INSTRUCTIONS FOR STUDY ABROAD AND EXCHANGE (SAEX) RESEARCH 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 SAEX Research Program.

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)
   - A letter of Support from your temporary Supervisor

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.

6. Once your application is submitted you will receive an acknowledgement email. FORWARD that email to studyabroad-exchange@unimelb.edu.au. Your application will not be processed until you forward the acknowledgment email to us.
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.

Apply as a new student

Important: Current or previous students / applicants should not use this option. Doing so will delay the processing of your application.

Apply as a new Student

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

Forgot username or password?
- If you are a current student or recent graduate, reset your account password
- If you studied at the University more than 12 months ago or have applied previously, reset your applicant password

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.**

![Cultural Details](image)

**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.

![Previous Student Details](image)

**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)

![Disability Details](image)

**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.

Thank you for registering with the University of Melbourne. This is the first step required before you can apply for a course and/or scholarship.

Your username is: 1121341
Your password is: zALXRqJ5

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

https://sites.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.

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 based on the month you plan to commence. (SA-RES students can only commence during one of our scheduled intakes – February, May, August, September)

SA-RES (Study Abroad Research)     EX-RES (Exchange Research)

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 TWO 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 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

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<th>Course Category</th>
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<th>Availability Year</th>
<th>Study Period</th>
<th>Location</th>
<th>Load Category</th>
<th>Attendance Mode</th>
<th>Study Mode</th>
<th>Mobility</th>
<th>Liability Category</th>
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<td>2016</td>
<td>January-June</td>
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<td>On Campus</td>
<td>Mobility</td>
<td>Study Abroad</td>
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</table>

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

**Application Requirements**

1. **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.

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. Students 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**

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

7. **Requirement – Study Plan**

Your temporary supervisor will manage your enrolment but this is a mandatory field so just upload a blank study plan template. Download the Study Plan template here.
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.

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**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’.

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**Part D. Submit**

**Submitting your application**

Read and agree to the Terms & Conditions.

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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”.

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

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Don’t forget to forward your Acknowledgement email to studyabroad-exchange@unimelb.edu.au. Your application will not be processed until received.