INSTRUCTIONS FOR STUDY ABROAD AND EXCHANGE ONLINE 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. There are a number of things that you should consider such as eligibility for a program, important dates, program costs and student visas. This information can be found here.
2. You should have electronic copies of the following supporting documents in order to proceed with the online application:
     i.   Academic transcript/s
     ii.   Copy of your passport
     iii. Language proficiency evidence
     iv.   Your study plan
     v.   Supporting documents for faculty specific requirements and restrictions (if applicable)

   If you require further information about the documents listed above, please click here.

3. 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
4. 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.
5. It is important to note that the screens will time out after five minutes if you are not actively completing the form.
6. 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.
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.
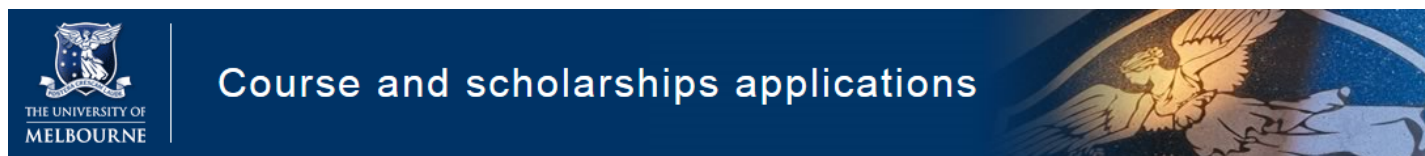
For more information about applying for courses and scholarships: Future Students website.

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).

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 provied, 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   *   your.address@email.com   ?

Confirm Email Address   *   your.address@email.com   ?

Home Phone

Work Phone   +540054005400

Mobile Phone

Address Details

Provide the complete address of your current residence.

Address Details

Please provide your current contact address details.

Country   *   Argentina   ▼

Address Line 1   *   Avenida de Mayo 200

Address Line 2

Address Line 3

Suburb/Town   *   Buenos Aires

State   ?

Postcode   ?

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.

Screen 1 - Register

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'.

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	*	Argentina ▾ ⑦
Year of Entry to Australia		[ ] ⑦
Main Language spoken at home	*	[▾]
Aboriginal or Torres Strait Islander Status		[▾] ⑦

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?   [No ▾]

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?   [Yes ▾] ⑦

☐ 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.

Screen 2 and 3 - Register

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.

Screen 4 - Register

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

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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. If you are applying to study here for a semester or year only, you have two choices:

- 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)

To find the relevant courses in the "All Course Category Types" drop down menu, choose whether you want exchange or study abroad. DO NOT CHOOSE ANY OTHER COURSE. If in doubt, exit the application and check with your advisor at your home institution.

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.

At this point choose 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	
2016	Parkville	Start Year Intake	Study Abroad Inbound	Full Time	On Campus	Mobility In	Apply
Start Year Intake							
			Study Abroad Inbound	Part Time	On Campus	Mobility In	Apply
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Mid Year Intake	Study Abroad Inbound	Full Time	On Campus	Mobility In	Apply
Mid Year Intake							
			Study Abroad Inbound	Part Time	On Campus	Mobility In	Apply

Study Abroad Undergraduate - SA-UG

Study Abroad Course

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Start Year Intake	Study Abroad Inbound	Full Time	On Campus	Mobility In	Apply
Start Year Intake							
			Study Abroad Inbound	Part Time	On Campus	Mobility In	Apply
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Mid Year Intake	Study Abroad Inbound	Full Time	On Campus	Mobility In	Apply
Mid Year Intake							
			Study Abroad Inbound	Part Time	On Campus	Mobility In	Apply

Exchange students will have course options of:
- EX-PG   Exchange Postgraduate   Full Time
- EX-UG   Exchange Undergraduate   Full Time

Exchange Postgraduate - EX-PG

Exchange Course

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Start Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	Apply
Start Year Intake							
			Fee Exempt	Part Time	On Campus	Mobility In	Apply
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Mid Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	Apply
Mid Year Intake							
			Fee Exempt	Part Time	On Campus	Mobility In	Apply

Exchange Undergraduate - EX-UG

Exchange Course

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Start Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	Apply
Start Year Intake							
			Fee Exempt	Part Time	On Campus	Mobility In	Apply
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2016	Parkville	Mid Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	Apply
Mid Year Intake							
			Fee Exempt	Part Time	On Campus	Mobility In	Apply

Study Period

Choose the time of year 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
Melbourne Welcome mid-February *	*Melbourne Welcome* mid-July *
SAEX Enrolment Day (Compulsory) mid-February	SAEX Enrolment Day (Compulsory) 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 *swot vac*) late May – late June#	Examination period (including *swot vac*) early November – late November #

Note
   * *Melbourne Welcome* is optional: 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

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

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.

① Register	② Select	③ Apply	④ Submit	⑤ Complete

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 ②**

Exchange Postgraduate - EX-PG
Exchange Course

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode			
2016	Parkville	Start Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	Remove ▼		Preference 1

Start Year Intake

Exchange Undergraduate - EX-UG
Exchange Course

Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode			
2016	Parkville	Start Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	Remove ▲		Preference 2

Start Year Intake

Cancel | Proceed with Application

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 and exchange students. Choose "Skip this step" to proceed to the next screen.

Advanced Standing

This step is not applicable to exchange and study abroad students. Choose "Skip this step" to proceed to the next screen.

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
Exchange Course	EX-PG - Exchange Postgraduate	2016	Start Year Intake	Parkville	Full Time	On Campus	Mobility In	Fee Exempt	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. 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. You must then click "Save and Review the Application", then confirm that you agree to the terms and conditions and finally click "Confirm and Submit the Application".

Conditions of Application And Applicant Declaration

☑ I agree to the displayed Terms & Conditions ⌄

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.

Part D.   Submit

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 with 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.

Save

Requirement – Institutional or Agent/Representative Nomination

The Nomination form must be downloaded and completed by your Exchange Co-ordinator or Study Abroad advisor/Agent/Representative. They have been sent the instructions and how to download the form.

Once you have submitted the application on-line and agreed to the terms and conditions, your Exchange Co-ordinator or Study Abroad advisor/Agent/Representative will fax or scan and email the Nomination form to us together with your latest official results from your institution. That will be the trigger for us to begin processing your application. There is NO need to send original documents unless requested by Melbourne Global Mobility.

Application Requirements

Requirement - Institutional or agent/ representative nomination

Required for EX-PG - Exchange Postgraduate

In order for your application to be processed, we must have a nomination form from your home institution (or agent/ representative if you are a study abroad student using the services of one) confirming support for your application.

The nomination form can be downloaded from the Melbourne Global Mobility website.

Your advisor or representative should already know about this, but a gentle reminder to them will be useful.

We cannot process your application without the nomination form and a copy of your official results sent by your home institution or representative.

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 EX-PG - Exchange Postgraduate

Please enter the details of your home institution.

Institution Name	*	
Postal Address	*	
City/ Town	*	
State/ Province		
Country	*	▼
Website		

Requirement – Academic transcripts for prior tertiary studies

Please upload scanned copies of official transcripts for all the study you list in this section. Your Exchange Coordinator or Study Abroad Advisor must verify, as part of the first requirement 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 - Academic transcripts for prior tertiary studies

Required for EX-PG - Exchange Postgraduate

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 exchange/study abroad in Australia.

Requirement - Passport details

Required for EX-PG - Exchange Postgraduate

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 specified score or higher.

Different requirements exist for underguate and graduate students. Where you do not come from an English language tertiary institution, you must provide proof as to how you meet the English 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 EX-PG - Exchange Postgraduate

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 ...

Requirement – Duration of Program

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

Requirement 6 - Duration of Program

NOTE: You need to provide at least 1 answer before you can submit your application.

* Please indicate the duration of your proposed program

Requirement – Study Plan

Here we would like 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. Download the study plan form, fill in your details, save it and upload it into your application. You must list at least six (6) subjects and rank the subjects in the order in which you would prefer to do them.

Requirement - Study plan

Required for EX-PG - Exchange Postgraduate

You must indicate which subjects you would like to undertake as part of your study at the University of Melbourne.

You are required to download the Study Plan Form from the Melbourne Global Mobility website. Complete the form with all the necessary information and upload it below.

Please make sure you list at least six subjects in order of preference. You can search for subjects online in the University Handbook. Where a subject has a prerequisite, you must show evidence how you have met that prerequisite and provide a description in English by uploading an additional document below.

Note: This is a mandatory requirement and your application cannot be finalised without your study plan.

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 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 that involve teaching practicals 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 click here.

Requirement - Faculty-specific requirements

Required for EX-PG - Exchange Postgraduate

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 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?

Requirement – 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 is by selecting the name of the agent or representative 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, only in consultation with your Study Abroad Advisor at your home institution, you do not need to complete this section.

Requirement 9 - 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.

Agent or Representative [▼]

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 up-loaded a document, above, when you click the "Save and Review the Application" 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 and 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]

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, <u>do NOT pay it</u>. 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.

1 Register	2 Select	3 Apply	4 Submit	5 Complete
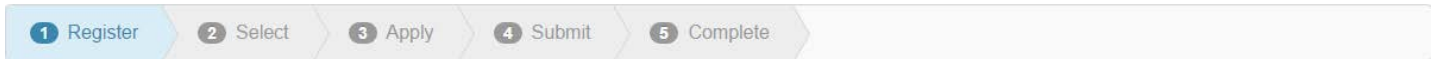
These are the details of your application. Please read the Conditions of Application and Applicant Declaration displayed below.

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

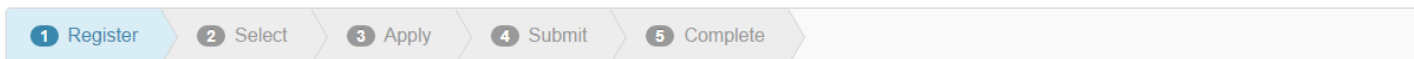| Address	Avenida de Mayo 200
	Buenos Aires
	Argentina

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.

| 1 Register | 2 Select | 3 Apply | 4 Submit | 5 Complete |

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
Exchange Course	EX-PG - Exchange Postgraduate	2016	Start Year Intake	Parkville	Full Time	On Campus	Mobility In	Fee Exempt	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 Exchange Postgraduate 2016 Start Year Intake, 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

Your Study Abroad Advisor/Agent/Representative or Exchange Co-ordinator must send the nomination form mentioned in Requirement - Institutional or Agent/Representative Nomination. They should then fax or scan and email it to Melbourne Global Mobility. Please remind them to include a copy of your official transcript.

Facsimile: +61 3 9348 054

OR

Email: studyabroad-exchange@unimelb.edu.au

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

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