>Year Commenced:</i>	<i>2008</i>
<i>Normal Course Duration:</i>	<i>4 years</i>
<i>Year Course Completed/Expected to Complete:</i>	<i>2011</i>

Please upload scanned copies of official transcripts for all the study you list in this section. Your Exchange Co-ordinator or Study Abroad Advisor must verify, as part of Requirement 1 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 3 - ALL PRIOR EDUCATION**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

Please list in the space provided below all study you have completed or are currently completing. This should include secondary school (e.g. International Baccalaureate, High School Diploma) and post-secondary school (e.g. University courses).

If you do not provide this information your application cannot be considered.

Please copy and paste the following format into the field below and use when listing your study:

\_\_\_\_\_

- \* Qualification Name:
- \* Name of Institution/School:
- \* Country of Institution/School:
- \* Year commenced:
- \* Normal Course Duration:
- \* Year Course Completed/Expected to Complete:

\_\_\_\_\_

Please also upload a copy of your transcript of results for each of the courses undertaken.

**Supporting Documentation**

You may provide any document listed below.

**Transcript**

Please provide the required transcript/s.

(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

**Document Attachments**

I intend to submit a hard copy of this document

Alternatively, add one or more document attachments to upload by selecting the link below.

[Upload a new file ...](#)

## Requirement 4 – Passport Details

If you have citizenship from more than one country, list them all at this point. 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 4 -  
PASSPORT DETAILS**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**


Please list all the countries for which you have citizenship.


Please upload a copy of the details page of your passport that you will be using to travel to Australia as a student.

Note: this is required and your application cannot be finalised without the copy of the details page of your passport.

**Supporting Documentation**  
You may provide any document listed below.

**Passport**  
Please upload a copy of the relevant passport details.  
(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

Please provide the date of issue of your passport.  

Please provide the date of expiry of your passport.  

Document Attachments

I intend to submit a hard copy of this document

Alternatively, add one or more document attachments to upload by selecting the link below.

[Upload a new file ...](#)

## Requirement 5 – 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 certain 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 requirement. For example, if you are meeting English language through an IELTS test you must upload a copy of your IELTS test results.

**REQUIREMENT 5 - ENGLISH LANGUAGE PROFICIENCY - GRADUATE**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

All applicants must meet the English language requirements of the University to be eligible to be offered a place.

The English language requirements for each course be viewed by pasting the following URL into a new internet browser window: <http://futurestudents.unimelb.edu.au/admissions/entry-requirements/language-requirements>

Note: applicants must meet the University's English language requirements before their visa documents can be issued. If you have already met the University's English language requirements, please select from the list below how you do that and provide relevant proof.

You can upload evidence of having met the requirements as part of this application or provide it at a later date

**Supporting Documentation**

You may provide any document listed below.

**English Language Requirement Results**

You can upload a copy of your English Language results here. Please ensure that they show the date of issue.

(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

Document Attachments

I intend to submit a hard copy of this document

Alternatively, add one or more document attachments to upload by selecting the link below.

[Upload a new file ...](#)

Drop down menu:

- TOEFL
- IELTS
- English Language Institution
- Common European Framework Language Sys
- Approved secondary school English
- Other

## Requirement 6 – Study Plan

This requirement asks 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. Copy and paste the url below into a new internet browser window to download the study plan form. You must list at least six (6) subjects and rank the subjects in the order in which you would prefer to do them.

**REQUIREMENT 6 - STUDY PLAN**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

You must indicate which subjects you would like to undertake as part of your study at the University of Melbourne. To do this download a study plan form by pasting the following URL into a new internet browser window: <http://www.mobility.unimelb.edu.au/studyplan.xls>

Please make sure you list at least six subjects in order of preference and include how you have met the pre-requisites, where relevant.

Complete the form with all the necessary information and upload it below.

Note: this is required and your application cannot be finalised without your study plan.

**Supporting Documentation**

You may provide any document listed below.

**Study Plan**

Please upload a copy of your study plan.

(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

Document Attachments

I intend to submit a hard copy of this document

Alternatively, add one or more document attachments to upload by selecting the link below.

[Upload a new file ...](#)

## Requirement 7 – Duration of Program

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

**REQUIREMENT 7 - DURATION OF PROGRAM**

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

Please indicate the duration of your proposed program

## Requirement 8 – Statement of Purpose

Here you are asked to outline your reasons as to why you are applying to study at the University of Melbourne. It is your opportunity to explain your interest in studying at the University of Melbourne and to elaborate on any additional reasons why this would be a good destination for your time overseas such as wanting to do aspects of the program that are not available to you at your home institution.

If there are reasons which are beyond your control why your results are not as strong as you would have expected, such as you were sick in a particular semester, you can mention those here.

### REQUIREMENT 8 - STATEMENT OF PURPOSE

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

Please upload a one page single-spaced document outlining:

\* Why you wish to study at the University of Melbourne;

\* What relevant professional experience have you had and what are your career aspirations;

\* What your non-academic achievements have been; and

\* If your academic average/GPA is less than we would normally consider, see <http://www.mobility.unimelb.edu.au/incoming/planning/eligibility.html>, please explain any extenuating circumstances beyond your control that accounts for that.

Note: this is required and your application cannot be processed without this statement.

#### Supporting Documentation

You may provide any document listed below.

##### Statement

Please provide the requisite statement/s.

(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

##### Document Attachments

I intend to submit a hard copy of this document

Alternatively, add one or more document attachments to upload by selecting the link below.

[Upload a new file ...](#)



## Requirement 9 – Academic Referees

To assist in assessing your application we ask to see a reference from an academic or faculty staff member who has taught you in the last two years. This can be particularly useful if your academic results are not as strong as you would have hoped because of a reason beyond your control, such as illness. It can also help if you are strong in a particular discipline but your results overall are not as high as you would have hoped.

The referee can either scan and email or fax the reference to Melbourne Global Mobility ([studyabroad-exchange@unimelb.edu.au](mailto:studyabroad-exchange@unimelb.edu.au)) directly or send it to your Exchange Co-ordinator/Study Abroad Advisor or Agent/Representative to email or fax to us. When emailing please ask them to list your name, applicant number, and your home institution in the subject line of the email.

### REQUIREMENT 9 - ACADEMIC REFEREES

**NOTE: This requirement is a mandatory requirement and must be completed before you can submit your application.**

An academic reference should be written by a member of your University's academic staff/a faculty member/a tutor who has taught you in the last two years.

The reference should be:

- \* Written on university letterhead;
- \* Signed by the academic staff member; and
- \* Include mention of your academic performance, your contribution in class and your suitability for study abroad/exchange.

The reference should be scanned and sent directly to Melbourne Global Mobility ([global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)) by your referee or your institution study abroad advisor/agent/representative and should include your name, your application id number and your home institution in the subject line of the email. For example: Ref - John Smith, 123456, Uni of Mongolia.

### Requirement 10 – 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 which involve teaching practica 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, go to [www.mobility.unimelb.edu.au/incoming/apply/faculty-requirements.html](http://www.mobility.unimelb.edu.au/incoming/apply/faculty-requirements.html)

**REQUIREMENT 10 -  
FACULTY-SPECIFIC REQUIREMENTS**

There may be additional things you need to do as part of your application depending on the faculty in which you intend to do the bulk of your subjects. To find out if this applies to you please paste the following URL into a new page of your internet browser:

<http://www.mobility.unimelb.edu.au/incoming/apply/faculty-requirements.html>

and read the web page carefully.

Does this apply to you? Answer 'yes' or 'no' in the box below. If 'yes', please describe why and how you have met the requirement. For example:

"Yes, I am a music student and my exchange advisor will send my audition CD directly to you."

### Requirement 11 – 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 agent or representative is by selecting their name from the drop down list. If the name does not appear on the list please contact us at [studyabroad-exchange@unimelb.edu.au](mailto: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.

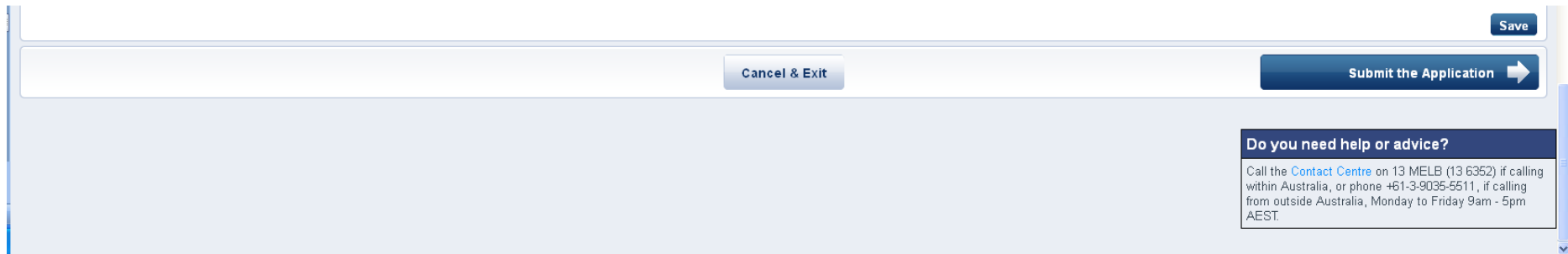
**REQUIREMENT 11 -  
ASSISTANCE WITH PREPARING APPLICATION**

If you are applying to study at the University of Melbourne with the assistance of an agent or representative of the University of Melbourne, please select the agent or representative who is assisting you from the list below.

### 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 either up-loaded or indicated that you would submit a hard copy of a document, above, once you click the 'Save' button for the last time, this should activate the 'Submit' button.

If the 'Submit' button is not available to select, you must go back and check where you have not completed any of the requirements correctly. Rectify that and then click 'Save' again and the 'Submit' button should now be available to use.



## Submission Confirmation Screen

This screen provides a summary of your application so far with all data you have entered listed, including whether you opted to submit a hard copy of a document or uploaded the document to the application, as we prefer. Please check the details now as you can still change them yourself at this point.

When you are satisfied that the detail is correct, you must tick the box at the bottom of the screen to say that you agree to the terms and conditions and then press the button “Confirm the Application”.

THE UNIVERSITY OF MELBOURNE

ISIS  
Integrated Student Information System

1 Check 2 Select 3 Apply 4 Submit

These are the details for your application.  
Please review this information and read the Conditions of Application and Applicant Declaration displayed below.  
Once you are happy that your application information is correct, use the 'Confirm' button at the bottom of the page to submit your application.

### Your Information

#### PERSONAL DETAILS

Full Name	Ms First Name Surname
Date of Birth	22 December 1981
Gender	Female

#### EMAIL & PHONE DETAILS

Email Address	studyabroad-exchange@unimelb.edu.au
Work Phone	+61 3 8344 7452

Edit

#### ADDRESS DETAILS

Address	Whatever House Thimpu Bhutan
---------	------------------------------------

Edit

#### CULTURAL DETAILS

Country of Birth	Comoros
Main Language spoken at home	Akan

Edit

...

**Application Requirements**

1 Check   2 Select   3 Apply   4 Submit

**REQUIREMENT 1 - INSTITUTIONAL APPROVAL**

Please download and print the Institutional Approval form by pasting the following URL into a new internet browser window: [http://www.mobility.unimelb.edu.au/ex\\_approval.pdf](http://www.mobility.unimelb.edu.au/ex_approval.pdf)

Complete the form once you have submitted your application and agreed to the terms and conditions. Hand this completed form to your exchange co-ordinator at your home institution. He/she must sign and complete the relevant section and fax or scan and email it to Melbourne Global Mobility.

Please indicate below that you have downloaded the approval page - Yes or No.

Yes

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**REQUIREMENT 2 - HOME INSTITUTION**

Please select the name of your home institution from the drop down list below. Once you have selected your home institution's name, you do not need to upload anything for this requirement, move to the requirement ALL PRIOR EDUCATION.

If the name of your institution is NOT in the list below, please select "Other" and upload a brief summary of your home institution's details: official name, postal address, website.

Aalborg, Uni of

**Supporting Documentation**

**Summary**

Please upload the requisite summary information.

(Limit of 1.5MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, J PEG, XLS, XLSX)

Document Attachments

The supporting documentation for this application requirement must be submitted in person.

...etc

**Upfront Application Payment**

**i** No assessment fee payment is required.


**Conditions of Application And Applicant Declaration**

I agree to the displayed [Terms & Conditions](#) ▾


**← Back to Application Requirements**   **Cancel & Exit**   **Confirm 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 courses of action if you wish.



**ISIS**  
Integrated Student Information System



1 Check > 2 Select > 3 Apply > 4 Submit

 Your application has been submitted.

Thank you, your application has been submitted.  
You can select an action to perform from the buttons at the bottom of the page, or you can close this window if you are finished.  
You can log in at any time to review your application with the username and password provided in the email sent to you. Please quote this username in any future correspondence with the University.

### Your Information

---

**PERSONAL DETAILS**

Full Name	Ms First Name Surname
Date of Birth	22 December 1981
Gender	Female

---

**EMAIL & PHONE DETAILS**

Email Address	studyabroad-exchange@unimelb.edu.au
Work Phone	+61 3 8344 7452

---

**ADDRESS DETAILS**

Address	Whatever House Thimpu Bhutan
---------	------------------------------------

---

**CULTURAL DETAILS**

Country of Birth	Comoros
Main Language spoken at home	Akan

---

**CITIZENSHIP & RESIDENCY DETAILS**

Citizenship Status	Holder of a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas
Country of Citizenship	Anguilla
Permanent Overseas Address Details	Whatever house Thimpu Bhutan

...

## Upfront Application Payment

 No assessment fee payment is required.

Application Status      Unassessed

Application Stage      Unassessed

[Print a Cover Sheet](#)

[Create a new application](#)

[Apply for a Reward, Scholarship or Prize](#)

[View a summary of all my applications](#)

[Withdraw my application](#)

### Do you need help or advice?

Call the [Contact Centre](#) on 13 MELB (13 6352) if calling within Australia, or phone +61-3-9035-5511, if calling from outside Australia, Monday to Friday 9am - 5pm AEST.

**Acknowledgement Email**

Once you have agreed to the terms and conditions and clicked on the 'Confirm' button, you will be sent an acknowledgement email.

From: University of Melbourne [mailto:no-reply@unimelb.edu.au]

...

Subject: Application Confirmation

Your application has been submitted successfully.

Physical Submission Information:

Thank you for your application for admission to the University of Melbourne. The details of your application appear below.

If you have any application documentation which you were unable to upload against your application please forward it to us promptly.

A reminder that transcripts and proof of course completion for previous University of Melbourne studies are not required.

**OUR ADDRESS**

Melbourne Global Mobility  
Room 115  
Old Geology Building  
The University of Melbourne  
Victoria 3010  
Australia

Telephone: +61 3 8344 7452

Facsimile: +61 3 9348 2054

Email: studyabroad-exchange@unimelb.edu.au

You can check the status of your application online by logging back into the Online Application using the user id and password emailed to you when you first applied.

Below is the information that we have recorded for you and your application:

...



Application Details  
Study Package Category: ...

-----  
Application Requirements  
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...

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-----  
Upfront Application Payment  
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No assessment fee payment required

**Don't Forget**

Your Study Abroad Advisor/Agent/Representative or Exchange Co-ordinator must sign the form you downloaded in Requirement 1 - Institutional Approval. They should then either scan and email or fax it to Melbourne Global Mobility. Please remind them to send it together with a copy of your official transcript and any other documents that we require for your application which you have not already uploaded.

Melbourne Global Mobility

Facsimile: +61 3 9348 2054

OR

Email: [studyabroad-exchange@unimelb.edu.au](mailto:studyabroad-exchange@unimelb.edu.au)

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