Education Abroad Application–Incoming

including application form for incoming exchange and study abroad students to RMIT Australia campuses

How to apply

1. Complete this form in BLOCK letters using black ink. Please print neatly and answer all questions. Name and citizenship should be the same as in your Passport.

2. Attach one certified copy (if you include originals they will not be returned) of:
    » Academic transcript, translated into English and certified
    » IELTS or TOEFL results if required, must be current within 24 months of proposed date of commencement of study.

3. Attach a one page statement of purpose, typed, (approximately 500 words) explaining why you want to study at RMIT and in Australia.

4. Attach a photocopy of your current passport. Please note that a Passport must be current for at least six months after the end of your exchange/study abroad program at RMIT.

5. Attach two passport photos.

6. Attach portfolio if doing creative design based courses ie. ARCH, GRAP, VART course codes. Include slides and academic references authenticating the work. Can be submitted in hard copy or on a disk.

7. Disability support details if applicable.

8. Complete a study plan (Section 4 of this document). You can apply for one or two semesters but only need to submit a study plan for the first semester at RMIT.

9. Your exchange/study abroad office or agent must endorse this application in section 8.

Return completed application with attachments to:

RMIT University
Education Abroad Office
Building 15, ground floor
124 La Trobe Street
Melbourne VIC 3000
Australia
Email: eao@rmit.edu.au
www.rmit.edu.au/globalpassport/incoming

Please be aware that processing will be delayed if applications are incomplete. Applications that are not completed in English, including current program course details and academic transcripts, will not be processed.

Application closing dates

Application closing dates	
RMIT Semester 1 (February – June)	30 October
Architecture students	30 September
RMIT Semester 2 (July – November)	30 April
Architecture students	30 March

Eligibility

» Completed at least one full year of studies at home institution.

» Minimum GPA of 2.5 or 60% or equivalent.

» Met RMIT's English language requirements, please check web site: www.rmit.edu.au/programs/international/englishequivalent

» Be 18 years of age or over at time of application.

Important notes

» Once your application has been received, if all is correct and you are eligible, your study plan will be forwarded to the relevant academics at RMIT for approval. This can take a minimum of four weeks.

A list of pre-approved courses will be sent to you in your offer letter. While you have been pre-approved for these courses your enrolment will take place after you arrive at RMIT and is subject to timetable availability and any last minute changes.

If you wish to select new courses, this will have to be assessed on arrival by the relevant RMIT school, you will need to produce your academic transcripts or other documentation.

» The Education Abroad Orientation is compulsory. All students applying for an exchange/study abroad program must schedule their flights to be on time to attend the Orientation.

Orientation is run one and a half weeks before class in semester 1 and one week before class in semester 2. Exact program dates will be sent if you receive an offer to RMIT.

Health insurance

Overseas Student Health Cover (OSHC)

All students who hold, or are planning to hold a student visa are required to maintain valid Overseas Student Health Cover (OSHC) for the duration of the visa i.e. Start and end date of visa and not the length of the RMIT program.

Please note: Norwegian students with Norwegian National Insurance Scheme cover and Swedish students with international cover arranged through the Swedish National Board of Student Aid (CSN) are covered for medical expenses in Australia and do not need OSHC.

RMIT UNIVERSITY

Incoming Education Abroad Exchange and Study Abroad Application Form

Section 1   Name and contact information

Family name	
Given names	
Country of birth	

Date of birth — Day/month/year

Male ☐   Female ☐

Citizenship

Address

Number and street name	City/Suburb
State	Postcode /Zip Country

Contact details

Area code	Tel	Fax

Email

Please note: All correspondence regarding your application will be via email. Ensure you have sufficient storage size in your mailbox. Please ensure your email address is printed clearly.

Contact in case of emergency

Name	Area code Tel
Fax	Email
Address	

Section 2   Current program and courses at home institution *(to be completed in English)*

Home institution		Country

Current studies
(list full name eg Bachelor of Science)

Current courses
(list for this semester)

Course code	Course title

Section 3   Application type

I am applying as a:

☐ **Exchange Student (Your institution is a partner with RMIT)**

☐ **Study Abroad Student (Fee paying)**

Section 4   Proposed exchange or study abroad plan and courses

Please tick the duration and commencement date you are applying for:

Study duration: ☐ One semester (6 months) OR   ☐ Two semesters (1 year)

Commencement: ☐ February/March OR   ☐ July   Year _____

Choosing your courses:

1. Choose at least eight courses from the RMIT web site www.rmit.edu.au/students/enrolment/search.
   Prerequisites must be met before you will be accepted into some courses. Please note you can also choose courses without prerequisite requirements from the RMIT web site www.rmit.edu.au/students/studentelectives.
2. Check with your institution Study Abroad Advisor that you will receive credit towards your present qualification.
3. You will need to study a full time on-campus load (36–48 RMIT credit points).

Section 4   Proposed exchange or study abroad plan and courses *(continued)*

Intended courses:

» Only list your first semester of study.

» List eight courses.

» Check that the course is available in your preferred semester and campus.

» One year courses are not available to students in a six month program.

» All courses must be selected from one campus, e.g. all at Bundoora or all at the City campus. Due to close proximity, you may do a mixture of courses between the Brunswick and City campuses.

Please refer to web site www.rmit.edu.au/students/courses for course codes (ie. codes should be four letters followed by four numbers).

Please note: This form does not enrol or register you.

Student name	

RMIT course code (subject/unit)	RMIT course name	Campus	Admit term i.e. semester 1 or 2 (must be semester you are studying at RMIT)	Academic level i.e. undergrad, postgrad, TAFE	Credit points

Additional information required for Computer Science and IT courses

Please list your experience based on past studies, work, other projects, etc. including past programming languages and operating systems (OS) experience.

Name	Semesters of past study?	Level of proficiency (Low, Medium, High)	Comments
Language 1: Java			
Language 2: C			
Language 3: C++			
Language 4:			
Language 5:			
Language 6:			
OS 1: Unix			
OS 2:			
OS 3:			
OS 4:			

If more space is required, please attach additional documentation.

I understand that I will not be able to change these courses until after arrival at RMIT unless otherwise requested from staff at the Education Abroad Office. If doing more than one semester, I understand that I will enrol in my second semester whilst at RMIT.

Student signature		Date	*Day/month/year*

Section 5 — English language details

See the web site for more details: www.rmit.edu.au/programs/international/englishequivalent
Please tick the box that applies to you.

☐ English is the language of instruction at my home institution

☐ English is my main/first language

☐ The results of my IELTS/TOEFL test are attached (must be current within 24 months of proposed date of commencement of study)

☐ DAAD test

To be completed by exchange/study abroad (SA) advisor — Denmark, Netherlands, Norway, Sweden only.

I, _____ (name) of _____ (university)

position _____

advise that the applicant has undertaken sufficient English to study a full time course load taught in English at RMIT University.

Name _____

Exchange/SA advisor signature _____   Date _____ *Day/month/year*

Section 6 — Special circumstances

Do you have a disability, impairment or long-term medical condition which may affect your studies?   ☐ Yes   ☐ No

If you do, you need to provide extra information so that RMIT can assist you during your study program, please attach to this application.
More information about RMIT support services is available on www.rmit.edu.au/disability.

Section 7 — Declaration

I hereby declare that the information provided on this application is correct and complete. I understand that any discrepancies in these details may result in my enrolment at RMIT University being cancelled. I authorize RMIT University to obtain official student records from any education institution necessary to make an informed decision about my application or matters relating to enrolment.

In an emergency I hereby grant RMIT University staff the authority to contact the nominated emergency contact on my behalf.

I understand that RMIT University may pass my name and email address to RMIT students for the purposes of promoting the exchange/study abroad program.

I understand that I am responsible for booking my own temporary and permanent accommodation.

I understand if looking for off-campus accommodation that it is recommended I arrive in Melbourne at least 3 weeks prior to commencement of the semester.

I hereby submit this application for the RMIT Exchange/Study Abroad program and have attached the following compulsory materials:

☐ Photocopy of my current passport

☐ Current certified copies of transcript(s) of results/grades to date with an English translation

☐ Certified copies of previous results from transfer institutions or courses/subjects in English

☐ Portfolio: required for all creative design based courses ie. ARCH, GRAP, VART course codes. Include slides and an academic reference authenticating the work, can be electronic copy or hardcopy

☐ Statement showing TOEFL or IELTS score (if English is not your first language)

☐ One 500 word statement of purpose explaining why you want to study in Australia at RMIT University

☐ Two passport photos

☐ Disability support details

Student signature _____   Date _____ *Day/month/year*

Section 8 — Home institution or agents endorsement

Host university exchange partner

Name			
Institution		Position	
Email		Date	

RMIT representative/agent

Name			
Institution/agent		Position	
Email		Date	

I hereby nominate _____ (student name) to undertake

☐ one semester or ☐ two semesters at RMIT University. *(Select one)*

Minimum number of RMIT credit points required by your institution. _____

I approve the applicant study plan and advise that they will receive credit transfer upon receipt of an official RMIT academic transcript showing successful completion of RMIT courses.

Host institution/agent signature _____   Date _____ *Day/month/year*