



MONASH ABROAD APPLICATION FORM

INCOMING EXCHANGE AND STUDY ABROAD – (ALL CAMPUSES)

Thank you for choosing Monash University for your exchange or study abroad experience.

Monash University is a member of Australia's prestigious Group of Eight universities and is regularly ranked as one of the top universities in Australia, Asia and the world. Monash offers a huge range of study options across five campuses in Australia, a campus in Malaysia and a study centre in Prato, Italy.

All Monash campuses offer excellent facilities to provide every opportunity to balance studies with sports and an active social life, with on-campus accommodation, public transport options and active student associations.

ELIGIBILITY

To be eligible for admission to Monash as an exchange or study abroad student you must have:

- completed at least one full year of study at your home university;
- achieved a minimum Grade Point Average (GPA) of 3.0 or 60%, or home university equivalent to a credit average;
- met the Monash English language requirements; and
- been nominated by your home university if you are applying as an exchange student.

HOW TO APPLY

- Complete this form in black ink and BLOCK LETTERS.
- Complete all questions.
- Make sure your name, citizenship and other personal details are exactly the same as in the passport you will use. The details on this application form will be used in your visa application.
- Use the Monash online handbooks to complete your study plan.
- Use the checklist at the end of this form to make sure you have attached all documents.

WHERE TO SEND YOUR APPLICATION

Applications can be scanned and emailed to the relevant Monash Abroad Coordinator providing your home university or agent has sighted and signed your original academic transcript.

Exchange students

If you are a student from a university that has a reciprocal exchange agreement with Monash, you must lodge your application with the international or exchange office at your home university. The application can be scanned and sent to the relevant Monash Abroad Coordinator.

Study abroad students (fee-paying)

If your university does not have a reciprocal exchange agreement with Monash University you will need to apply as a study abroad student and pay tuition fees.

If lodging through your home university or an agent

Lodge your application with that office.

If lodging directly to Monash

Email your scanned application to: monash.abroad@monash.edu

Original academic transcripts must be sighted and signed by an Agent or your home university as having sighted the original. If this is done you do not need to send original documents via the post.

MONASH CLOSING DATES

For Monash semester 1 (February to June) – 1 October

For Monash semester 2 (July – November) – 1 March

You can apply for one or two semesters.

Study Abroad

There is some flexibility with the closing date for Study Abroad students. Please email monash.abroad@monash.edu for an extension if you cannot make these deadlines.

Key dates

Australia: monash.edu/international/studyabroad/keydates.html

Malaysia: monash.edu.my/study/study-abroad-exchange/inbound/key-dates



HOW TO APPLY

STEP 1

Research your university's requirements

- Make sure you know what your home university requires you to study while you are at Monash.
- Remember that you may receive credit towards your degree at home for your study at Monash so your home university's requirements are paramount.
- Your international or study abroad office may be able to assist you with preparing your study plan.

STEP 2

Ensure you meet the Monash English language requirements

- English is the language of instruction at every Monash campus and therefore the English language requirements apply to all campuses including Malaysia. The requirements can be viewed at: monash.edu/study/international/apply/entry-requirements-english.html.

STEP 3

Carefully read the Course Information section of the Monash website

monash.edu/international/studyabroad/course-info

- You must read these web pages before you start on your study plan.
- They contain detailed information about the terminology used at Monash, the units (courses) which are open to exchange and study abroad students, and how to read the unit codes.
- Most faculties have general requirements which apply to all exchange and Study Abroad students studying any units in those faculties. Check these on the website before completing your study plan as they can restrict your choice of units or require you to attach additional documentation to your application: monash.edu/study-abroad/inbound/study-options/academic-considerations

STEP 4

Select the units (courses) you want to study at Monash

- Use the following link monash.edu/pubs/handbooks on the website to select the units you want to study at Monash.
- List all the units you want to study in Section 4 of this application form.
- Select 6-8 units in case some cannot be approved or there are timetable clashes.
- Check the pre-requisites for the units you want to take and make sure the transcript you include with your application shows clearly that you have met the pre-requisites.
- If you are studying for two semesters, only list units for your first semester at Monash.
- Carefully check the semester, campus and level of all the units you choose which is shown in the unit descriptions in the handbook.
- Be aware of the distance between campuses in Australia. You must choose units from one campus only with the exception of Caulfield and Clayton which are 20 minutes apart by bus.
- All exchange and Study Abroad students must be enrolled in a full time load of on-campus units ie 18 or 24 credit points per semester (3-4 units).
- If you are applying to come to Monash for two semesters, choose units for your first semester only based on the unit information available at the time you apply. You will be able to review and change the units for your second semester towards the end of your first semester.

STEP 5

Have your application endorsed by your home university or agent.

- This is essential to assist you to receive credit towards your degree for the study you do at Monash.
- Your study abroad or exchange office or agent must sign Section 7 of the application.

STEP 6

Pre-approval of your study plan

- After your application is received by Monash Abroad your study plan will be sent to the relevant faculty for approval of the units you have selected.
- Monash Abroad will then send a list of pre-approved units with your offer letter.
- While you have been approved in advance to enrol in these units, your enrolment will take place in-person with your faculty during Monash Abroad orientation and is subject to timetable and class availability.
- You may be able to change units after you arrive but approval to enrol in different units is at the discretion of the relevant faculty and you may be required to produce original transcripts or other documentation.

MONASH MALAYSIA APPLICANTS ONLY:

STEP 7

Passport copy

- Include a photocopy of every page of your passport, including blank pages (with each passport page on a separate A4 sheet and no enlargement, reduction or double sided copies). All copies should be clear and in colour.
- Your submitted passport must be valid for at least one year from your arrival in Malaysia. This is required for your student pass application.

Note: You need to pay a non-refundable Student Pass application fee of RM 2008 directly to Monash University Malaysia when accepting your offer. This application fee includes a medical examination, Student Pass fee, processing fee and medical insurance.

STEP 8

Passport photos

All students must include **one** standard-size, colour passport photos with **white** background only. These photos need to be 3.5 x 5 cm – with the head size being 2.5 x 3 cm.

For more information: <https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/>

STEP 9

Complete a No Objection Certificate (NOC) if you are from a Sub-Saharan country.

This is a mandatory requirement for your student pass and must be included with your application form. Details and the NOC can be found at monash.edu.my/study/study-abroad-exchange/inbound/financial/student-pass-visas (see Sub-Saharan students)

MONASH ABROAD APPLICATION FORM

INCOMING EXCHANGE AND STUDY ABROAD STUDENTS

1. Program information

 This is an application for (tick one) **Exchange** **Study Abroad (fee-paying)**

 When do you plan to commence with Monash University? Commencing year:
 Semester one (February–June) Semester two (July–November)

 How many semesters do you plan to stay? One Two

Which Monash campus do you plan to attend and in which country?

 Australia: Clayton Caulfield Peninsula Parkville City Law Chambers

 Malaysia

2. Personal information (same as your passport)

 Title: Mr Miss Ms Mrs Other (specify):

 First name:

 Last name:

 Sex: Male Female Date of birth: day / month / year Country of birth:

 Country of citizenship:

 From which country will you be applying for your visa to enter Australia/Malaysia?

 Do you have a disability or medical condition that you wish to disclose? Yes No

 If yes, please describe any adjustment you need for your studies.

Postal address for correspondence

 Number and street: Suburb:

 State: Country: Postcode:

 Telephone (include country code):

 Mobile/Cell (include country code):

 Your student email address (essential):

 Your personal email:

Emergency contact details

 Name:

 Relationship to student (e.g. father):

 Home telephone (include country code):

 Work telephone (include country code):

 Mobile/Cell (include country code):

 Email:

Monash office use only
Student ID: <input type="text"/>

3. Qualifications

Provide details of your current study.

First name: Last name:

Home university: Country:

Degree program (eg. Bachelor of Arts):

Major/main subject area:

Year level: Cumulative GPA/% grade:

Units (courses) currently being taken at your home institution if not listed on your academic transcript:

Unit code	Unit title	Credits

4. Study plan – proposed units (courses) you wish to study at Monash

You must read Steps 3 and 4 on page two of this application prior to completing this section. Please select a minimum of 6–8 units to be assessed.

Monash unit code	Monash unit title	Monash campus	Monash faculty, eg. Arts, Law etc.	Monash semester (1 or 2)	Monash credit points	Monash office use only		
						Approval Yes/No	Staff initials	If no, reason/ possible alternative units
Commencing semester at Monash								

5. English language proficiency

Please tick the box that best describes you:

- English is my first language
- English is the language of instruction at my home secondary school or university
- I have completed an English language proficiency test:
- IELTS or TOEFL (must enclose copy of results) Date completed:

6. Student declaration

I declare that the information provided on this form and in connection with my application is correct and complete. I understand that any misrepresentation or omission may result in Monash University cancelling my enrolment.

I authorise Monash University to obtain official student records and information from any relevant educational institution in order to make an informed decision about my eligibility and suitability to participate in the study abroad or exchange program, and matters that concern my enrolment.

I grant Monash University permission to contact my nominated emergency contact and my home university in the event of an incident likely to negatively affect my safety, security, welfare or ability to complete the study abroad or exchange program.

I grant Monash University permission to communicate to my home university the outcomes and results of my participation in the study abroad or exchange program.

Applicant's signature: _____ **Date:** ____ / ____ / ____

Privacy statement: The information on this form is primarily used to assess your application to participate in a Monash University Study Abroad or exchange program. It is also used and may be disclosed as described in the student privacy collection statement found at <http://privacy.monash.edu.au/guidelines/collection-personal-information.html> If you do not respond to all the questions on this form, it may not be possible to process your application. To seek access to your personal information or for more information about the handling of your personal information, contact the University Privacy Officer by email on privacyofficer@monash.edu

7. Home university endorsement (to be completed by study abroad/exchange coordinator)

I approve the applicant's study plan, and assess the applicant as adequately prepared to participate in the Study Abroad or exchange program, and have communicated to Monash University any relevant information about a student's suitability to participate in this program.

Coordinator's name: Position:

Email:

Signature: Date:

Checklist

Your application will not be considered unless the following documentation is provided:

- Completed application form (all questions)
- One official academic transcript for each university attended (with certified English translation). Must be certified by your home institution if sent by email.
- In the case of non-native speakers of English, evidence of English language proficiency (IELTS/TOEFL) must be submitted and signed by your home university or agent.
- Copy of Passport.
Australian applicants – copy of your personal information page.

Monash Malaysia applicants only:

- Complete photocopy of passport – one full and clear copy of all pages of your passport/s, including front, back and blank pages in colour. Each passport page on a separate A4/A5 sheet with no enlargement or reduction
- 3 passport photos taken on a blue background
- No Objection Certificate (Sub-Saharan passport holders only)

HOW TO LODGE YOUR MONASH ABROAD APPLICATION

- Keep the front section of the form for your own reference.
- Your application can be sent by email attachment providing your academic transcript and, if applicable, your English test has been sighted and signed by your home institution. If you do not have an official agent or institution contact to certify your original documents you will be required to send all originals by post.
- Monash Malaysia applicants will need to send passport copies and photos by post to the Monash Malaysia campus address listed below.

CLOSING DATES

For Monash semester 1
(February to June) – 1 October

For Monash semester 2 (July to November) – 1 March
You can apply for one or two semesters.

MONASH ABROAD

Level 1, 21 Chancellors Walk
Campus Centre, Clayton campus
Monash University, VIC 3800
Australia

Email: **monash.abroad@monash.edu**
monash.edu/study-abroad

MONASH UNIVERSITY MALAYSIA

Jalan Lagoon Selatan
47500 Bandar Sunway
Selangor Darul Ehsan
Malaysia

Phone: +603 5515 9644
Email: **monashabroad.malaysia@monash.edu**

FEES

Exchange students are exempt from paying tuition fees while studying at Monash but must pay tuition at their home university.

If you are a Study Abroad student you are required to pay tuition fees to Monash University.

Study Abroad students who apply directly to Monash must pay a tuition fee deposit when you accept your offer of a Study Abroad place at Monash.

Your student visa or student pass application cannot be processed without tuition fee payment. For fee amounts, please go to;

- Australia: monash.edu/international/studyabroad/fees/studyabroad.html
- Malaysia: monash.edu.my/study/study-abroad-exchange/inbound/financial

ACCOMMODATION

University accommodation is available at most Monash campuses (except Parkville and Caulfield in Australia).

Australia: Monash University Australia has on-campus accommodation at all campuses except Parkville and Caulfield in Melbourne. Every effort is made to place those students who apply for on-campus accommodation at their choice of location, however it is competitive and we cannot guarantee exchange students will be offered housing. If you are studying at Caulfield you can stay on-campus at Clayton and catch the free Monash shuttle bus between the two campuses. The bus takes approximately 20 minutes. You can find out more information on the following website mrs.monash.edu

Do not apply directly to MRS at this stage. The Monash Abroad Office will send you instructions on how to apply online at the time they send your application acknowledgment email.

Malaysia: It is recommended that you live in the on-campus accommodation. This will be organised for you prior to your arrival and information regarding your accommodation will be sent to you upon being approved for the program: monash.edu.my/student-life/accommodation

Off-campus accommodation in Melbourne

Should you choose to live off-campus, it will be your responsibility to find suitable housing but some assistance is available from Monash Residential Services: mrs.monash.edu.au/off-campus

Allow plenty of time to find off-campus accommodation prior to your studies as this cannot be done within one or two weeks.

INSURANCE

All exchange and Study Abroad students coming to Monash must have health insurance as required by the respective governments. For more information on each country's health insurance requirements, please see the following links and information. Health insurance is organised by Monash, so please do not apply online.

Australia: Organised by Monash Abroad. monash.edu/study/study-abroad/inbound/financial-information/insurance

Malaysia: Organised by Monash Abroad as part of your Student Pass applications. monash.edu.my/study/study-abroad-exchange/inbound/financial/student-pass-visas

Monash strongly recommends that all exchange and Study Abroad students take out comprehensive travel insurance in addition to the health insurance, to cover baggage; emergency travel; and medical costs not covered by the government required policy.

VISA

Exchange and Study Abroad students must hold a relevant student visa or student pass. For information on each country's requirements, please refer to the links below:

Australia: monash.edu/international/studyabroad/visas/student.html

Malaysia: Monash Malaysia will apply for a Student Pass for you, using the copy of your passport that you include with this application.

Upon approval of your Student Pass application which can take up to 8 weeks, a visa approval letter will be couriered to your mailing address provided in this application form.

Depending on your nationality, some international students coming to Malaysia are required to apply for an entry visa at the nearest Malaysian Embassy when they receive their visa approval letter.

You will be advised of this when your visa approval letter is sent to you.

Within seven working days of arriving in Malaysia, you will have to undergo a medical screening and hand in your passport to the University to obtain a Student Pass endorsement. The endorsement process takes between 6–8 weeks, during which time you cannot travel outside of Peninsula Malaysia.

monash.edu.my/study/study-abroad-exchange/inbound/financial/student-pass-visas

TRAVEL

Please refer to the key date web links on the front of this application to be advised of when you must arrive at your host campus. You are strongly advised not to make any non-refundable payments for your travel until you have accepted your offer of a place at Monash and obtained a student visa. Monash Abroad Orientation is compulsory, so flights should be booked to arrive in time to attend.

CONTACT DETAILS

Australia

Monash Abroad
Level 1, 21 Chancellors Walk
Clayton campus
Monash University, VIC 3800
Australia

Tel: + 61 3 9905 1551

Fax: + 61 3 9905 8334

Email: monash.abroad@monash.edu

Web: monash.edu/study-abroad

INFORMATION ONLINE

About Monash University

Monash University monash.edu

Study Abroad monash.edu/study-abroad

Study units monash.edu/pubs/handbooks

Course Finder monash.edu/study/coursefinder

Useful websites

Visit Melbourne visitmelbourne.com

Visit Victoria visitvictoria.com

Visit Malaysia tourism.gov.my

Monash University reserves the right to alter information, procedures, fees and regulations contained in this document. Please check the Monash University website for updates (monash.edu). All information reflects prescriptions, policy and practice in force at time of publication. Published May 2016.