

# RMIT Study Abroad

## Application Guide

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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 RMIT approved representative, 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 '[How to search for courses](#)'. 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 or Log In

## Welcome to RMIT University Application Service for:

- English, VCE and Foundation Studies
- International Vocational, Undergraduate and Postgraduate coursework studies
- Higher Degree by Research: PhD or Research Masters
- Study Abroad and Exchange

Other applicants (current VCE and Australian Year 12 students, domestic undergraduate and postgraduate coursework) should visit the RMIT [How to Apply](#) page.

Register

Login



# Register



Register or Log In

## NEW REGISTRATION

Given Name \*

Middle Name

Family Name \*

Date of Birth \*

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 \*

### 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”

RMIT UNIVERSITY

Logged in as GED UAT41

Start an Application My Applications My Documents Resources My Account Sign out

MY APPLICATIONS

Incomplete View >

Submitted View >

DOCUMENTS

My Documents View >

## INCOMPLETE APPLICATIONS

Last Modified	Application Number	Program	Status	Action
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## SUBMITTED APPLICATIONS

Last Modified	Application Number	Program	Status	Action
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Start an Application My Applications My Documents Resources My Account Sign out

MY APPLICATIONS

Incomplete View >

Submitted View >

DOCUMENTS

My Documents View >

## FIND A PROGRAM

Enter Keyword(s)

Study Level

If you need assistance with selecting your Program, you can use the [Programs, intakes and tuition fees database](#) to search for programs.

If you are applying for a package, please select the highest level program for the package.

Not sure what the highest level program is? You can locate valid package programs via this link: <https://www.rmit.edu.au/study-with-us/international-students/apply-to-rmit-international-students/pathways-and-credit-transfer>.

# Submit your online application



Click on “Study Level” and select “Study Abroad and Exchange”

The screenshot displays a web interface for finding a program. On the left, there are two sections: 'MY APPLICATIONS' with 'Incomplete' and 'Submitted' items, and 'DOCUMENTS' with 'My Documents'. The main area is titled 'FIND A PROGRAM' and contains a search bar labeled 'Enter Keyword(s)'. Below it is a 'Study Level' dropdown menu. The menu is open, showing a list of options: Study Abroad and Exchange, Advanced Certificate, Advanced Diploma, Associate Degree, Bachelors, Certificate, Certificate II, Certificate IV, Diploma, Doctorate, ELICOS, Foundation, Graduate Certificate, Graduate Diploma, Masters, Masters by Coursework, Masters by Research, Non-Award, PhD, and Secondary School. The 'Study Abroad and Exchange' option is highlighted in blue. A red label 'Technical su' is partially visible on the left side of the dropdown menu.

# 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	<a href="#">Apply Now</a>
STUDABPGRD Available from 01/01/2011	Study Abroad Enrolments (Inbound) Postgraduate RMIT University	<a href="#">Apply Now</a>
STUDABUG6 Available from 01/08/2018	Study Abroad Enrolments (Inbound) Undergraduate RMIT University	<a href="#">Apply Now</a>
STUDABUGRD Available from 01/01/2011	Study Abroad Enrolments (Inbound) Undergraduate RMIT University	<a href="#">Apply Now</a>

### 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 → 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**

Please click on the 'Select Program Details' button below to select your preferred program start date.

Selected Program: Study Abroad Enrolments (Inbound) Undergraduate      Program Code: STUAB006      Intake: ▼

**Select Program Details**

Program duration:  6 months (1 semester)  12 months (2 semesters)

Main area of study at RMIT:

Please select courses for your first semester only. Please use the website [How to search for courses](#) as a guide for the list of courses available at RMIT.

Course #	Code	Credit Points	Campus	Academic Level	School
Course 1	<input type="text" value="Select Course"/>				
Course 2	<input type="text" value="Select Course"/>				
Course 3	<input type="text" value="Select Course"/>				
Course 4	<input type="text" value="Select Course"/>				
Course 5	<input type="text" value="Select Course"/>				
Course 6	<input type="text" value="Select Course"/>				

Additional information related to your course selection

1000 Characters remaining (max. 1000)

## 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

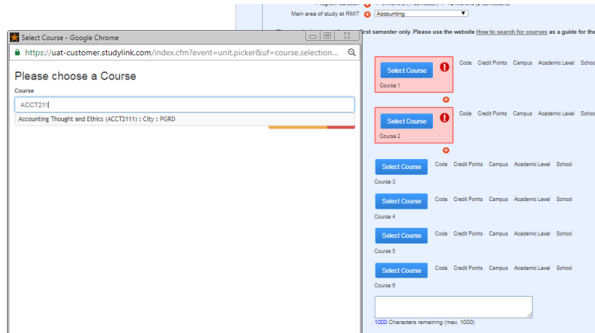


You will have already searched for your courses from the [Course Search Tool website](#) to obtain the course code or course name prior to applying.

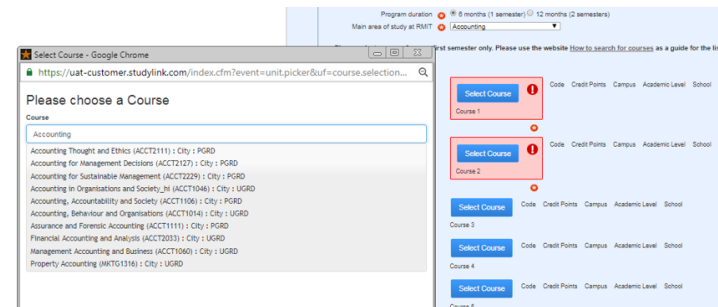
Click on the icon **“Select Course”** and a pop up window **“Please choose a Course”** will open.

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

YOUR APPLICATION TO THE STUDY ABROAD ENROLMENTS (INBOUND) UNDERGRADUATE



- ▶ SECONDARY QUALIFICATIONS
- ▶ TERTIARY QUALIFICATIONS
- ▶ ENGLISH PROFICIENCY
- ▶ FINANCIAL SUPPORT

Save Save & Close

Save & Continue



# 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.

**TERTIARY QUALIFICATIONS**

Please provide any complete or incomplete post-secondary study or qualifications  
Have you previously undertaken any post secondary or tertiary studies?

Yes  No

Qualification 1

Country \*

Institution \*

Select Country and Institution

Qualification \*

Language of Instruction \* Please Select

Commencement Date \* Month Year

Have you completed the program?  Yes  No

Would you like to add another qualification?  Yes  No  
Master/Postgraduate students who have completed a Bachelor degree, please select Yes to add your Bachelor documents

# Submit your online application



Complete the following sections:

- Additional Information
- Application Declaration
- You will be able to upload additional documents after this section



Details saved.

▶ ADDITIONAL INFORMATION

▶ APPLICANT DECLARATION

Save

Save & Close

Save & Continue

# Submit your online application



Before you start → 1 → 2 → 3 → Attachments → Verify → **Submit**

### Attachments

Date	Original Name	Size	PDF	Thumbnail	
13/09/2018	Transcript picture.png	2.2 KB			remove via form
13/09/2018	passport.jpg	11.3 KB			remove via form

### Upload Other Documents

Drag and drop your files here to attach them to this application

### Attach one of your existing uploads

Description

Select Existing File

Tip: Manage your uploaded documents from the My Documents page.

### Comments about your Application

If you have any additional notes or comments about your application, please enter them here.

## 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](mailto:global.experience@rmit.edu.au) . Do **NOT** submit another application

Want to contact us? Send an email to [global.experience@rmit.edu.au](mailto:global.experience@rmit.edu.au)