

INSTRUCTIONS FOR THE STUDY ABROAD RESEARCH ON-LINE APPLICATION

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

Before you begin:

1. You must have the following:
 - an email from an academic at the University of Melbourne who has stated that he/she has agreed to act as your supervisor while I am at Melbourne;
 - a passport which will not expire until six months after you are scheduled to return from Melbourne; and
 - proof of your ability to speak English well enough to study in Australia.
2. The application process which you are about to start is in four parts and you must complete each part to ensure your application is submitted correctly:
 - A. Register
 - B. Select
 - C. Apply
 - D. Submit
3. You have the option of exiting the application after completing part A by simply closing the page of the browser and you can log back in at a later stage using your user id and password. Login details will be emailed to you upon completion of part A, to the email address you provide in the 'Email & Phone Details' section.
4. It is important to note that the screens will time out after five minutes if you are not actively completing the form.
5. 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.
6. **IMPORTANT**
Make sure you follow all the instructions in this document including on page 22 about sending your acknowledgement email about the successful submission of your application. We will not know your application has been submitted until you do this. If you are unsure what to do ask us.
7. You are now ready to commence your online application. Let's get started!



Course and Scholarship Application Page

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



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

Current and Former Students

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

Previous Applicants

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

User Name

Password

Login

First Time Applicants

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

Do not register multiple accounts as this may delay the processing of your application.

Register and Apply

Before you apply you need to know

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

What happens after you submit your application online

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

Part A. Register

Personal Details

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



1 Register 2 Select 3 Apply 4 Submit 5 Complete

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 name, date of birth and gender. When specifying your name, at least one name (Given Name, Family Name or Previous Family Name) is required to be provided.

Title		<input type="text"/>	<input type="button" value="v"/>
Given Name		<input type="text"/>	
Other Given Name/s		<input type="text"/>	
Preferred Given Name		<input type="text"/>	
Family Name	*	<input type="text"/>	
Previous Family Name		<input type="text"/>	
Date of Birth	*	<input type="text" value="Day"/> <input type="button" value="v"/> <input type="text" value="Month"/> <input type="button" value="v"/> <input type="text" value="Year"/> <input type="button" value="v"/> <input type="button" value="?"/>	
Gender	*	<input type="text"/>	<input type="button" value="v"/>

Email & Phone Details

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

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

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

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

The number written on our publications, for example, therefore looks like '+61 3 8344 7452'.

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="your.address@email.com"/>	?
Confirm Email Address	*	<input type="text" value="your.address@email.com"/>	?
Home Phone		<input type="text"/>	
Work Phone		<input type="text" value="+540054005400"/>	
Mobile Phone		<input type="text"/>	

Address Details

Provide the complete address of your current residence.

Address Details

Please provide your current contact address details.

Country	*	<input type="text" value="Argentina"/>	▼
Address Line 1	*	<input type="text" value="Avenida de Mayo 200"/>	
Address Line 2		<input type="text"/>	
Address Line 3		<input type="text"/>	
Suburb/Town	*	<input type="text" value="Buenos Aires"/>	
State		<input type="text"/>	?
Postcode		<input type="text"/>	?

Citizenship and Residency Details

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

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
- Australian Permanent Resident Visa (holds)
- Permanent Humanitarian Visa (holds or intends to apply)
- Student Visa or other Temporary Resident Visa (holds or intends to apply)
- Overseas student **not intending to study in Australia**

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

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

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
- Australian Permanent Resident Visa (holds)
- Permanent Humanitarian Visa (holds or intends to apply)
- Student Visa or other Temporary Resident Visa (holds or intends to apply)

Country of Citizenship *

Permanent Overseas Address Details

Address Line 1 *

Address Line 2

Address Line 3

Suburb/Town *

State

Postcode

Country *

- Overseas student **not intending to study in Australia**

Submission Country

Specify from which country you are applying.

Submission Country

Please provide the country this application is being submitted from.

Submission Country

Student-Agent Relationship

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

Student-Agent Relationship

Please provide details about your Agent.

Agent

Cultural Details

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

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

It is mandatory to enter an Aboriginal or Torres Strait Islander status, but this may be 'No'.

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 ?

For information about support services offered to Aboriginal and Torres Strait Islander students, see <http://www.murrupbarak.unimelb.edu.au/>

Previous Student Details

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

Previous Student Details

If you are currently enrolled at the University of Melbourne you must apply for courses and scholarships through my.unimelb.

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 compulsory to complete but this section provides us with useful information in advance if you think you might need any of the services of the University.

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

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?

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](#)

University of Melbourne Information Technology (IT) Terms and Conditions

- I understand that access to use this system is granted solely for the purpose of applying for study at the University of Melbourne.
- By using this system I agree to abide by the University of Melbourne Student IT policy, as published at <http://www.studentit.unimelb.edu.au/goodtoknow/guidelines.html>

Australian Year 12 (or equivalent) Details

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

Australian Year 12 (or equivalent) Details

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

Year 12 Completed

Year ?

Year 12 Student Id

State

Year 12 School

Year 12 Result Type

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

Year

Previous Study Details

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

Registering

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

Go back to Personal Details Cancel Proceed with Registration

Summary

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

Your Information

Personal Details

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

Update

Email & Phone Details

Email Address your.address@email.com
Work Phone +540054005400

Update

Address Details

Address Avenida de Mayo 200
Buenos Aires
Argentina

Update

...


Back to Education Details Cancel Proceed with Registration

Once you confirm that the details are correct by clicking on "Proceed with Registration" this is the point at which your registration is complete.

If you now click on 'Proceed with Application', you will be directed to the next screen which will allow you to apply for a course (please refer Part B). Alternatively you can follow the link on the confirmation email and continue this at a later time.

You have now been registered to use the University of Melbourne online application system.

An email has been sent to **your.address@email.com** containing details of your new username and password.
You can now continue with your online application.
If you prefer you can return to your application at another time. You will need to login using your username and password.



Cancel

Proceed with Application

Email Confirmation

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

Sample of Email

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

Subject: Thank you for registering with the University of Melbourne

Thank you for applying to the University of Melbourne.

Your username is: 123456
Your password is: RMzXMBR3

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

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

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

The University of Melbourne.

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

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

Part B. Select

Select your course

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

- course/program* the degree a student is studying is known as a course such as a “Bachelor of Science” or a “Diploma of Music”.
- subject* a unit within a course or program, for example if you enrol in “Introduction to International Politics” in semester one you are enrolling in a subject; four subjects make up a typical study plan for a semester.

You must choose what type of course you are applying to study at the University of Melbourne. As a research student who has agreement from an academic here to act as your supervisor while you are here and since you are not coming from an exchange partner (or if your home institution is not able to support your application for exchange at this time) you will be applying for a study abroad course.

DO NOT CHOOSE ANY OTHER COURSE. If in doubt, exit the application and check with Melbourne Global Mobility.

The screenshot shows a progress bar at the top with five steps: 1 Check, 2 Select, 3 Apply, 4 Submit, and 5 Complete. Below the progress bar is a light blue instruction box:

Use the criteria below to search for courses. When you find a course to add to this application, select the 'Add' button to proceed. You may apply for multiple courses as part of this application.

The 'My Courses' tab displays when at least one course has been added to the application. You can use the 'My Courses' tab to change course preferences and to remove courses added to this application.

If you are only applying for scholarships, select 'Skip this step' to proceed.

The search form below contains:

- Input fields for 'Course Code' and 'Course Title'.
- A 'Search' button.
- A dropdown menu for 'All Course Category Types' which is open, showing options: All Course Category Types, Associate Degree, Bachelors Degree, Bachelors Honours, Masters (Coursework), Doctorate by Coursework, Graduate Certificate, Diploma, Graduate Diploma, Cross Institutional UG, Cross Institutional PG, Non-award Course, Exchange Course, Study Abroad Course, Exchange Research Course, and Study Abroad Research Course (highlighted).
- A dropdown menu for 'All Availability Years'.
- A 'Cancel' button.
- A 'Skip this step' button.

Additional text at the bottom of the form includes: "The order of my course preferences matter?" and "For more information about the courses you are applying for? Course Search includes information on entry".

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

This screenshot shows the search form after selection. The 'All Course Category Types' dropdown is now set to 'Exchange Course' and the 'All Availability Years' dropdown is set to '2016'. The 'Search' button is still visible.

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

Study abroad research students should only choose:

- SA-RES Study Abroad Research Study Abroad Inbound Full Time

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

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

▼

▼

Study Abroad Research - SA-RES

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	January-June commencement <small>January-June commencement</small>	Study Abroad Inbound	Full Time	On Campus	Mobility In	<input type="button" value="Add"/>
			Study Abroad Inbound	Part Time	On Campus	Mobility In	<input type="button" value="Add"/>
			Fee Exempt	Full Time	On Campus	Mobility In	<input type="button" value="Add"/>
			Fee Exempt	Part Time	On Campus	Mobility In	<input type="button" value="Add"/>
2016	Parkville	July-December commencement <small>July-December commencement</small>	Study Abroad Inbound	Full Time	On Campus	Mobility In	<input type="button" value="Add"/>
			Study Abroad Inbound	Part Time	On Campus	Mobility In	<input type="button" value="Add"/>
			Fee Exempt	Full Time	On Campus	Mobility In	<input type="button" value="Add"/>
			Fee Exempt	Part Time	On Campus	Mobility In	<input type="button" value="Add"/>

Study Abroad Research Course

Study Period

Choose when you hope to begin your studies at the University of Melbourne from one of the University's generic research study periods, 'January-June Commencement' or 'July-December Commencement'. You are only permitted to commence your research here at only one of four times a year:

January-June Commencement

- 1 February
- 1 May

July-December Commencement

- 1 August
- 1 November

Use the criteria below to search for courses. When you find a course to add to this application, select the 'Add' button to proceed. You may apply for multiple courses as part of this application.

The 'My Courses' tab displays when at least one course has been added to the application. You can use the 'My Courses' tab to change course preferences and to remove courses added to this application.

If you are only applying for scholarships, select 'Skip this step' to proceed.

Course Search **My Courses 1**

Study Abroad Research - SA-RES

Study Abroad Research Course

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	January-June commencement	Study Abroad Inbound	Full Time	On Campus	Mobility In	<input type="button" value="Remove"/>

January-June commencement

Once you select a course, click on 'Proceed with Application'.

Scholarships

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

1 Check 2 Select 3 Apply 4 Submit 5 Complete

Many scholarships are automatically assessed and do not require you to submit an application in order to be considered. Detailed information on scholarships, selection rounds, eligibility and consideration can be found [here](#).

Use the search options below to search for scholarships. When you find a scholarship to add to this application, select the 'Add' button to proceed. You may apply for multiple scholarships as part of this application.

The 'My Scholarships' tab displays when at least one scholarship has been added to the application. You can use the 'My Scholarships' tab to review and remove scholarships added to this application.

If you are not applying for scholarships on this application, select the 'Skip this step' to proceed.

Search for a scholarship

Only Show Potentially Eligible Scholarships

Only Show Available Scholarships

Search

Back to Select an Availability Cancel Skip this step

Part C. Apply

Application Summary

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

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

Course preferences may be updated after you submit your application.

Courses

Course Category	Course	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category	Preference
Study Abroad Research Course	SA-RES - Study Abroad Research	2016	January-June commencement	Parkville	Full Time	On Campus	Mobility In	Study Abroad Inbound	1

[Back to Advanced Standing Selection](#)

[Cancel](#)

[Proceed with Application](#)

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

Once you have clicked “Save”, your application will be saved as an “incomplete application”. It will not be complete, nor assessed, until you respond appropriately to all the requirements which are listed below. If you have saved an application in error, you can click “Withdraw” to cancel the application. It will still exist in the system, but it will not be assessed.

Application Requirements

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

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

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



Requirement - Temporary supervisor and research summary

You must have organized a suitable academic at the University of Melbourne to act as your temporary supervisor while you are doing your research here. You must provide correspondence from that person confirming her/his agreement to act as your supervisor.

Application Requirements

Requirement - Temporary supervisor and research summary

Required for SA-RES - Study Abroad Research

In order for us to accept you as a study abroad student applying to do some research at the University of Melbourne for your masters or PhD degree, you must have the support in writing of an academic member of staff at the University who has agreed to act as your temporary supervisor while you are here. Please upload a copy of the letter or email from that academic confirming the arrangements agreed to with you. If you are attaching an email it must have been sent from the academic's University of Melbourne email address.

In addition, you must upload a summary in English of the research that you plan to undertake while at the University of Melbourne and how this will contribute towards your degree at your home institution.

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

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

Document Attachments

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

Requirement - Home Institution

This asks you to tell us the name and address of your HOME institution. Please list the official name.

Requirement - Home institution details

Required for SA-RES - Study Abroad Research

Please enter the details of your home institution.

Institution Name	*	<input type="text"/>
Postal Address	*	<input type="text"/>
City/ Town	*	<input type="text"/>
State/ Province		<input type="text"/>
Country	*	<input type="text"/>
Website		<input type="text"/>

Requirement – Academic transcripts for prior tertiary studies

Please upload scanned copies of official transcripts for all the study you list in this section. While we do not need you to send us the originals of these transcripts you will be required to produce them if requested at any point in your time doing your research here.

Requirement - Academic transcripts for prior tertiary studies

Required for SA-RES - Study Abroad Research

Please upload copies of your official academic transcripts for all undergraduate and postgraduate university, or other tertiary studies you have completed, are currently completing, or have attempted to complete, e.g. Bachelor's Degree, Diploma, Certificate, Master's Degree, Doctorate, including an official explanation of the grading system. Transcripts issued in a language other than English must be accompanied by an official English translation. If you have completed a degree but your transcript does not state this, please provide evidence of degree completion.

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

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

Document Attachments

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

Requirement – Passport Details

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

It is your responsibility to make sure your passport will be valid for the entire period of your study abroad in Australia and six months beyond.

Requirement - Passport details

Required for SA-RES - Study Abroad Research

Please list all the countries for which you have citizenship.

Please upload a scanned copy of the details page of the passport that you intend to use to travel to Australia as a student.

Country of Citizenship *

I will be using this passport to enter Australia

[Add answer](#) to 'Passport details'

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

Passport

Please upload a copy of the relevant passport details page.

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

Passport Number *

Date of Issue * 

Date of Expiry * 

Document Attachments

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

Requirement – English Language Proficiency

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

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 - English language proficiency

Required for SA-RES - Study Abroad Research

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

The English language requirements can be satisfied in a number of ways. For more details, please visit <http://futurestudents.unimelb.edu.au/admissions/entry-requirements>

Please indicate how you have met (or * will meet) the English language requirements.

If you have selected Other, please provide further details.

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

Document Attachments

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

- Approved English language secondary school studies
- Approved English language tertiary institution
- CAE (Cambridge English: Advanced/Cert. in Advanced English)
- CEFLS (Common European Framework Language System)
- IELTS (International English Language Testing System)
- Other
- Pearson Test of English
- TOEFL (Test of English as a Foreign Language)

Requirement – Duration of Program

This section is asking to list the length of time that they want to be studying at the University of Melbourne. The minimum period is three months up to 12 months in increments of six weeks or one and a half months. In some cases it may be possible to apply for up to two years with special permission. Speak to your proposed Melbourne supervisor if you think this applies to you.

Requirement - Duration of program

Required for SA-RES - Study Abroad Research

* Please indicate the duration of your proposed program

Requirement – Study Plan

If you have the agreement of your temporary supervisor, you could enrol in, or audit, relevant and suitable subjects while here. This requirement asks you to tell us what subjects you would like to do while you are here. The maximum number of subjects in each semester is four. Each subject is usually worth 12.5 points each. Download the study plan form, fill in your details, save it and upload it into your application.

If you do not wish to enrol in any subjects while here, simply upload a blank study plan.

Requirement - Study plan

Required for SA-RES - Study Abroad Research

If you intend to take coursework subjects, with the agreement of your temporary supervisor at the University of Melbourne, in addition to completing your research, please list those subjects. Download the Study Plan form from the [Melbourne Global Mobility website](#). Complete the form with the necessary information and upload it below. You can search for subjects online in the University Handbook. Where a subject has a prerequisite, you must show evidence how you met that prerequisite and provide a description in English by uploading an additional document below.

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

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

Document Attachments

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

Requirement - Faculty Specific Requirements

When you apply to study at the University of Melbourne you are usually allocated to a particular faculty based on the discipline of your research. Some faculties have particular requirements that students must meet. To see the full list of special faculty specific requirements, go to www.mobility.unimelb.edu.au/incoming/apply/faculty-requirements.html

Requirement - Faculty-specific requirements

Required for SA-RES - Study Abroad Research

There may be additional things you need to do as part of your application depending on the faculty in which you intend to do your research and enrol in subjects, if relevant. To find out if there are, please read this page carefully: [Melbourne Global Mobility / Inbound / Faculty-Specific Requirements](#).

If this applies to you, please answer Yes below.

* Does your faculty have specific requirements?

Yes

Further Requirement

Required for SA-RES - Study Abroad Research

Please explain why and how you meet these requirements.

For example: "I am a music student and my exchange advisor will send my audition CD directly to you."

*

Requirement - 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 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, you do not need to complete this section.

Requirement - Assistance with preparing application

Required for SA-RES - Study Abroad Research

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.

Agent or Representative

Requirement- SAEX Sponsorship

If you are being sponsored by your home government, a company, scholarship body or research grant this will provide a stipend, travel allowance, health insurance and/or other form of financial support during your research in Australia, select 'yes' and provide further details in the text box that pops up. If this is not applicable to you, select 'no'.

Requirement - SAEX sponsorship

Required for SA-RES - Study Abroad Research

Do you or will you have sponsorship by your home government, a company, scholarship body or research grant that will provide a stipend, tuition fees, travel allowance, health insurance and/or other form of financial support during your research in Australia?

*

Further Requirement

Required for SA-RES - Study Abroad Research

Please provide details of any sponsorship arrangements, scholarships and research grants currently held or awarded.

*

Save

Save and continue onto submission page

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 up-loaded a document, above, when you click the "Save & Continue" button at the bottom of the page, you will be taken to the next step.

If you have not completed all of the requirements, when you click the 'Save & Continue', a list of error messages at the top of the page will tell you what information is missing. You must go back and supply what is missing, and then click "Save & Continue" again to proceed.

Close application

Cancel application

Save & Continue

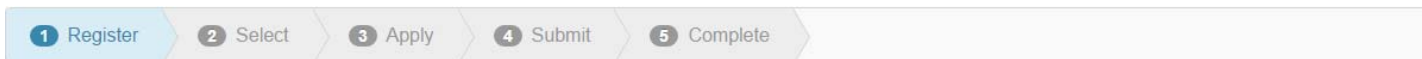
Part D. Submit

Submission Confirmation Screen

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

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

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



These are the details of your application. Please read the Conditions of Application and Applicant Declaration displayed below. Please review the information supplied in support of your application. You can update personal information on this screen. To update responses to application requirements, select the 'Back to Application Requirements' button and make any required changes. Once you are satisfied that your application information is correct, select the 'Submit the Application' button. You can change course preferences and add documents to your application after it has been submitted.

Conditions of Application And Applicant Declaration

I agree to the displayed

[Terms & Conditions](#)

Your Information

Personal Details

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

Email & Phone Details

Email Address	your.address@email.com
Work Phone	+540054005400

[Update](#)

Address Details

Address	Avenida de Mayo 200 Buenos Aires Argentina
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[Update](#)

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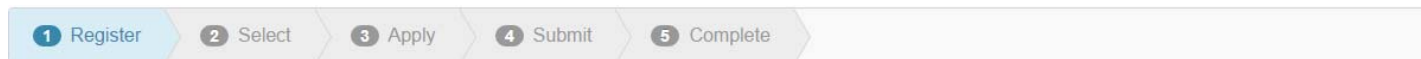
[Back to Application Requirements](#)

[Cancel](#)

[Submit the Application](#)

The Final Screen

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



Your application has been submitted.

Thank you, your application has been submitted. You can log in at any time to review your application.

You can review the contents of your application, add documents and change course preferences on the Application Summary screen. Select 'Application Summary' at the bottom of this page to access this screen.

Your application status is: In Progress

Courses

Course Category	Course	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category	Preference
Study Abroad Research Course	SA-RES - Study Abroad Research	2016	January-June commencement	Parkville	Full Time	On Campus	Mobility In	Study Abroad Inbound	1

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[Print a Cover Sheet](#)

[Create a new application](#)

[Application Summary](#)

[Withdraw my application](#)

Acknowledgement Email

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

From: no-replies@unimelb.edu.au [mailto:no-replies@unimelb.edu.au]

Subject: Application Acknowledgement

Student Id XXXXXX

Application Ref XXXXX

Name Mr First Name Surname

Date of Birth 21 December 1981

Dear Mr First Name Surname,

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

Course Name Study Abroad Research 2016 January-June commencement,
Parkville

Next Steps

Your application will now be checked for completeness. If we need any further information from you, we will let you know.

You can track the progress of your application, please visit <https://sis.unimelb.edu.au/onlineapplication> to find out how.

Thank you for choosing the University of Melbourne as your study destination.

Don't Forget - **IMPORTANT**

Forward the acknowledgement email to

studyabroad-exchange@unimelb.edu.au

together with any other documents that we require for your application which you have not already uploaded.

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

Last updated 3/02/2017