

a student guide to submitting a Study Abroad or Exchange application

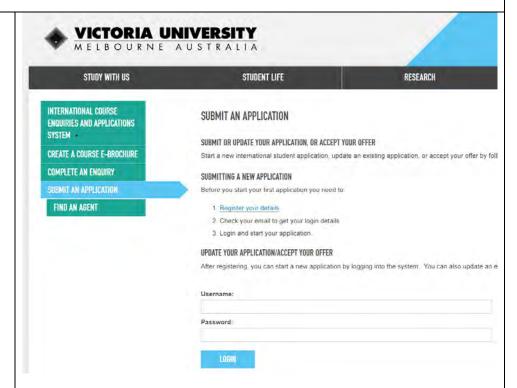
Version 0.3, 1 October 2018

1. Before submitting your application, search for units (subjects) you wish to study at https://www.vu.edu.au/courses/search?iam=resident&query=&type=Unit and write down the unit code and unit name (e.g. -BAO3309 Advanced Financial Accounting). You will need this information later on when you submit your application.

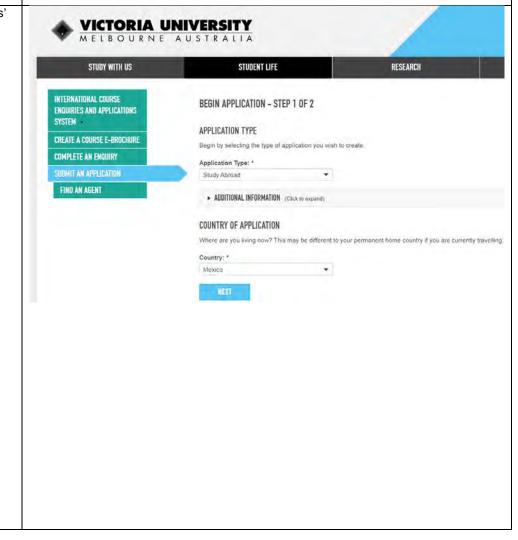
You can filter by level of study, campus and college (faculty) to help your search.

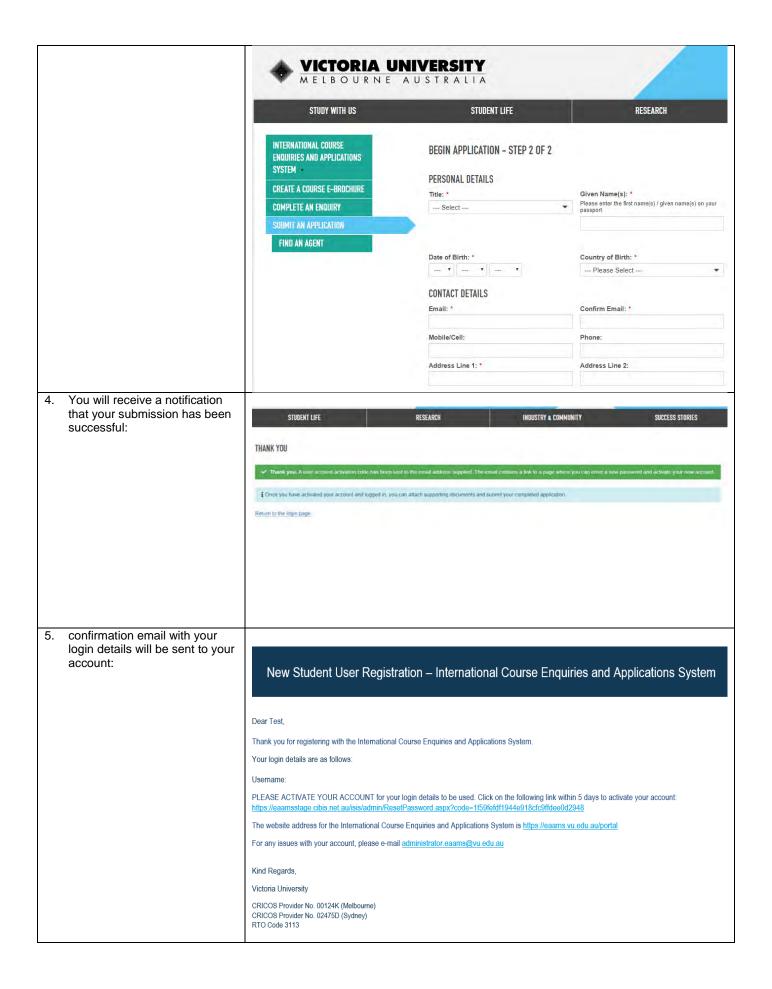
Select 6 – 8 units, as not all units will be running in every semester.

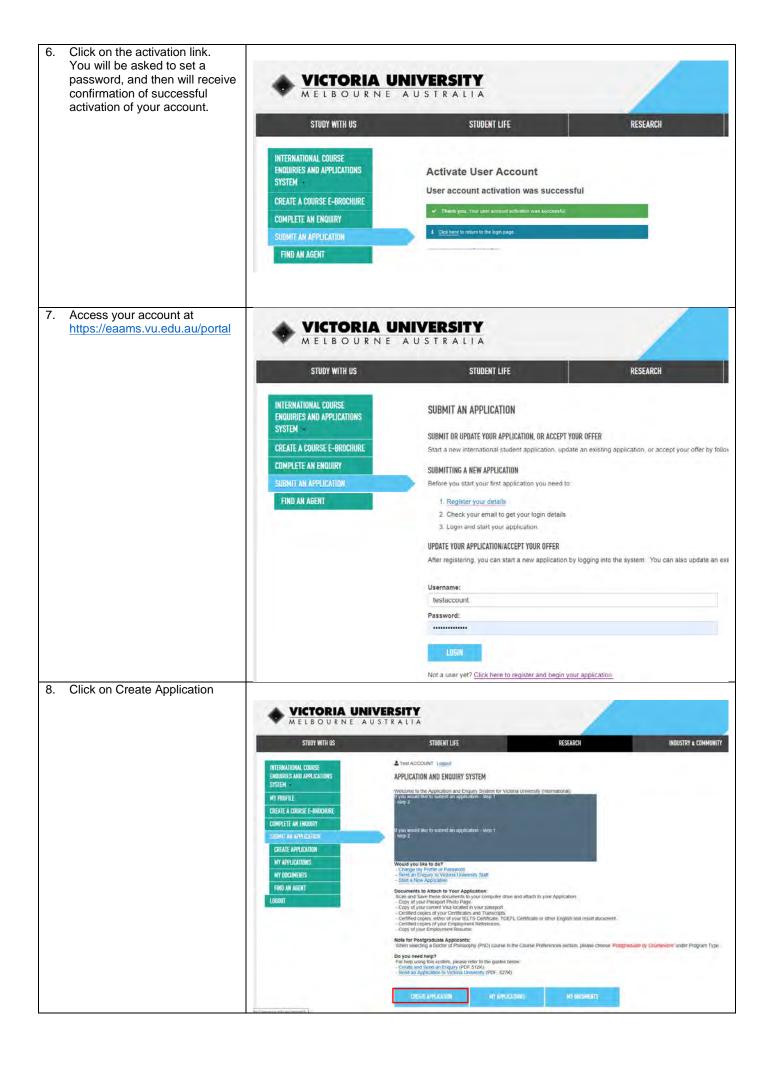
 Once you have selected your list of preferred units, go to https://eaams.vu.edu.au/portal to register an account:

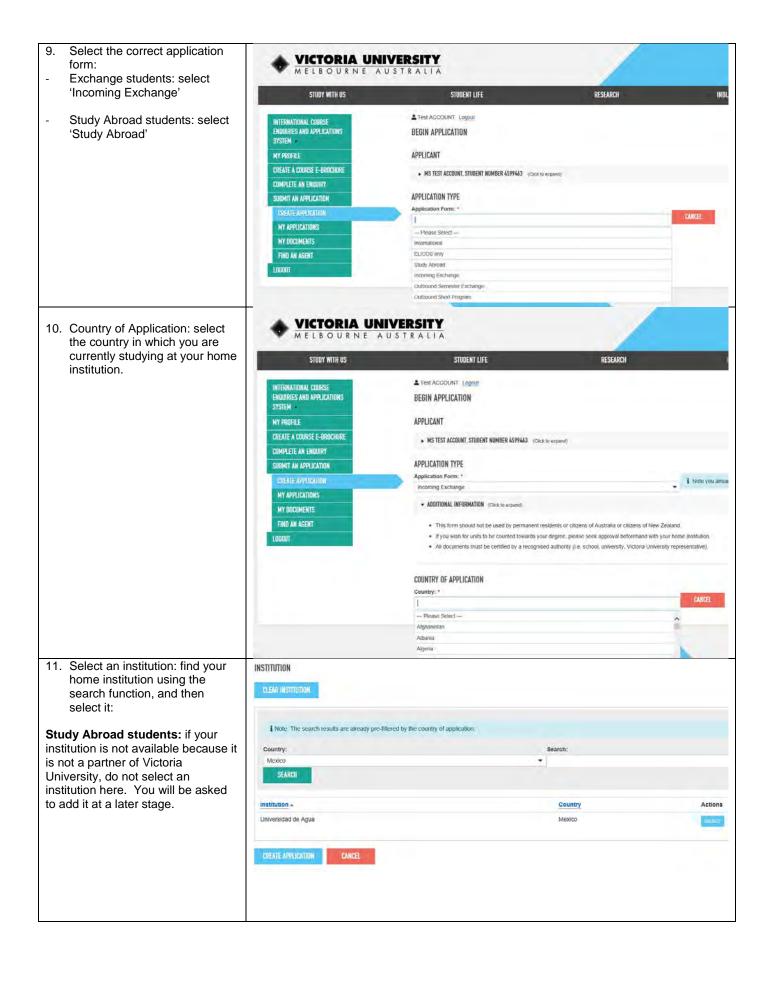


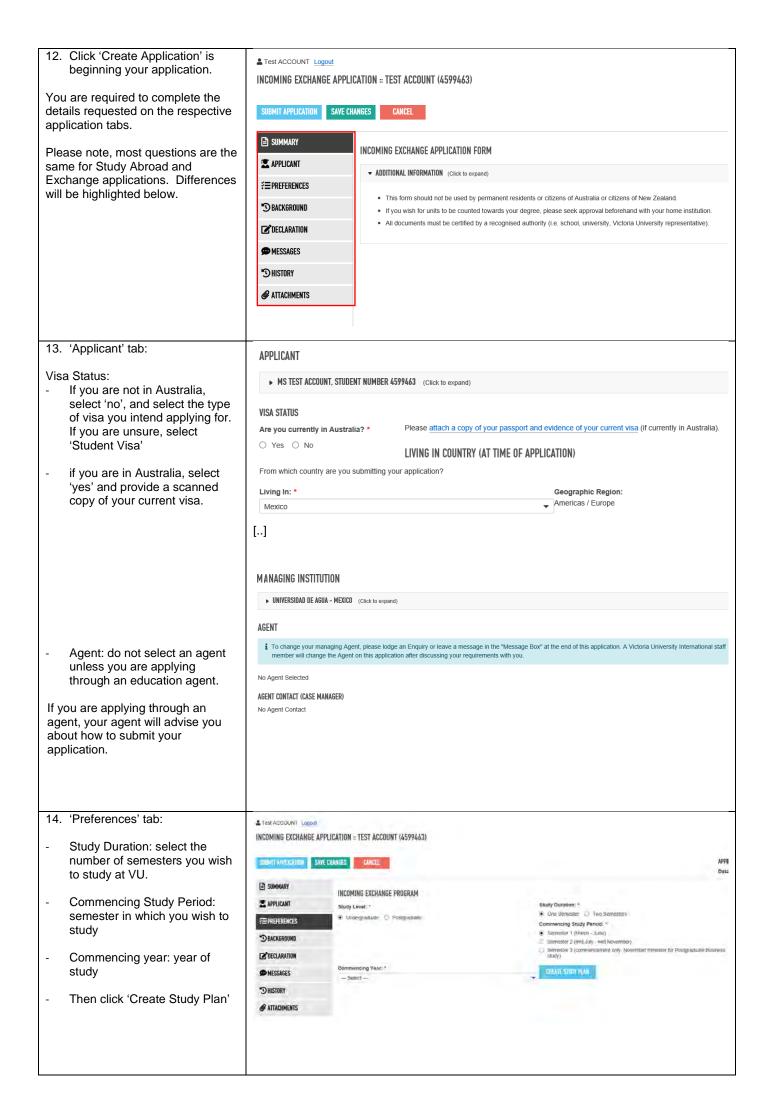
Click on 'Register your details' and complete the form:

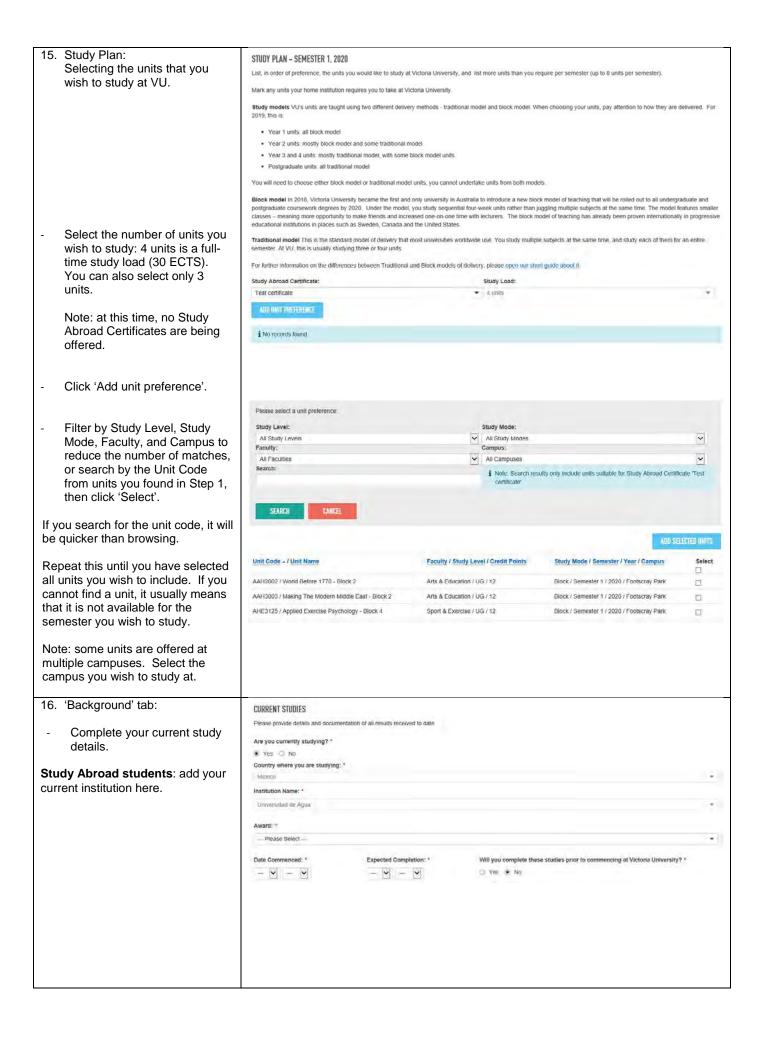






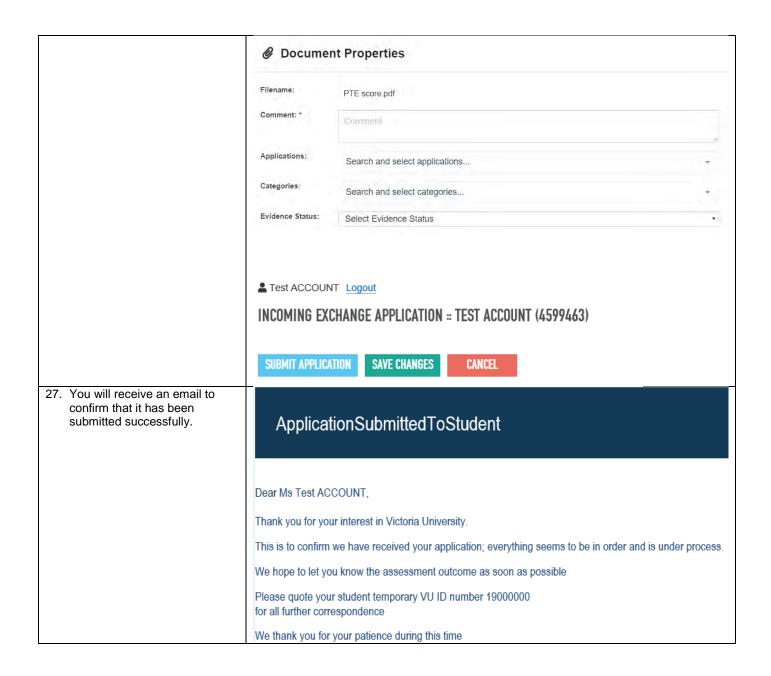






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|---|---|--|--|--|--|--|
| 17. 'English Proficiency' | ENGLISH PROFICIENCY | | | | | |
| Select the type of English language study or test you | Please attach results. Note IELTS and TOEFL score should not be more than two years old. | | | | | |
| have undertaken. If you have | ☐ English is my first language. | | | | | |
| taken a test or have a formal grade, add it here, and attach | ☐ I have undertaken studies in which the language of instruction was English. ** | | | | | |
| evidence of this. | ☐ I have taken an English test. ** | | | | | |
| | ☐ I intend to sit for an English test. | | | | | |
| | ☐ I have enrolled, or intend to enrol, in an English Language Intensive Course for Overseas Students (ELICOS) at: | | | | | |
| | ☐ No English studies undertaken. | | | | | |
| | ** If yes, you must provide evidence. | | | | | |
| | Would you like to study English at Victoria University prior to commencing your academic course? * | | | | | |
| | ○ Yes ● No | | | | | |
| | For example: ☑ I have taken an English test. ** | | | | | |
| | Type of English Test: Other Type of English Test: Date of Test: * Overall Test Score: * | | | | | |
| | Pearsons PTE 05 V Apr V 2018 V 72 I PTE overall score must be a whole number up to 90 | | | | | |
| | | | | | | |
| - If you wish to undertake | Band Scores: L (Listening) * 65 R (Reading) * 65 W (Writing) * 62 S (Speaking) * 60 | | | | | |
| English language study, select it here. | Î PTE band scores must be whole numbers up to 90. | | | | | |
| it here. | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Would you like to study English at Victoria University prior to commencing your academic course? * | | | | | |
| | Yes No | | | | | |
| 18. 'Guardianship Arrangements' | | | | | | |
| · | OUARDIANSHIP ARRANGEMENTS | | | | | |
| You are unlikely to be under 18 years of age. If you are, please | Are you under 18 years of age? * | | | | | |
| contact Victoria Abroad to seek | ○ Yes ● No | | | | | |
| advice about this section. | | | | | | |
| | | | | | | |
| 19. 'Disabilities' | DISABILITIES | | | | | |
| - If you have any disabilities | | | | | | |
| that affect your studies, please | Do you have a disability for which additional assistance is required? * | | | | | |
| provide details in this section, and attach any supporting | ● Yes ○ No | | | | | |
| evidence you have. | Please provide information detailing this disability (or attach as separate file): | | | | | |
| | | | | | | |
| | Disability Type: * | | | | | |
| | OTHER | | | | | |
| | Details of Assistance Required: * | | | | | |
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| 00 (5) | | | | | | |
| 20. 'Endorsement of Home Institution': Exchange | Endorsement of Home Institution | | | | | |
| Students only | Lindorsement of Home institution | | | | | |
| - Attach evidence that you have | Please attach an official endorsement letter from your institution's exchange department to confirm your eligibility for exchange. Alternatively your exchange department can email the | | | | | |
| been nominated by your home | endorsement to edu.au Please note that your application can not be | | | | | |
| institution to undertake an | processed until this endorsement is received. | | | | | |
| Exchange semester at VU. | | | | | | |
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| | | | | | | |

| | dy Abroad students: you will not this question. | | | | | |
|-----|---|--|--|--|--|--|
| 21. | 'Declaration and Agreement' tab Read and understand the Student Declaration, and if you agree with its terms, click 'I agree'. You will be unable to submit an application unless you agree. | I authorise the University to provide my address and details of enrolment to its approved regi I understand that any school-aged dependants accompanying me to Australia will be require I understand that any documentation I submit becomes property of Victoria University and wi I acknowledge that due to various government regulations related to the privacy of applicants such as parents, friends or relatives without my written consent. I declare that my signature is true and correct, and matches the signature in my passport. I have read, understood and accept the above conditions. | | | | |
| | | ☐ I agree | | | | |
| - | 'Overseas Student Health Cover (OSHC) Preference' Select whether you wish VU to organise your OSHC. We strongly recommend you do as the policy you will receive through VU provides better coverage than you can organise by yourself. | OVERSEAS STUDENT HEALTH COVER (OSHC) PREFERENCE Overseas Student Health Cover (OSHC) must be arranged for the duration of your visa as a condition of your student visa. Victoria University can airrange health cover with OSHC Worldcare (our preferred provider) on your benaft for the duration of your visa. If you complete your studies earlier than expected, you may be entitled to a refund from OSHC. Worldcare. Health insurance is your responsibility and current cover must be maintained by students for the duration of their stay in Australia. Do you want Victoria University to arrange OSHC for the duration of your visa in Australia? **Please choose from one of the following types of cover: | | | | |
| - | If you do not wish for VU to organise your OSHC, please provide the reason why. | Single - covering only the overseas student Dual Family - covering the overseas student, and either one adult spouse or recognised de facto partner or one or more children under the age of 18 years who are not married. Multi Family - covering the overseas student and more than one dependant which can only include one adult spouse or recognised de facto partner and one or more dependant children. Type of Cover: Please Select — Single Dual Family | | | | |
| 22 | 'How Did You Hear About Us?' | Multi Family | | | | |
| | - Select a reason. Upload your supporting documents. You can drag and drop multiple documents onto | HOW DID YOU HEAR ABOUT US? Where did you first learn about Victoria University? * Travel Agent | | | | |
| 25. | the blue drop area. Click edit to add notes to your attachments. | Document Uploads APPLICANT THRESTERRICES DISCRESIONS Not Uploads Not Uploads | | | | |
| 26. | Click the 'Submit Application' button. You have now successfully submitted your application to study at Victoria University. | | | | | |



How to access and accept your offer to study at Victoria University

 Once available, the offer letter will be stored in EAAMS. You will receive an email to notify you that your offer letter is now available.

Click on the link in the email to access your offer letter.

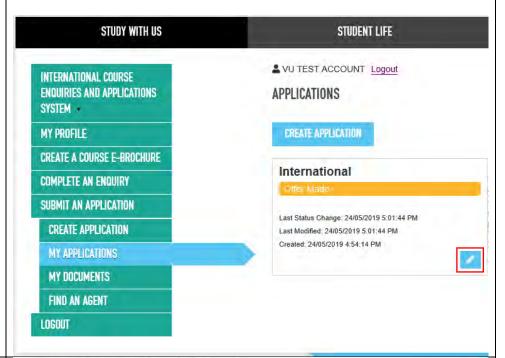
If you login without following a link, you can go to My Applications to view your application. Click on the edit button to open your application.

Your offer to study at Victoria University

Ms Test ACCOUNT 19000000

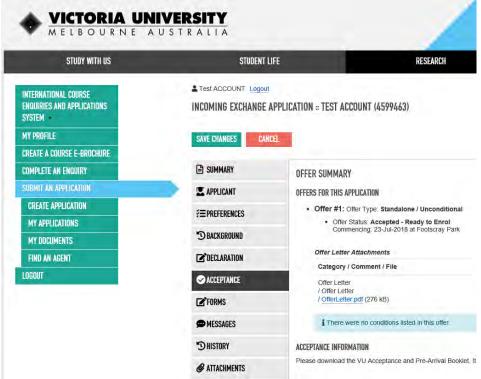
Dear Ms Test ACCOUNT,

Congratulations: Victoria University has made you an offer to study JNXC,Exchange. To download a copy of your offer letter, please log in to the international admissions system: https://eaams.net.au/portal



29. The status of your application has changed to 'Offer Made'.

Click on the 'Acceptance' tab to access your offer letter.



| 30. | Download the PDF of your offer | DFFER SUMMARY | | | | | |
|--------------------------|--|--|---|--|----|--|--|
| | letter. | OFFERS FOR THIS APPLICATION | | | | | |
| | | Offer #1: Offer Type: Standalone / Unconditional | | | | | |
| | | Offer Status: Accepted - Ready to Enrol Commencing: 29 Jul 2018 at hootscray Park | | | | | |
| | | Offer Letter Attachments | | | | | |
| | | Category / Comme | | Attached | | | |
| | | | | 24-Apr-2018 13:54 | | | |
| | Once you have described to | / Offer Letter / Offer Letter put (276 | S (rB) | by VII Staff | | | |
| | Once you have downloaded it, please read and | Transfer Co. | | | | | |
| | understand it. It is a legal | i There were no conditions listed in this offer. | | | | | |
| | document, and you must | | | | | | |
| | sign and return it. | | | | | | |
| | | | | | | | |
| 31 | Please complete the details in | | | | | | |
| 0 | Section 14 of the offer letter | 14. STUDENT ACCEPTANCE | | A MAR ARTHUR AND A LOCAL OF | | | |
| | (image to the right). | I, Test ACCOUNT, have read and understand the terms and conditions specified in this document, and wish to accept Victoria University's offer of enrolment in the courses listed in this agreement. | | | | | |
| | V | I also understand that the fee | as specified in relation to the course(s) above are subject | to change each year | | | |
| | You must sign and date this page, and provide the required | and and | | | | | |
| | page, and provide the required passport and visa information | SIGNATURE X | | | | | |
| | so we can issue you with a | DATE: / /20 | | | | | |
| | CoE, if you require one. | | Your parent(s) or legal guardian is required to sign this agreement on your behalf if you are under 18 years of age. as the parent or legal guardian of Test ACCOUNT, have read and understand the lisms and | | | | |
| | A6 | conditions specified in this de agreement. | ocument, and therefore wish to accept Victoria University | s offer of enrolment in the courses listed in this | | | |
| | After you have done this, please scan the entire | | | | | | |
| | document and save as a PDF. | PARENTIGUARDIAN SIGNATURE X | | | | | |
| | accument and cave as a 1 51. | DATE: / /20 | | | | | |
| | It is important that you include | | | | | | |
| | every page page of the | Your passport details (plea | se complete if blank) | | | | |
| | document, not just Section 14. | Please provide a copy of your passport information. | | | | | |
| | | Issuing Country of Passport | Mexico | | | | |
| Passport Number: 9999MEX | | | | | | | |
| | | Your visa information (please complete) | | | | | |
| | | Student Temporary Other | | | | | |
| | | Please provide a copy of your visa if you currently hold one for Australia Where will you be applying for your visa? City: Country: Your country of birth: | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | Your nationality. | | | | | |
| 32. | To accept your offer, please | | | | | | |
| | click the box 'Accept Offer'. | Accept offer | r #1 | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Drag and drop your acceptance | | | | | | |
| | documents onto the blue box. | Completed Offer Acc | cantanca Forme | | | | |
| | Click edit and type 'Acceptance | | seted and signed offer acceptance forms (preferably a | POFI | | | |
| | Form' in the 'Comment' section. | | AGO EXISTING PLE | | | | |
| | | | Drop files here or click to upload | Select existing file | * | | |
| | Click 'Save. | | | | | | |
| | | G. Contact | | | 7 | | |
| | | Comment: * | Acceptance form | | | | |
| | | | | | // | | |
| | | Applications: * | 1 Coding III iii cod | of Education and Cons. TATE Const. of BADO | | | |
| | | | Certificate III in Early Childho | od Education and Care - TAFE Semester 1, 2020 × | * | | |
| | | | 3 | | | | |
| | | Categories: * Acceptance Form - Complete * | | | | | |
| | | <u> </u> | | | | | |

33. If you are required to pay a 8. INITIAL FEE PAYMENT deposit to VU, follow the This is a summary of course fees that need to be paid to accept your offer. Do not make payment unless you have read and instructions in Section 8 of your understood all the information contained in this Letter of Offer and you have met any conditions outlined in Section 5. Payments can be made using any of the payment methods outlined under Section 9 of this form. offer letter. Amount Payable Visa Length OSHC - Single - 7 months \$376.00 This will apply if: If you require a different OSHC policy, please do not sign this Letter of Offer or make your You are a Study Abroad initial payment and contact Victoria Abroad through the EAAMS portal using the details listed in student; or Section 9 of this Offer. VU will provide an updated Letter of Offer with the OSHC you need. \$376.00 If you wish VU to organise Total Initial Fee Payable OSHC for you. * If the fee is for a course which is 24 weeks long or longer, VU is only permitted by law to require a student to pay up to 50% of the total course tuition fee before the course begins. You will be invoiced for the remaining 50% of the tuition fee upon commencement of the course, payable by the due date on the invoice Do NOT pay if your home institution will pay VU directly **Payment Options** Option 1: Electronic Funds Transfer from an Australian bank account
Branch number/BSB 067-925 on your behalf. 4599463 **Account Title** Victoria University Payment details 04599463ACCOUNTTNBFI067925 Please note: it is not possible to use these details if you are paying over the counter at an Australian bank branch. 34. Drag and drop a copy of your Option 2: Telegraphic Transfer from outside of Australia ONLY (Wire remittance)

Bank (Field #57) Commonwealth Bank of Australia

Bank Address (Field #57) 201 Sussex Street, Sydney, NSW payment receipt as evidence that you have paid, and select SWIFT Code (Field #57) Branch number/BSB (Field #57) CTBAAU2SXXX 'Miscellaneous - Acceptance 067-925 Related Attachment' (as per Account Number (Field #59) Account Title (Field #59) 4599463 Victoria University Step 32), and then click 'Save'. Payment details (Field #70) 04599463ACCOUNTTNBFI067925 Payments made using this method may incur a bank charge of approximately AU\$50. Please note that there may be delays with telegraphic transfer. It is not recommended if you require urgent visa documentation. Telegraphic transfers are only possible from a bank account held outside of Australia. Option 3: Bank Draft/Cheque Bank drafts / cheques should be made payable to Victoria University 2. Please ensure that your family name(s), given name and Student ID number are written on the back of the bank draft or cheque for faster processing. Option 4: Credit Card Credit card payments can only be made in person by the cardholder at VUHQ (address below). 35. Click 'Accept Offer'. ♣ Test ACCOUNT Logout INCOMING EXCHANGE APPLICATION :: TEST ACCOUNT (4599463) **SAVE CHANGES** ACCEPT OFFER **DECLINE OFFER** CANCEL

Accessing your CoE (required if you intend to obtain a student visa only) 36. Once your acceptance has been processed and your CoE Victoria University Application Status Change Update has been created, you will receive an email to advise you of this. Click on the Application Link and log into the system. Dear Ms Test ACCOUNT, Please note that the status of your Exchange application is updated. Previous status: Student Acknowledgement New status: Offer Accepted - Ready to Enrol Application Link: https://eaams.net.au/portal/Go/Application.aspx?id=5585 37. On the 'Acceptance' tab, you **ECOE CERTIFICATE ATTACHMENTS** will find a copy of your CoE. Click on the link to download it. You will require it to apply for your student visa. Category / Comment / File eCoE Certificate / CoECertificate.pdf (95 kB)

