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.
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).

**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.

Address Details
Provide the complete address of your current residence.

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.

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.
Submission Country

Specify from which country you are applying.

Student-Agent Relationship

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

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’.
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.

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.
Terms and Conditions

These are the Information Technology (IT) terms and conditions. You must agree to them before proceeding with your application.

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.

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.

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.

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

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

Address Details
Address: Avenida de Mayo 200
City: Buenos Aires
Country: Argentina

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.

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.

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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 you are 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.

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

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.

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**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
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.

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.
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.

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course</th>
<th>Availability Year</th>
<th>Study Period</th>
<th>Location</th>
<th>Load Category</th>
<th>Attendance Mode</th>
<th>Study Mode</th>
<th>Liability Category</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad</td>
<td>SA-RES - Study</td>
<td>2016</td>
<td>January-June</td>
<td>Parkville</td>
<td>Full Time</td>
<td>On Campus</td>
<td>Mobility In</td>
<td>Study Abroad</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

Requirement – Home Institution

This asks you to tell us the name and address of your HOME institution. Please list the official name.
**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 – 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 – 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 – 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 if 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 – 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 - 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](http://www.mobility.unimelb.edu.au/incoming/apply/faculty-requirements.html)

**Requirement - 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 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**

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 - 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’.

**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 uploaded 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.
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.
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.

![Registration screen](image)

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

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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