RMIT Study Abroad

Application Guide

What's next...

Introduction

About this Guide

This Guide is prepared for students to help *entering a Study Abroad Application* on StudyLink

Students applying through an <u>RMIT approved representative</u>, **should contact them directly for further advice before registering.**

Prepared by
Global Experience Office

Guide to submitting an application

➢ Step 1: Choose your courses

➢ Step 2: Prepare your supporting documents

➢ Step 3: Submit your application including your supporting documents

NOTE: It is important that you read this guide thoroughly before starting your application.

Choosing your courses

➢Refer to the website '<u>How to search for courses</u>'. This website will provide you guidelines on the course selection.

➢Courses to be aware of:

- Early Start Date courses
- Restricted courses
- Courses that require a portfolio
- Online courses

Architecture Design courses **are not available** to Study Abroad students. We recommend you explore the courses available in other areas such as Landscape Architecture, Urban Design, Interior and Industrial Design.

Please note that the following type of courses are **strictly not open** to exchange and study   abroad students (including, but not limited to):

- Single courses that are worth 36 or 48 credit points
- Any research type courses including thesis courses
- Courses that form part of a honours 1 year degree or at research academic level (Master by Research or PhD)

Please note that all courses are subject to availability, capacity and eligibility.

GAP Year courses

GAP year students are required to select **only** from our undergraduate "**GAP Year**" courses from the schools of accounting; business; IT and logistics; economics, finance and marketing; management; engineering; global, urban and social studies; health and biomedical sciences; property, construction and project management; science.

Specific course comments (?)

○ Recommended Course

○ Early Start Date

◉ GAP Year Course

○ All

Please note that all courses are subject to availability, capacity and eligibility.

Prepare your application documents

1. **Official** academic transcripts from your home institution, including results from previous degrees and/or institutions (in original language and translated into English if applicable).
Online results will not be accepted.

2. English language proficiency proof (if applicable)

3. A copy of your passport (the information page with the photograph and personal details).

Additional documents if applicable (these documents are to be uploaded at the end of the online application)

4. Portfolio if required (for Design based courses (i.e. VART, GRAP, ARCH course coding))

5. Computer Science and IT courses form if required (for Computer Science and IT courses)

6. Disability support details (if applicable)

Note: Not submitting all the required documents at time of application will create delay in processing your application.

Register

Register here

Register

RMIT UNIVERSITY

Register or Log In

NEW REGISTRATION

Given Name ✱	
Middle Name	
Family Name ✱	
Date of Birth ✱	Day ▼ Month ▼ Year ▼
Gender ✱	⦿ Male ◯ Female ◯ Indeterminate/Unspecified/Intersex
Email ✱	
	Important information regarding your enquiry and application status is sent to you by email. Please use a valid email address.
Confirm email ✱	
Create password ✱	
	(at least 8 characters)
Confirm password ✱	
Country of Citizenship ✱	--Please Select-- ▼

Register

Important Note:

If you have dual citizenship (for example Denmark and Australia or New Zealand), please ensure you enter the non-Australian or non-New Zealand passport first (e.g. Denmark).

You will have the opportunity to enter your Australian or New Zealand citizenship at a later stage in the application.

Submit your online application

Click on "Start an application"

Submit your online application

Click on "Study Level" and select "Study Abroad and Exchange"

Submit your online application

Choose the **Study Abroad Program** as per the academic level and duration you wish to study at RMIT.

I.   **Postgraduate Level**

    a. STUDABPG6 – 6 months / 1 semester
    b. STUDABPGRD – 12 months / 2 semesters

II.   **Undergraduate Level**

    a. STUDABUG6 – 6 months / 1 semester
    b. STUDABUGRD – 12 months / 2 semesters

Code	Program Title ⌄	Apply Online
STUDABPG6 Available from 01/08/2018	Study Abroad Enrolments (Inbound) Postgraduate RMIT University	Apply Now
STUDABPGRD Available from 01/01/2011	Study Abroad Enrolments (Inbound) Postgraduate RMIT University	Apply Now
STUDABUG6 Available from 01/08/2018	Study Abroad Enrolments (Inbound) Undergraduate RMIT University	Apply Now
STUDABUGRD Available from 01/01/2011	Study Abroad Enrolments (Inbound) Undergraduate RMIT University	Apply Now

Important Note:

You may also see the Exchange program. This program is only for Exchange students who have been nominated from RMIT Exchange partners and have been approved and emailed specifically by RMIT to submit an application. Students who have not been approved by RMIT for an Exchange program will have their Exchange application rejected.

Important Note:

For students applying for the GAP year option, you will need to choose the Undergraduate Study Abroad level program.

Submit your online application

- Read the 'Before you start" section.
- Complete the following sections:
  - Personal Details (ensure you enter your **full name as written in your passport**, including any **middle names**. Please also ensure that you double check your **date of birth** [day, month, year] and gender.)
  - Contact Details (ensure you include your **phone number with area code and your home address**)
  - Passport and Visa Details (ensure you include your **Passport Number**; double check you have entered this correctly to avoid any delays with immigration. Ensure you have entered your country of citizenship as per your passport.)
  - Course Selection (please refer to the next page for more information on the course selection section)

YOUR APPLICATION TO THE STUDY ABROAD ENROLMENTS (INBOUND) UNDERGRADUATE

Before you start → ❶ 1 → 2 → 3 → Attachments → Verify → ➜ Submit

▶ PERSONAL DETAILS

▶ CONTACT DETAILS

▶ PASSPORT AND VISA DETAILS

▶ COURSE SELECTION

Save   Save & Close   Save & Continue

Submit your online application

Course Selection

Select **Program Details** – this is the intake that you would like to study at RMIT. Please ensure that this is correct.

Select **Program Duration** – this is to reconfirm whether you wish to study at RMIT for 1 or 2 semesters. Please ensure that this is correct.

Select **Main Area of Study** that you want to study at RMIT.

Select courses (please refer to the next page for instructions)
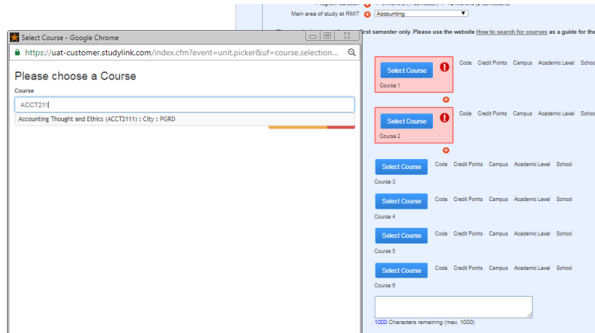
Submit your online application

You will have already searched for your courses from the <u>Course Search Tool website</u> to obtain the course code or course name prior to applying.
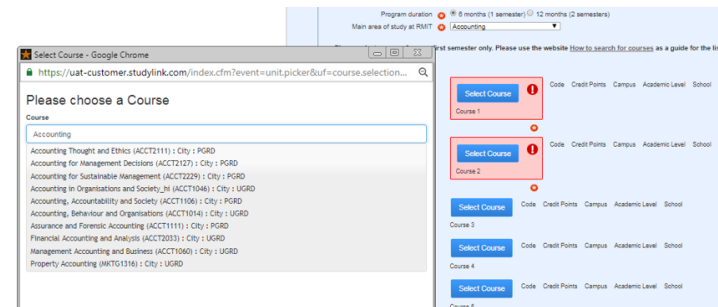
Click on the icon "**Select Course**" and a pop up window "**Please choose a Course**" will open.

There are two ways to choose a course:

Option 1: By entering the Course Code

Option 2: By entering the Course Name

Then click on the course and the information of the course will appear in the table. You will need to follow the same process for each course.

Submit your online application

If you would like to include any additional information in relation to your course selection, you may do so at the end of the course selection.

For students undertaking the GAP year option, please ensure to include that the statement: "**I am choosing the GAP year option**"

Additional information related to your course selection

1000 Characters remaining (max. 1000)

Save   Save & Close   Save & Continue

Submit your online application

Complete the following sections:

- Qualifications

- English proficiency

- Financial support

Submit your online application

Information about the **Tertiary Qualifications** section.

- **Qualification 1:** Please ensure that you enter your **current degree first** and that you upload your official academic transcripts/results and/or completion evidence.
  - Please note that 'Commencement Date' refers to the date you **began** your degree/s

- If you have completed another tertiary qualification, please tick **Yes** in the "Would you like to add another qualification?' and complete it accordingly.

Submit your online application

Complete the following sections:

- Additional Information

- Application Declaration

- You will be able to upload additional documents after this section

Submit your online application

Additional documents if applicable:

- A portfolio for any design based courses (course codes starting with ARCH, GRAP, VART) - Make sure your portfolio is submitted in one file, otherwise Schools won't assess it

- The Computer Science and IT courses form (courses in Computer Science and IT)

- Disability support details

Please upload those documents if applicable in the **"Upload Other Documents"** section

Ensure that your application is correct and complete before submitting it. Incomplete applications may result in a delay on the offer letter.

Final tips

All applicants need to be aged 18 years and over at the time of submitting their application

After you submit your application, if you change your mind and would like to have an RMIT approved representative, you will be required to submit a 'Change of Agent' form. You only need to complete this form if you wish to engage an agent.

If you wish to change any courses after submitting your application please email us at global.experience@rmit.edu.au . Do NOT submit another application

Want to contact us? Send an email to global.experience@rmit.edu.au