INSTRUCTIONS FOR STUDY ABROAD AND EXCHANGE (SAEX) ONLINE APPLICATION

Please read this step by step guide carefully. Follow this guide as you are filling out your online application. Incomplete or incorrect applications may cause delays in the outcome of your application.

Before you begin:

1. Check your eligibility and information about the differences between Study Abroad & Exchange. This information can be found here.

2. You will need electronic copies of the following supporting documents to proceed with the online application:
   - Official Academic transcript/s
   - Passport
   - Evidence of Language proficiency (all incoming SAEX students are assessed against UG level requirements)
   - Your study plan

3. The application process is in four parts and each part must be submitted to ensure your application is received correctly:
   A. Register
   B. Select
   C. Apply
   D. Submit

4. You have the option of exiting the application after completing part A and 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. SAVE THIS EMAIL.

5. Do not submit multiple applications. This will create multiple student ID’s and result in a delay in processing your application.
Starting Your Application

Course and Scholarship Application Page

CLICK HERE to begin your new application.

You are most likely a First Time Applicant so click on the “Apply as a new Student” button.

If you have previously applied to the University of Melbourne and cannot remember your log in details use the following links for assistance.

**Part A. Register**

**Personal Details**

List your personal details as they appear in your passport.

**Email & Phone Details**

Use your home University email address (*preferred*) as this will be the main point for correspondence until you arrive at the University of Melbourne. This is the email your offer letter will be emailed to.

Please list at least one telephone number including the country and area codes.

**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 country whose passport you will be entering Australia with.**

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 which country you are applying from.

**Student-Agent Relationship – STUDY ABROAD ONLY**

Complete this box if you are applying for **Study Abroad** and coming from a third-party provider, or agent. If you are unsure, leave it blank. This section is **not applicable** to exchange applicants.

**Cultural Details**

These details are required for Australian government reporting purposes and you will be asked to confirm them when you arrive and enroll 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. Leave this section blank.

### 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.

### Disability Details

This section provides us with useful information in advance if you think you might need any of the support or welfare 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.

Further information on the support services available is here: [https://students.unimelb.edu.au/explore/student-equity](https://students.unimelb.edu.au/explore/student-equity)

### Terms and Conditions

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

Click “Proceed with Registration”

Australian Year 12 (or equivalent) Details

Leave these fields blank.

Highest Level of Education

List either “Incomplete Bachelor” or “Incomplete Masters”, (depending on what program you are currently enrolled in at your home university) and then list the current year.

Previous Study Details

List the country you are currently studying in, your home institution and the name of program you are currently enrolled in.

Registering

Click ‘Proceed with Registration’ to view a summary of the entered information. If everything is correct, click ‘Proceed with Registration’ again.

Congratulations! You have successfully registered an account.

You now need to submit an actual 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.

If you do not receive the email within a short while of progressing past this point, please email studyabroad-exchange@unimelb.edu.au with the name you entered above and we will resend the email.
Part B. Select

Select your course

Our terminology may be different to your Home University. The ‘course’ refers to the overall program you are admitted to, **not individual subjects or classes**. Enter one of the following course codes into the search box and then ‘Add’ the appropriate intake. Choose only one intake even if you will be studying for two semesters (the intake refers to the period which you will be **commencing** your course) - start-year intake commences in February and mid-year intake commences in July.

- **EX-UG** (Exchange Undergraduate)
- **EX-PG** (Exchange Postgraduate)
- **SA-UG** (Study Abroad Undergraduate)
- **SA-PG** (Study Abroad Postgraduate)

PLEASE DO NOT APPLY FOR A FULL DEGREE (FOR EXAMPLE A BACHELOR OF ARTS) IN THIS SECTION! ENSURE YOU ARE ONLY APPLYING FOR ONE OF THE FOUR COURSES LISTED ABOVE.

Click ‘Proceed with Registration’

Scholarships

There are no scholarships available to incoming study abroad and exchange 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 or 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

<table>
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<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>
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<td>Exchange Course</td>
<td>EX-PG - Exchange Postgraduate</td>
<td>2016</td>
<td>Start Year Intake</td>
<td>Parttime</td>
<td>Full Time</td>
<td>On Campus</td>
<td>Mobility In</td>
<td>Fee Exempt</td>
<td>1</td>
</tr>
</tbody>
</table>

Click “Proceed with Application” and you will be able to begin filling out the application form.

Application Requirements

1. **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. We will only process your application once we receive the nomination form from your home university or provider.

2. **Requirement – Home Institution**

List the official name and details of your home institution in English.
3. Requirement – Academic transcripts for prior tertiary studies

Upload scanned copies of all **official transcripts** from previous and current tertiary study. We cannot accept unofficial print outs or screen shots. Official e-transcripts are accepted. All documents must be in English or accompanied with an English translation, signed & stamped by your home institution.

4. Requirement – Passport Details

Upload a copy of the photo page of the passport on which you will enter Australia. As a general rule your passport must have at least six months validity from the date your Australian student visa will end.

5. Requirement – English Language Proficiency

All students must demonstrate how they meet the University of Melbourne’s English language requirements. Student’s coming from an English-speaking institution can use their academic transcript (already uploaded in the above section).

Where you do not come from an English language tertiary institution, you must provide further proof as to how you meet the English requirement. All incoming SAEX students are assessed at the Undergraduate English level requirement.

[View this link](#) for all the ways to demonstrate your English proficiency.

6. Requirement – Duration of Program

List the length of time that you intend to study at the University of Melbourne. There are only two choices: one or two semesters. *(Ensure this matches the nomination form received from your home institution).*

7. Requirement – Study Plan

You are required to list the subjects you want to take while in Melbourne. You must list between four up to a maximum of ten subjects a semester *(even though you will only enroll in either three or four subjects)*.
Download the Study Plan template here. Upload to your application in Excel format.

8. **Requirement – Faculty-specific Requirements**

Most students will answer “No”.

Students wanting to take subjects at the Faculty of Fine Arts & Music may need to submit an audition piece or portfolio of works. Some placement subjects require a police check.

View the full list of special faculty specific requirements here.

9. **Requirement – Study Abroad ONLY – Assistance with Preparing Application**

If you are applying through an education agent or third-party provider, you should select the agent or representative from the drop-down list. If the name does not appear email studyabroad-exchange@unimelb.edu.au advising the name of the agent/representative.

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.

**Part D. Submit**

**Submitting your application**

Read and agree to the Terms & Conditions.

Review all the information you have entered. If you need to make amendments, click on “Back to Application Requirements”, otherwise if everything is correct click “Submit the Application”.

If you can see the below screen then you have successfully submitted your application. You will receive an acknowledgment email within a few hours.