INTERNATIONAL AGENT TRAINING AND RESOURCE MANUAL
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RMIT University offers international students a welcoming educational environment with a rigorous, challenging and enriching academic culture.

With its heart in the city of Melbourne, RMIT is an innovative, global university of technology with an international reputation for excellence in work relevant education, high quality research, and engagement with the needs of industry and community. The University also has a strong reputation for producing some of Australia’s most employable graduates.

RMIT is one of the largest tertiary educational institutions in the country, with more than 72,000 students studying at campuses in Melbourne, in Vietnam, online, by distance education, and at partner institutions throughout the world. A vibrant alumni community now stretches across more than 100 countries.

This International Agent Training and Resources Manual outlines the opportunities and experiences available to students at RMIT. It has been developed to help agents to provide consistent and accurate information to prospective international students.

Providing information, guidance and resources specifically relevant to agents, the manual also explains the processes used within RMIT University in the recruitment of international students. It focuses particularly on the application and correspondence guidelines that need to be followed.

Examples include:

» comprehensive information about programs and services available at RMIT University
» proper completion of RMIT University International Services forms e.g. application, offer acceptance, change of preference, etc.
» submission of correct documentation
» communication procedures and contact details
» other important recruitment and admissions related guidelines and procedures.

It is hoped that this manual will help you and your staff to provide up-to-date and accurate information about RMIT University’s facilities, programs and services to prospective students.

It is also hoped that the manual will help you and your staff to follow the correct international recruitment and admission processes, so that all correspondence with RMIT University flows smoothly and efficiently.

This manual may be downloaded from the agent web site www.international.rmit.edu.au/agent and will be updated from time to time as the need arises.
Australia

Australia is an independent western democracy with a population of more than 22 million. It is one of the world’s most urbanised countries, with about 70 per cent of the population living in Australia’s 10 largest cities. Most of the population is concentrated along the eastern seaboard and the south-eastern corner of the continent. The capital of Australia is Canberra.

Australia’s culturally diverse society includes its indigenous population and settlers from countries all around the world. Since 1945 over six million people from 200 countries have come to Australia as new settlers. Migrants have made a major contribution to shaping modern Australia.

Australia is marked by contrast and variety. Snowfields, rainforests, deserts, bushland and pristine beaches all characterise the unique Australian landscape.

Australia’s nearest neighbour is Papua New Guinea, lying 200 km north of the country. Australia lies 1,920 km west of New Zealand, and 2,000 km to the north of Antarctica.

For more information please visit: www.about-australia.com/facts

Melbourne

Melbourne is the state capital of Victoria and the second largest city of Australia. It is well known for hosting international sporting events such as The Australian Tennis Open and cultural events such as The International Comedy Festival and The Writers Festival. Melbourne is also known for its café and dining culture, featuring a broad range of international cuisine; its safe, clean environment; its affordable cost of living; its extensive public transport system; its pleasant climate and the quality of its housing and education.

The city has nearly four million residents who have come from all over the world, bringing their cultural, religious and racial backgrounds as celebrated in both festivals and day-to-day life.

Splash

Population: Approximately 3.9 million people.

City environment: Sophisticated, multicultural city that is safe and clean with beautiful parks and tree-lined avenues.

Centre for business, arts and culture, education, shopping, industry and manufacturing, transport, tourism and conventions.

Services and facilities: Quality housing, telephone and postal networks, convenient shopping facilities and an extensive public transport system of buses, trains and trams.

Food: A wide variety including Asian, Mediterranean, South American and African. Markets and supermarkets sell a variety of fresh meat, fruit and vegetables as well as rice, breads, spices and other ingredients. Halal and kosher foods are available.

Religious services: Catering for all major religions.

Recreation: Variety of affordable leisure and sporting activities. Beaches in summer, snowfields in winter.

International events and facilities: Australian Tennis Open, the Australian Formula One Grand Prix, Melbourne Cricket Ground (MCG), Melbourne Cup, Crown Entertainment Complex, Melbourne International Festival of the Arts, International Comedy Festival.

Climate: Moderate with four distinct seasons.

Australia fact sheet

Australia’s economy was one of only a handful of advanced economies to grow through the recent global economic turmoil

The World Bank rates Australia as one of the easiest places in the world to do business

Despite Australia’s relatively small population size, its economy is the 14th largest in the world

Australians won 11 Nobel Prizes—most of them in medicine and science—making Australia one of the leading Nobel Prize winning countries in per capita terms

Australia has one of the world’s highest rates of patent applications for innovations in renewable energy and biotechnology

Australia invented the modern standard for WiFi, with the breakthrough IEEE 802.11a for wireless internet

The cervical cancer vaccine was developed by an Australian (Professor Ian Frazer)

Australians discovered the bacterium Helicobacter pylori and its role in causing stomach ulcers (Professor Barry Marshall and Dr. Robin Warren)

Australians also invented or developed:
- Google Maps
- Black box flight recorder
- The bionic ear (Cochlear implant)
- Spray-on-skin
- Penicillin as a medical antibiotic
- Permaculture
- Dual flush toilets
- Racecam TV sports coverage
- Kiwi shoe polish

Australia has one of the highest life expectancy rates in the world

Australia is the largest net exporter of coal. It also has the world’s largest known reserves of zinc, uranium, lead, nickel and silver.
Communications

At post offices you can post letters, make international phone calls and send faxes. A private telephone can be connected quickly and local calls are not metered. Mobile (cell) phones are easily available and networks are extensive. Internet access is convenient and easily available, with free wireless hot spots located throughout the city. Overseas and local language newspapers are also readily available.

Entertainment, events and recreation

Many international events are held in Melbourne and Victoria including comedy, food and wine, fashion, music, film, art and various cultural festivals. Melbourne has consecutively won the title of the ‘World's Sporting Capital’ playing host to the Australian Tennis Open, World Series Cricket, Spring Racing Carnival and Formula One Grand Prix, as well as being the country capital for Australian Rules Football.

Finance

Banking is easy and convenient with international banks such as The Hong Kong Shanghai Bank based in the city centre. Australian banks such as ANZ, Commonwealth Bank, National Australia Bank and Westpac have services located in both the city and suburban centres. The Australian dollar is the unit of currency and 100 cents equals AU$1.

Food

Markets and supermarkets sell a variety of fresh meat, fruit and vegetables as well as rice, breads, spices and other ingredients. Halal and kosher foods are available. Melbourne’s restaurants and cafés offer a wide variety of food from around the world, including Chinese, Italian, Japanese, Korean, Ethiopian, Brazilian, Malaysian, Greek, Indian, Thai, Vietnamese, Lebanese, French and Indonesian.

Transport

Melbourne has an extensive public transport system of buses, trains and trams. All RMIT University campuses have easy access to the transport system. The City campus is close to major bus, rail and tram routes. As Melbourne is a well planned city it is easy to travel around by car. Cars travel on the left side of the road. Drivers can use their home country licences for three months from the date of entry to Australia. An international licence can be used, providing the licence from the country of origin is also valid.

Living costs

The standard of living within Melbourne is one of the highest in the world. The city provides affordable options and in many cases is considerably less expensive than the United States of America (USA) and the United Kingdom (UK).

When students calculate their overseas living and study budget it is important to include the following expenses:

- annual tuition fees
- Overseas Student Health Cover (OSHC)
- accommodation costs
- living expenses including food, gas, electricity, telephone and transport
- textbooks, study excursions and study equipment
- entertainment
- airfares
- emergency expenses.
### Table 1: Typical living costs for a single student

<table>
<thead>
<tr>
<th>Sample of expenses</th>
<th>Apartment/flat/house (Unfurnished, 2 people sharing)</th>
<th>Home stay (Some meals included)</th>
<th>Hostel (Some meals included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment costs AU$</td>
<td>per week</td>
<td>per year</td>
<td>per week</td>
</tr>
<tr>
<td>Placement/arrangement fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation establishment costs (rental bond, furniture, etc)</td>
<td></td>
<td>1958*</td>
<td></td>
</tr>
<tr>
<td>Recurrent costs (AU$):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent for accommodation</td>
<td>170</td>
<td>8 820</td>
<td>252</td>
</tr>
<tr>
<td>Overseas Student Health Cover (OSHC)</td>
<td></td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Telephone, gas, electricity, water</td>
<td>46</td>
<td>2 406</td>
<td>26</td>
</tr>
<tr>
<td>Travel (up to 10 km from city)</td>
<td>36</td>
<td>1 871</td>
<td>36</td>
</tr>
<tr>
<td>Books and stationery</td>
<td>869</td>
<td>4 544</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>67</td>
<td>3 475</td>
<td>36</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>87</td>
<td>4 544</td>
<td>87</td>
</tr>
<tr>
<td>Total estimated costs</td>
<td>AU$406</td>
<td>AU$24 342</td>
<td>AU$437</td>
</tr>
</tbody>
</table>

* These costs are generally paid once when first setting up accommodation. Bond is equivalent to four weeks rent.

Note: Amounts listed in the above table do not include Australian Goods and Services Tax (GST).

Please Note:

- Students cannot depend on income from part-time work to pay expenses. All international students require a work permit to work in Australia and jobs may be difficult to find.
- Some expenses are not included in the above table because actual costs depend on students’ lifestyle and preferences.
- Gas and electricity costs are higher in winter because heating is necessary.
- Most rental agreements are for a minimum of 12 months and are based on a lease agreement signed by the tenant (student) and the owner of the property.

For further information please visit: [www.rmit.edu.au/programs/international/livingcosts](http://www.rmit.edu.au/programs/international/livingcosts)
Established in 1887, RMIT University has grown to become one of Australia’s largest institutions offering quality education in a wide range of disciplines.

RMIT programs are focused on the latest developments in industry and RMIT professors are often practicing professionals in their area of expertise. The University is a friendly, multicultural community consisting of more than 72,000 students and approximately 3,500 academic staff.

RMIT International and Development portfolio

The RMIT International and Development portfolio is responsible for promoting and developing the University’s global business initiatives. This includes international student recruitment, international business development, training, research and project management services.

Did you know?

» RMIT has over 11,000 international onshore students from more than 100 countries. Top student source countries include China, Germany, India, Indonesia, Malaysia, Saudi Arabia, Singapore, South Korea, Thailand and Korea.

» RMIT’s academic programs are recognised worldwide and RMIT is a member of the Australian Technology Network (ATN).

» RMIT maintains active relationships with over 200 partner institutions around the globe—individuals can study at any one of RMIT’s partner institutions as an RMIT student.

» RMIT is the only campus in Victoria that has:
  – SYNFM—radio station 90.7FM
  – RMITV—student operated TV station broadcasts on Channel 31 and used in media studies and other media stream programs
  – I-CUBED Virtual Reality Centre and Room—used in the 3D production of the Holden Monaro and the redesign of the Bourke Street Mall
  – The Frances Burke Textile Centre—a centre that supports Australia’s rich cultural heritage of fashion and textile design.

International Services

RMIT University’s International Services group is responsible for the marketing of RMIT University programs (including English language) and the recruitment of new international students for onshore study in Australia.

The International Services group processes applications (both direct and through agents), collect new students’ tuition fee deposits and provides other administrative support services for full-fee paying international students.

This group is the main contact point for all international agents from various locations around the world. It provides all the required support and assistance in relation to recruitment, admission, and compliance based matters. Through the International Student Service Centre, students are also offered specialised support services to assist with their arrival into Australia and the university enrolment process.

All print and electronic communications that support the unit’s activities are managed in-house. This includes desktop publishing, student publications, advertising and web site design.

International Services also conducts research and market analysis that helps identify new business lines and/or markets.
RMIT has three main campuses spread across Melbourne.

**City campus**
The main university campus is located in the city centre within walking distance of shops, cafés, hotels and cinemas. Business, design, computer science/IT, communications, media and social science programs are based at the City campus.

**Brunswick campus**
This campus is located in an inner-city suburb and concentrates on printing, fashion and textile technology.

**Bundoora campus**
Our second campus is approximately 15 km north-east of the city centre, set in beautiful native parkland. Nursing, education, community services, mechanical and manufacturing engineering, and most life science programs are based at Bundoora.

**Did you know?**
- RMIT also delivers programs in Vietnam, Singapore, Hong Kong, Indonesia and Malaysia.
- RMIT has regional campuses in Hamilton and East Gippsland.
- On Port Phillip Bay, approximately 15 km west of Melbourne, RMIT has a campus at Point Cook airfield, which is used for flight training and other aviation related programs.
TAFE versus higher education

RMIT University is a dual sector institution where students have the opportunity to study either a TAFE or a higher education program (e.g. bachelor degree, master degrees (coursework and research), and/or PhD). The differences between these programs are as follows:

» Certificate, diplomas, advanced diploma programs with TAFE (Technical and Further Education). These programs are primarily vocational related programs.

» Undergraduate degrees. Many programs are completed in three years. Some offer an extra cooperative work placement year. Double degrees (two degrees) and dual awards (a degree/diploma) are also available.

» Postgraduate diploma, master and doctorates. For students who have successfully completed relevant undergraduate studies and/or work experience and will undertake further studies and research within their selected study areas.

In order to illustrate the differences and progression across the various study levels please refer to Table 2 and Diagram 1.

Table 2: Differences between TAFE and higher education

<table>
<thead>
<tr>
<th>TAFE</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards/qualifications</td>
<td>» Certificate IV</td>
</tr>
<tr>
<td></td>
<td>» Diploma</td>
</tr>
<tr>
<td></td>
<td>» Advanced diploma</td>
</tr>
<tr>
<td></td>
<td>» Degree</td>
</tr>
<tr>
<td></td>
<td>» Double degrees</td>
</tr>
<tr>
<td></td>
<td>» Associate degrees</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months – 2 years</td>
</tr>
<tr>
<td>Study mode</td>
<td>» Hands on learning</td>
</tr>
<tr>
<td></td>
<td>» Classroom structure</td>
</tr>
<tr>
<td></td>
<td>» Directed learning</td>
</tr>
<tr>
<td></td>
<td>» Self study</td>
</tr>
<tr>
<td></td>
<td>» Theoretical based</td>
</tr>
<tr>
<td></td>
<td>» Lectures</td>
</tr>
<tr>
<td></td>
<td>» Tutorials</td>
</tr>
<tr>
<td></td>
<td>» Labs and practicals</td>
</tr>
<tr>
<td></td>
<td>» Self study</td>
</tr>
<tr>
<td>Class sizes</td>
<td>15 – 40 students</td>
</tr>
<tr>
<td></td>
<td>Average 150 students in lectures; approximately 20 in tutorials, labs and practicals</td>
</tr>
<tr>
<td>Exemptions/pathways</td>
<td>Possible in some programs at the completion of diploma into advanced diploma</td>
</tr>
<tr>
<td></td>
<td>Possible in some programs at the completion of TAFE programs (number of credits varies)</td>
</tr>
</tbody>
</table>

» Students who may not achieve the required scores to qualify for bachelor degree programs should look at TAFE options.

» RMIT TAFE programs offer attractive pathways where credit exemptions are given into RMIT bachelor programs.

» For TAFE pathways into RMIT bachelor programs refer to Diagram 1.

RMIT University pathways to careers

Diagram 1: RMIT University pathways to careers

- Pre-University
  - VCE* Year 11
  - VCE* Year 12
  - Foundation studies

- Technical education
  - Certificate
  - Diploma
  - Advanced diploma

- University
  - Associate degree
  - Bachelor degree
  - Postgraduate coursework
  - Graduate diploma
  - Graduate certificate
  - Postgraduate research
  - PhD

* Victorian Certificate of Education

Did you know?

- Up to date programs and fees information is available at www.international.rmit.edu.au/info/programfees.asp
- Many RMIT programs have professional affiliations with key industry bodies.
- RMIT has specific brochures for international students that cover all programs in detail (including courses (subjects), program structure, career outcomes and professional affiliations). Please see www.rmit.edu.au/programs/international/brochures for program brochures.
RMIT University has three academic colleges: Science, Engineering and Health (SEH), Design and Social Context (DSC) and Business. Colleges are often known as faculties in other universities. Twenty-five schools operate under the three colleges, providing over 470 programs in total.

**College of Business**
- Accounting
- Business IT and Logistics
- Business TAFE School
- Economics, Finance and Marketing
- Graduate School of Business and Law
- Management

**College of Design and Social Context**
- Architecture and Design
- Art
- Design (TAFE)
- Education
- Fashion and Textiles
- Global Studies, Social Science and Planning
- Media and Communication
- Property, Construction and Project Management

**College of Science, Engineering and Health**
- Aerospace, Mechanical and Manufacturing Engineering
- Applied Sciences
- Civil, Environmental and Chemical Engineering
- Computer Science and Information Technology
- Electrical and Computer Engineering
- Engineering (TAFE)
- Health Sciences
- Life and Physical Sciences
- Mathematical and Geospatial Sciences
- Medical Sciences
College of Business

About the College of Business

RMIT University has established a reputation for excellence in business and management education, providing high quality, industry responsive programs relevant to the national and global marketplace. Comprising six teaching schools and over 400 staff, the RMIT College of Business is one of the largest business teaching facilities in Australia. With programs offered in Vietnam and significant teaching partnerships in China, Hong Kong, Malaysia and Singapore, the College of Business attracts approximately 23,000 students in the Asia-Pacific region.

Offering a wide range of award programs, executive education and training that can be tailored for the workplace, the College consistently provides up-to-date programs relevant to both students and the future needs of employers. Alongside established programs covering international management education, financial markets, and international accounting and law, specialist programs such as entrepreneurship and logistics are offered. This breadth of programs is possible through collaborative and cooperative teaching and research, and many Business students may find that they will be studying alongside peers from a variety of business disciplines throughout their time at RMIT.

Industry connections

RMIT College of Business has a proud history of providing programs that meet the evolving needs of students and industry. All of our programs incorporate Work Integrated Learning (WIL) which means that our students are work-ready by the time they graduate.

This embedded industry perspective places them ahead of their competitors in the job market, and provides an invaluable opportunity to start developing social and professional networks during their RMIT studies.

Our teaching staff deliver programs responsive to the latest industry requirements and are actively engaged in research and consultation to business and government.

We also connect with the local Victorian community, businesses, research centres, governments and secondary schools in Australia to run projects, provide services, host conferences and provide networking opportunities for business leaders and alumni.

Global experience

The College of Business has links with overseas partner organisations including other leading universities, business schools and companies. With campuses in Vietnam and significant teaching partnerships in China, Hong Kong, Malaysia, and Singapore, the College has a strong presence in the Asia-Pacific region. In addition, students can study an RMIT Business Program through Open Universities Australia, or at our various locations in Melbourne.

After many years of offshore activity RMIT is highly experienced in international education. We undertake joint research with partners in Singapore, Malaysia, Indonesia, China, Japan, Hong Kong, Vietnam, the US, Canada and Europe.

Staff and students have the opportunity to develop discipline knowledge and gain cultural and professional insights through an extensive range of international exchanges, study abroad choices, project work and work experience.

Staff and students are able to extend their professional networks worldwide and, through the RMIT alumni network, continue their social networks and lifelong relationship with the University beyond graduation.

RMIT University’s College of Business:

» Delivers a wide range of innovative and entrepreneurial programs
» Offers a virtual advertising agency
» Features a Financial Markets Trading Simulator
» Plays a key role in the Melbourne business community
» Offers programs with international perspectives, preparing students to be proactive and creative in responding to the challenges of global processes
» Tailors programs to specialised industry and professional needs
» Draws on more than 65 years of excellence in the delivery of business education
» Enjoys close relationships with industry and key professional associations.

List of TAFE/higher education study areas under the College of Business

For more information visit: www.rmit.edu.au/bus

<table>
<thead>
<tr>
<th>TAFE programs</th>
<th>Bachelor/master degree programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Accountancy</td>
</tr>
<tr>
<td>Advertising</td>
<td>Management</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Business Information Systems</td>
</tr>
<tr>
<td>Business</td>
<td>Economics and Finance</td>
</tr>
<tr>
<td>Information</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>International Trade</td>
<td>International Business</td>
</tr>
<tr>
<td>Marketing</td>
<td>Marketing</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Logistics and Supply Chain Management</td>
</tr>
</tbody>
</table>

Did you know?

TAFE

» Strong articulation/credit transfer for students completing RMIT business TAFE programs and moving into RMIT business degrees.
» Industry opportunity/exposure: Business Services Training Package and strong industry focused programs.

Higher education

» RMIT Business offers a Financial Market Trading Simulator for students undertaking study in the area of finance with trade/stock updates from the Australian Stock Exchange.
» RMIT offers student exchanges and Study Tours in Singapore, Malaysia, Indonesia, China, Japan, Hong Kong, Vietnam, USA, Canada and Europe.
» Industry opportunity/exposure: RMIT students have gained work experience with companies such as Ford, Telstra, Linfox, Toll Holdings, BP, PricewaterhouseCoopers, National Australia Bank, Treasury Corporation of Victoria, Ernst and Young, City of Melbourne, SBC Warburg and Hewlett Packard.
College of Design and Social Context

About the College of Design and Social Context
The College’s eight schools encompass RMIT’s art, communication, design, education, humanities, property and social science discipline areas. Schools are located across three Melbourne campuses.

The College has over 21,000 local and international students and a team of over 1,000 dedicated academics and teachers. The individual development of students is central to the philosophy of the college and we are committed to fostering an environment that transforms and advances knowledge and professional practice.

Our programs range from certificate through to PhD levels. Programs work in a well-established educational tradition dedicated to student creativity and learning and engage in new forms of intellectual and cultural activity. Studies are designed specifically to meet the personal, professional and vocational needs of the student with a focus on academic excellence and employment outcomes.

Our strong research community attracts funding from a range of government and industry sources, with over four hundred students enrolled in higher degrees by research.

Three main areas of study:
- art, design and communication—each field utilises traditional skills with new technology
- environment and planning—focuses on the creative, critical and responsible development and understanding of our environment
- social science and education—students apply the theory of academic studies to the workplace and increase their knowledge of issues in their areas of study.

Many programs can articulate from TAFE to higher education, creating attractive pathways.

The college has a strong commitment to creativity and the individual development of students.

Did you know?

TAFE
- Pathways for students from non-design backgrounds wishing to pursue education in design areas.
- Nationally accredited qualifications and strong emphasis on practical experience especially in social science and education programs.
- Industry opportunity/exposure: professional recognition by vocational training and industry boards. NAATI accredited and current practitioners used in practical training.

Higher education
- Collaborative, creative and industry approaches to design. Students participate in group orientated projects and industry placements.
List of TAFE/higher education study areas under the College of Design and Social Context
For more information visit: www.rmit.edu.au/dsc

<table>
<thead>
<tr>
<th>TAFE programs</th>
<th>Bachelor/master degree programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied language</td>
<td>Advertising</td>
</tr>
<tr>
<td>Audio visual technology</td>
<td>Animation and interactive media</td>
</tr>
<tr>
<td>Building design (architectural)</td>
<td>Architecture</td>
</tr>
<tr>
<td>Design</td>
<td>Communication</td>
</tr>
<tr>
<td>Fashion and textile merchandising</td>
<td>Construction management</td>
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College of Science, Engineering and Health

About the College of Science, Engineering and Health
The College of Science Engineering and Health (SEH) incorporates the fields of sciences, engineering, IT and health and medical sciences.

Comprising ten academic schools (eight Higher Education schools and two TAFE schools), the College delivers a broad range of programs at apprenticeship, certificate, bachelor, masters and PhD levels. Many programs articulate between TAFE and Higher Education, creating pathways for further study.

Employing close to 1000 staff, the College provides onshore and offshore programs to approximately 20000 students. There is a vibrant research community attracting funding from a range of government and industry sources. In 2007, research income was approximately AU$19.5 million and SEH offered 82 research scholarships.

In collaboration with a wide range of partners, the College uses advanced technologies through education, research and projects to focus on providing practical solutions to real-life problems, as well as developing and applying new ways of thinking about the environment, sustainability, health and wellbeing.

The College is committed to quality education and ensures students have access to the latest technology and methods of teaching.

Strong ties within the industry ensures that program content remains relevant to the broader community and provides students with opportunities for workplace training, clinical practice and participation in joint research projects. Industry links and engagement with professional associations ensure the relevance of projects and strengthen future employment opportunities for graduates.

Staff within the College are committed to developing innovative teaching and work to ensure that programs have clear vocational outcomes and provide students with intellectually challenging, stimulating and enjoyable learning experiences.

The College’s goal is to produce graduates who are innovative, critical thinkers and have the potential to become leaders in their respective fields, nationally and internationally.

» Most programs are located at the Bundoora or City campus.

» Life science programs utilise the AU$32 million Bioscience Building.

» Strong culture of producing employable graduates with industry focused learning.

» Programs focus on ‘a skilled hand and a cultivated mind’.

Did you know?
TAFE
» Pathways into bachelor programs.
» Strong practical focus.
» Industry opportunity/exposure: Strong professional recognition with industry bodies.

Higher education
» Designed sport enhanced bicycles used by the Australian Olympic Cycling Team.

» Strong governmental links and sponsorships in various development activities, e.g. CSIRO and nanotechnology.

» Industry opportunity/exposure: Porsche, Bosch, Germany and clinical placements.
### List of TAFE/higher education study areas under the College of Science, Engineering and Health

For more information visit: [www.rmit.edu.au/seh](http://www.rmit.edu.au/seh)

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RMIT International College

RMIT International College (RMIT College) has been established to provide international students with the support and care needed to help them gain the most from their university education before graduating to a career in their chosen profession.

RMIT College foundation studies, diploma programs and associate degrees are designed to provide international students with the education they require to enter and succeed in bachelor degree programs.

The College provides its students with a happy and successful introduction to their studies along guaranteed pathways to a wide range of specialised, high-quality degree programs offered at RMIT University such as the following:

**Foundation Studies**
- Art, Design and Architecture
- Business
- Media and Communication
- Property and Construction Management
- Science, Engineering and Technology

**Diploma of Commerce**
- Associate Degree in Business
- Associate Degree in Design (Furniture)
- Associate Degree in Engineering Technology (Civil)
- Associate Degree in Engineering Technology (Mechanical)
- Associate Degree in Engineering Technology (Electrical/Electronics)
- Associate Degree in Engineering Technology (Network Engineering)
- Associate Degree in Information Technology (System Administration)

For further information please visit: www.rmit.edu.au/internationalcollege

Education Abroad Office

The Education Abroad Office is responsible for:
- Coordinating opportunities for international students to come to RMIT for one or two semesters as a Study Abroad or exchange student
- Coordinating student mobility opportunities for RMIT students to study in another country either on a one or two semester exchange or on a short term program such as a study tour
- Producing student mobility guidelines and processes relating to exchanges, Study Abroad, study tours, fieldwork, internships or placements
- Establishing exchange agreements with overseas institutions
- Communicating with partner institutions worldwide in relation to exchange applications and agreements.

For further information relating to the Education Abroad Office please visit: www.rmit.edu.au/globalpassport/educationabroad

The Study Abroad brochure can be downloaded from the RMIT agent web site under ‘marketing materials’.

To send a Study Abroad application please see page 37.

RMIT English Worldwide (REW)

**About REW**
- Runs a nationally accredited ELICOS program for entry to TAFE and higher education.
- Successful completion of REW ELICOS programs gives students direct entry to RMIT University, with the exception of a few programs that require an IELTS score of 7.

Note: Students entering REW are assessed prior to placement in a class.

Agents may be able to assess students using the REW Quick Placement Test (QPT). To obtain a copy of the test, please contact our External Relations Coordinator via email: clientrelations@rmit.edu.au

For more information visit: www.rmitenglishworldwide.com/index.asp

**REW programs**

**English for Academic Purposes (EAP)**

RMIT English Worldwide specialises in high quality English language courses that prepare students for tertiary studies in English speaking universities.

**Direct entry to RMIT University**

Students who successfully complete REW English for Academic Purposes Upper Intermediate and Advanced Plus levels do not need to sit for an IELTS or TOEFL test before they enter VET and higher education courses at RMIT University.

**IELTS Preparation Courses**

If students need to sit for an IELTS, they should consider the REW IELTS Preparation Course. Whether they are looking to enter university or are applying for permanent residency, REW can assist students in achieving their goal.

**REW Quick Placement Test (QPT)**

The REW Quick Placement Test (QPT) is available to measure an applicant’s English language level if there is no English proficiency score such as IELTS or TOEFL available. This will determine the number of weeks of ELICOS a student will require in order to satisfy the English entry requirement of a program.

Note: The instructions and a copy of the test have been added to this manual for your reference and use—refer page 86.

For the most recent Quick Placement Test please email: clientrelations@rmit.edu.au.
Excellence in research
RMIT offers world class research and development that provides social, economic and cultural benefits for Victorian, national and international communities, and enhances student learning and postgraduate training. RMIT research snapshot includes:
» Receiving AU$1.4 million for medical research
» New mobile technology, the Swarm, that allows a caller, without talking to you, to know where and what you are doing through the icons displayed on the phone screen
» Working with industry to cut greenhouse gas emissions
» Research on health related problems such as obesity in teens.

Bioscience building
The RMIT Bioscience building, located on the Bundoora campus, houses a high-tech lab for teaching and research in biotechnology and medical sciences. It includes aquariums, aquaculture facilities, glasshouses and an animal house along with numerous laboratories. The building is home to programs including environmental biology, biotechnology, clinical neurophysiology, haematology, pharmacology and immunology.

Cadaver laboratory
RMIT offers opportunities and laboratories for students in the life science programs to participate in laboratory work on cadavers, e.g. anatomy courses.

Design Works
RMIT Design Consultancy, The Works, offers a complete design service to external clients and RMIT University. The designers at The Works are RMIT honours students. Services include:
» projects in corporate and visual identity programs
» publications
» signage and way-finding systems
» design solutions for electronic applications.

I-Cubed Virtual Reality Centre
The I-Cubed Virtual Reality Centre provides the tools and expertise to work with researchers and industry on strategies for transforming data and information using visualisation and sound. The Virtual Room is a state-of-the-art display environment. The technology lets you see around, above, below, and through digital objects and moving images as you explore the display.

SYNFM 90.7FM
SYNFM is a community radio station with the purpose of serving the youth of Melbourne. The station provides training, access and education for students that are interested in radio and media. Listen on 90.7FM.

RMITV
RMITV is a student-run television station for all RMIT University students. It is a department of the Student Union and a member of the Melbourne Community Television Consortium that broadcasts on UHF Channel 31. Alumni of RMITV include Rove Mc Manus, Merrick and Rosso, and Hamish and Andy.

Financial Markets Trading Simulator
Located in the Business building, this simulator allows students undertaking courses in finance to experience what working in the financial market/industry would be like. Computers contain live feeds from the Australian Stock Exchange and allow students to trade stocks with other students in scenario based projects.
RMIT galleries

RMIT offers students with a desire to experience the art scene numerous vibrant contemporary art spaces, such as First Site (located in the basement of Storey Hall, Swanston Street), PITspace Gallery and Right Angle Space in Bundoora.

RMIT Storey Hall

Storey Hall, located on Swanston Street Melbourne, is both an RMIT and a Melbourne icon, known for its eccentric architecture and state-of-the-art facilities. Storey Hall has won major architecture awards for its innovative design and is often a stop-over for curious tourists.

RMIT Entrepreneurship Centre and RMIT Business Plan Competition

The RMIT Entrepreneurship Centre fosters innovative new ideas for both commercial and non-profit ventures. The Centre also helps organise RMIT’s annual Business Plan Competition for students wanting to start up their own business. Prizes up to the value of AU$60,000 are awarded.

Women in Engineering

Women in Engineering (WIE) encourages women to interact confidently in what has been, and still is, a male-dominated area. The unit exists as a support centre for female students in any year of an engineering course at RMIT, as well as developing scholarships for female students wanting to study engineering programs.

RMIT Health Clinics

Under expert practitioner supervision, senior RMIT students offer clinics in Chinese medicine, chiropractic, myotherapy, and osteopathy. Most services are available without referrals, but appointments are necessary. The clinics allow students to gain experience in treating the public while studying their chosen programs.

End of year design exhibitions

At the end of each year, design students are able to showcase their work in exhibitions that are held on the university campus or nearby corporate buildings. Staff from all over the university are invited, as are industry, family and friends. Exhibitions are well profiled in Melbourne’s media, including The Age and Herald Sun.
Accommodation service

Housing is often the major concern for many international students. There is a huge range of options available around Melbourne and the housing unit can assist to find one that suits the student's needs. RMIT Housing Service provides information, advice and assistance in finding off-campus accommodation.

www.rmit.edu.au/housing

Housing options

Homestay, private, full-board
If this is the student's first experience of living away from home, they may find the transition to tertiary life much easier if they don't have to adjust to independent living when they first arrive. Full-board is usually provided in a suburban household and a fully furnished room, 2–3 meals per day and all household bills, except for telephone calls, are included in the overall cost.

Private hostel accommodation
This type of accommodation is a popular option for rural, interstate and international students. A small furnished bedroom is provided with access to shared bathrooms, living and recreational areas. Some hostels provide meals while others provide share kitchen facilities for self-catering.

Self-contained student apartment complexes
While allowing students to live independently, these large complexes also provide student facilities and services resulting in a secure and supportive residential environment. Most complexes have a management team and 24 hour on-site security.

Share-house accommodation
Moving into an established household that has a vacant bedroom is often an easier and less costly option than leasing a vacant house or flat. Students will pay rent for their own bedroom and share the bathroom, kitchen and living areas with the other people living in the household.

Private rental properties
Renting an apartment or house through a real estate agent or private landlord offers students privacy and independence. Most rental properties are unfurnished, so initial setting up costs would have to include furniture and appliances.

Airport reception and temporary accommodation

RMIT University International Services can arrange airport reception and temporary accommodation when students arrive back in Melbourne and before their first year commences. When accepting offers, students must return the Arrival Services Form and International Services will organise to have them met at the airport and taken to temporary accommodation, or permanent accommodation if needed. For information online visit: www.rmit.edu.au/international/arrivalservices
RMIT welcomes international students and understands the difficulties they often face when studying away from home. There are many resources available specifically for international students such as:

» International Student Information and Support (ISIS). ISIS provides information, support and assistance to international students. Assistance includes providing information, support and advisory services and assisting with transition.

» International student email network.

» Fee and payment options.

» The RMIT Association of International Students (RAIS). RAIS is a student association that represents over 8000 international students at RMIT. One of the most important functions of RAIS is to act as an advocate for international students. Representatives sit on many external committees and work to ensure the student voice is heard. RAIS also organises World Week and the Annual International Ball.

» International student scholarships.

» RMIT International Student Information Centre. Admissions staff can assist with changing programs, program availability and visa queries.

» International student advisors. Most portfolios and schools have an international student advisor who can talk to students about any issues they are facing and provide them with the necessary assistance.

Support services

There are many study and living support services available for all students, including:

» Computer centres

» Career development and employment

» Counseling services

» Disability Liaison Unit

» Financial support service

» Health Promotion Unit

» Spiritual centre with multi faith prayer rooms

» Study and Learning Centre—academic skills assistance and concurrent English language support

» Legal service

» The Hub student service centre

» Wireless internet.

Sport and recreation

The RMIT Sport and Recreation Department aims to provide students with opportunities to become involved in sport and recreational activities. These range from playing social sport while on campus, enrolling into a health and wellbeing course, being part of a tour to central Australia or representing RMIT at a state, national or international level.

Included under the umbrella of RMIT Union Sport and Recreation are:

» Bundoora Netball and Sports Centre (BNASC)

» Clubs and collectives

» Fitness centres

» Information and hire centre

» Recreation

» Student Leadership Program (SLP).
RMIT agents offer a bridge to RMIT University for aspiring students across the world.

An RMIT agent is responsible for:

- Representing and promoting the education, training and services provided by RMIT
- Recruiting students suitable for undertaking RMIT programs and providing complete and accurate application information
- Facilitating the admission and visa application processes
- Understanding and complying with the Education Services for Overseas Students (ESOS) Act and National Code www.aei.gov.au/AEI/ESOS

RMIT University International Services works closely with agents to support them in providing excellent recruitment services.

This section of the manual contains a comprehensive guide on all procedures that international agents require.

Remember that RMIT University processes thousands of applications a year—all of them are important and we treat them all equally.

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### Agent dos and don’ts

**Do:**

- Check the RMIT International program guides for program availability, academic and extra requirements before submitting an application. www.rmit.edu.au/programs/international/brochures
- Submit application for admission using Apply International where possible (always tick ‘English as a pathway’, if a student is studying an ELICOS program with us). Remember to apply as early as possible.
- Complete ALL forms (current versions) correctly and clearly. Please ensure that student details (name, date of birth, educational background) and program information etc. is accurate. Please refer to our guides and checklists if unsure.
- Upload all available required documents and folios to Apply International (no more than 10mb in size) or attach to hard copy application.
- Ensure all documents submitted are in PDF format, complete and legible. Documents should be consolidated into one PDF (where possible).
- Attach Quick Placement Test results to the application form.
- Make sure all submitted documents are certified. As an RMIT agent you must view original documents and stamp, sign, name and date copies being uploaded or sent with an application.
- Clearly mark the application form if the student requires a package offer.
- If applying online, you will receive via email an instant acknowledgement that the application has been submitted and be able to view the application status.
- Check the Apply International system for the status of applications before asking for assistance.
- Contact RMIT University via the relevant email address (as on the contact sheet) for your query.
- Approach your Country Manager (via email, phone, MSN or Skype) if you need help with a problem.

**Don’t:**

- Do not submit both hardcopy and online applications.
- Do not use all uppercase letters if applying through Apply International.
- Do not upload documents more than 10mb in size. Anything larger than 10mb will not be accepted.
- Do not include ungraded Quick Placement Tests with an application for admission. Please forward tests to placement.test@rmit.edu.au
- Do not submit incomplete applications to be processed.
- Do not use out of date versions of forms—download the latest form from the agent web site. Outdated versions of forms will not be accepted.
Application for TAFE, undergraduate, postgraduate research and packaged programs

The following steps indicate the process of all onshore International applications:

Online applications

Step 1: Check the RMIT International program guides for program availability, academic and extra requirements before submitting an application.

www.rmit.edu.au/programs/international/brochures

Step 2: Complete an application online via Apply International (https://apply.rmit.edu.au/international/AgentLogin.aspx). Remember to tick ‘English as a pathway’.

You will receive via email an instant acknowledgement that the application has been submitted and be able to view the application status. This is not an acknowledgement that the application is complete or processed, or under consideration of any sort.

Note: When applying online, you must use the correct case format throughout the application:
Correct: John Smith; Incorrect: JOHN SMITH/john smith. You must apply using the same name/s as will be identified in the applicant’s passport.

Note: Complete the online Application Form clearly and accurately. Incomplete applications cannot be processed.

Step 3: Within five working days of the application being available on Apply International, you should be able to view the application outcome letter indicating:

- A request for additional information
  
  Note: You must email the requested information to the respective College’s admissions team as follows:
  BUSint@rmit.edu.au (Business)
  DSCint@rmit.edu.au (Design and Social Context)
  SETint@rmit.edu.au (Science Engineering and Health).

- A conditional offer
  
  Note: It is still possible and encouraged that students accept a conditional offer to reserve their place in the program.

- A firm offer

- An unsuccessful application
  
  Note: Unsuccessful students will be automatically (where possible) considered for a pathway program which will lead to the highest available preference.

Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 4: If the outcome is a conditional or firm offer, an Offer Acceptance Form (www.international.rmit.edu.au/agent/forms) should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.

Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

Step 5: Once the offer acceptance and payment for the conditional or firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.

Note: When the applicant meets the conditions and provides evidence of the same, a firm offer/acceptance letter will be generated.

Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.
Paper based applications

Step 1: Check the RMIT International program guides for program availability, academic and extra requirements before submitting an application.  
www.rmit.edu.au/programs/international/brochures

Step 2: Complete all sections of the Application Form (www.international.rmit.edu.au/agent/forms) and email to ISApplications@rmit.edu.au  
Note: Complete the Application Form clearly and accurately. Incomplete applications cannot not be processed.

Step 3: You will receive via email acknowledgement that the application has been received within two working days. This is not an acknowledgement that the application is complete or processed, or under consideration of any sort.

Step 4: Within three working days after you receive the application acknowledgement, you should be able to view the application on Apply International.

Step 5: Within five working days of the application being available on Apply International, you should be able to view the application outcome letter indicating:  
» A request for additional information  
Note: You must email the requested information to the respective College's admissions team as follows:  
BUSInt@rmit.edu.au (Business)  
DSCInt@rmit.edu.au (Design and Social Context)  
SETInt@rmit.edu.au (Science Engineering and Health).  
» A conditional offer  
Note: It is still possible and encouraged that students accept a conditional offer to reserve their place in the program.  
» A firm offer  
» An unsuccessful application  
Note: Unsuccessful students will be automatically (where possible) considered for a pathway program which will lead to the highest available preference.  
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 6: If you receive a firm offer letter, an Offer Acceptance Form (www.international.rmit.edu.au/agent/forms), should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.  
Note: If you are paying by bank draft, please forward to:  
RMIT University  
International Services  
GPO Box 2476  
Melbourne VIC 3001  
Australia

Step 7: Once the offer acceptance and payment for the conditional or firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.  
Note: When the applicant meets the conditions and provides evidence of the same, a firm offer/acceptance letter will be generated.  
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Other information

Applications requesting credit exemptions, or with folios attached, require a longer processing time.  
Students are required to submit proof of English proficiency by way of an IELTS, TOEFL, RMIT English program or a placement test result. If they do not meet the English language skills requirement, RMIT University will automatically add English study as part of the offer.  
An example of how to complete the Application Form is provided.
# RMIT AGENT APPLICATION PROCEDURES AND GUIDELINES

## Application Form
for admission as an international student

All fields must be completed for the application to be processed.

### Section 1  Personal information

- **Title (Mr, Ms, Mrs):**
- **Given names:**
- **Family name:**
- **Date of birth:**
- **Gender:**
- **Number & street name:**
- **City/Suburb:**
- **State/province:**
- **Postal code:**
- **State/province:**
- **Country:**
- **Mailing address (if different from above):**
- **Number & street name:**
- **City/Suburb:**
- **State/province:**
- **Postal code:**
- **Mobile:**
- **Email:**
- **Are you applying through an RMIT representative?**
- **Representative’s name:**
- **Agent number:**
- **Office number:**
- **Other:**

### Section 2  Residency and other information

- **Country of birth:**
- **Citizenship:**
- **Passport No.**
- **Are you currently living in Australia?**
- **Are you a permanent resident of Australia?**
- **Type:**
- **Expiry date:**
- **Subclass number:**
- **If you have a current Australian visa, please provide number as shown on your visa label:**
- **If you hold a current passport and/or an Australian visa, you MUST include a copy with this application:**
- **Are you currently covered by Overseas Student Health Cover (OSHC)?**
- **If yes, please provide:**
- **Provider name:**
- **Membership number:**
- **Expiry date:**

### Section 3  Program information

#### English only
- **General English:**
- **English for Academic Purposes:**
- **Start date:**
- **Number of weeks:**
- **RMIT pathway:**
- **General English:**
- **English as part of a pathway:**
- **RMIT pathway:**
- **You must fill in all fields:**
  - **the program code:**
  - **the name of the program:**
  - **the proposed intake the applicant should join:**

- **area code:**
- **Fax:**
- **Email:**

#### English as a pathway

- **Language proficiency level:**

#### RMIT pathway

- **English as part of a pathway:**
- **Pathway leading into a higher award:**

### How to apply

1. Complete in BLOCK letters using a black or blue pen.
2. Attach the AUS70 application fee. See page 4 for payment methods. Your application will not be processed without this fee.
3. Attach one certificated A4 copy (do not include originals) of supporting documents (refer to list on page 3).
4. Return the completed form to RMIT University International Services or to your RMIT-accredited representative.

### Where to submit your application

Submit completed form and supporting documents to isapplications@rmit.edu.au only

### Application Form for admission as an international student

For office use only:

- **Student ID:**
- **Reference No:**
- **Tag:**

### Instructions for completion

- Please fill all fields in this section
- Please fill in the student’s address and not agent address
- All fields must be completed for the application to be processed
- Do not write in this section
RMIT program Complete in order of preference to apply for an RMIT program (e.g., diploma, bachelor degree, postgraduate):

<table>
<thead>
<tr>
<th>Program code</th>
<th>Program plan</th>
<th>Intake date (month, year; i.e., February 2010)</th>
<th>Name of program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you applying for credit exemptions?  Yes  No  If yes, please provide a certified copy of an official syllabus, including detailed subject descriptions.

Section 4  English language proficiency

English skill Is English your first language?  Yes  No

Have you studied at secondary or post-secondary level with English as the medium of instruction and assessment?  Yes  No

If yes, please provide evidence.

English studies Are you planning to enrol, or are you enrolled in English Language Studies?  Yes  No

<table>
<thead>
<tr>
<th>Expected start date</th>
<th>Expected duration</th>
<th>Expected completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

English test score (IELTS, TOEFL or REW)

Have you taken an English test in the last 2 years?  Yes  No

If yes, please complete details below.

<table>
<thead>
<tr>
<th>Test date</th>
<th>Test name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test report form number</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If not known, please submit results as soon as they are available.

Section 5  Educational background and qualifications

1. Secondary school studies List details of the secondary studies you have completed:

<table>
<thead>
<tr>
<th>Month and year enrolled (e.g., February 2009)</th>
<th>Month and year enrolled (e.g., February 2009)</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (month/year)</td>
<td>To (month/year)</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Name of qualification</td>
<td></td>
</tr>
</tbody>
</table>

2. Completed post-secondary (tertiary studies) (e.g., Diploma, Bachelor, Masters) List details of the post-secondary studies you have completed (from lowest qualification gained to highest):

<table>
<thead>
<tr>
<th>Years enrolled</th>
<th>Years enrolled</th>
<th>Name of qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (month/year)</td>
<td>From (month/year)</td>
<td>Country</td>
</tr>
<tr>
<td>To (month/year)</td>
<td>To (month/year)</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

This section must be completed. Please ensure that you attach all supporting documents to explain gaps in education and work experience.

3. Current studies List details of current studies:

<table>
<thead>
<tr>
<th>Month and year enrolled (e.g., February 2009)</th>
<th>Month and year enrolled (e.g., February 2009)</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of qualification</td>
<td>Country</td>
<td>Institution</td>
</tr>
<tr>
<td>From (month/year)</td>
<td>To (month/year)</td>
<td></td>
</tr>
</tbody>
</table>

The date your results will be available  (Month/year)

Will you complete your current studies prior to the commencement of your proposed RMIT program?  Yes  No

Issue date: July 2010. Ref: ADM/1.1
Page 2/4
### 4. Research background
(To be completed by students applying for Masters by Research or PhD programs)

<table>
<thead>
<tr>
<th>Have you ever been enrolled in a masters by research or PhD program?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period of candidature: from (day/month/year)</th>
<th>to (day/month/year)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Topic</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for withdrawal (if applicable)</th>
<th></th>
</tr>
</thead>
</table>

**Research Proposal**

<table>
<thead>
<tr>
<th>Have you contacted an RMIT academic staff about your research proposal?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic's name</th>
<th>Academic position</th>
</tr>
</thead>
</table>

*Please note: you are required to attach a copy of your research proposal to this application.*

### Section 6 Work experience

<table>
<thead>
<tr>
<th>Have you undertaken any work experience relevant to your application?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, list details of employment:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From (month/year)</th>
<th>To (month/year)</th>
<th>From (month/year)</th>
<th>To (month/year)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer</th>
<th>Employer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Position</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Duties</th>
<th>Duties</th>
</tr>
</thead>
</table>

### Section 7 Special consideration

<table>
<thead>
<tr>
<th>Do you have a disability, impairment or long-term medical condition that may affect your studies?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, you need to provide documentation and additional information so that RMIT can assist you during your studies. More information about RMIT support services is available on <a href="http://www.rmit.edu.au/disability">www.rmit.edu.au/disability</a>.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 8 Supporting documents

The following supporting documents must be included when you submit your application. Please refer to program requirements in the relevant RMIT program guide available on [www.rmit.edu.au/programs/international/brochures](http://www.rmit.edu.au/programs/international/brochures). (Applications that are submitted without necessary supporting documents will be delayed in processing. Where requested, original or certified copies of documentation must be provided. RMIT does not recommend sending originals as they will not be returned.)

**Compulsory attachments**

- [ ] Certified academic transcripts
- [ ] Certified copies of graduation certificates
- [ ] Certified copies of passport and current Australian visa (if applicable)
- [ ] Evidence of English proficiency
- [ ] Letter from scholarship provider or sponsor
- [ ] Disability support details
- [ ] Supplementary documentation
- [ ] Curriculam Vitae (resume)
- [ ] Personal statement
- [ ] References from employers

*Please check that all required attachments are part of the application. Missing or incomplete documents are the main cause of delays in the application process.*

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**Issue date: July 2010. Ref: ADM01.1**

**Page 3/4**
Section 10 Declaration

I understand and accept that:

» RMIT University reserves the right to discontinue or alter any program, course/subject, fee, admissions requirement, staffing or other arrangement without prior notice.

» Information I have provided on this form and during enrolment may be made available to the Australian Government, State Agencies and other designated authorities under the ESOS Act 2000, ESOS Regulations 2001 and the National Code. Information about me can be disclosed without my consent where authorised or required by law.

» RMIT University reserves the right to annually adjust program fees to take into account increases in University and program delivery costs. Changes to program tuition fees will be applied at the beginning of each calendar year. RMIT will ensure that any future fee increase will be maintained below 7.5% (subject to rounding). In the event of a variation between the fees on my offer letter and the approved RMIT schedule of fees and charges, the approved schedule will prevail.

» Any application fee paid is non-refundable by RMIT University.

» Quoted tuition fees are an estimate based on standard full time loads and will vary depending on program and plan (i.e. the actual enrolled load). Tuition fees will increase if courses need to be repeated or additional electives that will exceed the minimum requirement need to be undertaken.

» Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative services charges, books, equipment and other materials required to undertake the program or compulsory activities where relevant, such as fieldwork, excursions or laboratory practicals. Details on additional costs can be found in the program descriptions on the RMIT website (www.rmit.edu.au) and at the RMIT fee website (www.rmit.edu.au/programs/fees/other).

» RMIT University collects, uses and destroys my information in accordance with the university's Privacy Policy (refer www.rmit.edu.au/privacy).

» RMIT University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.

I authorise the university to disclose information relevant to my application and enrolment to the university’s preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course.

I give RMIT University permission to check my visa status using the Department of Immigration and Citizenship (DIAC) Visa Electronic Verification Online (VEVO) system.

I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any folio, personal statement or additional requirements supplied are my own work.

I acknowledge that the withholding of information or provision of incorrect or fraudulent documentation relating to my application may result in the cancellation of any offer or enrolment by RMIT University, and the university may inform others, including government agencies, of this information.

If sponsored by a government body or private institution, I give RMIT permission to provide my sponsor with information about my application, enrolment and academic progress.

I have completed all sections of the application form.

Student signature

Day/month/year

Please refer to www.rmit.edu.au/policies/refunds for RMIT’s refund policy for international students.

Application fee payment

A non-refundable application fee of AU$70 must be submitted with this application. These payment methods are accepted:

Bank draft
Draft should be payable to ‘RMIT University’ in Australian dollars and to an Australian bank. Write your student number (if known) on the back of the draft.

Credit card (Visa or Mastercard)
Please complete details below:

- Please tick one: [ ] Visa [ ] Mastercard
- Name on credit card:
- Card number:
- Expiry date:
- Signature:

Telegraphic transfer
Paid in accordance with the following details:

Payee: RMIT University
Bank: Commonwealth Bank of Australia
Branch: RMIT University
360 Swanston Street, Melbourne 3000
Account no: 1000-6953 (for application fee only)
BSB no: 063-262
A copy of the telegraphic transfer, including your full name and contact details, must be attached to your application form.

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Page 4/4
Before you send this application to RMIT University, check:

» Are you using the correct Application Form?
» Have you completed all sections of the Application Form clearly and accurately?
» Have you attached the application fee, or is the application correctly tagged for a fee waiver?
» Have you explained all gaps in education?
» Have you included the program name, program code and preferred intake as per the RMIT University Programs and Fees publication or web site? (www.international.rmit.edu.au/info/programsfees.asp).
» Have you included certified copies of all academic documents from Year 10 (high school) onwards? As an RMIT Agent, you must view original documents and stamp, sign, name and date copies being sent with an application.
» Are the documents in the correct PDF format and under 10mb in size?
» Have you included proof of English proficiency (for Section 4), or will the student study English as a pathway?
» Have you included the photo page of the student’s passport and if applicable, a copy of any current Australian visa?
» Does the program require a supplementary form or folio? If so, have you included one in the application? Applications received without a supplementary form or folio cannot be processed.
» If the student is under 18, the under 18 application must also accompany the application.
» Has the student signed and dated the form?
Application for research programs

The following steps indicate the process of all onshore International research applications:

Research applications
Step 1: Ensure the student has identified the area of research they wish to work in. The student should visit www.rmit.edu.au/research/hdr/supervisors to confirm that the area of research is available at RMIT.

Step 2: Ensure the student has visited the RMIT web site and identified a suitable supervisor. The student should email the supervisor with a copy of the research proposal.

Step 3: If the RMIT University academic agrees to supervise the research, proceed to the below process. If not, the student will need to discuss with the academic or school what the student can do to improve the proposal.

Online applications
Step 1: Check the RMIT International program guides for program availability, academic and extra requirements before submitting an application.

www.rmit.edu.au/programs/international/brochures

Step 2: Complete an application online via Apply International (https://apply.rmit.edu.au/international/AgentLogin.aspx).
Remember to tick ‘English as a pathway’.
You will receive via email instant acknowledgement that the application has been submitted and be able to view the application status. This is not an acknowledgement that the application is complete or processed, or under consideration of any sort.

Note: When applying online, you must use the correct case format throughout the application: Correct: John Smith; Incorrect: JOHN SMITH/john smith. You must apply using the same name/s as will be identified in the applicant’s passport.

Note: Complete the online Application Form clearly and accurately. Incomplete applications cannot not be processed.

Step 3: Within five working days of the application being available on Apply International, you should be able to view the application outcome letter indicating:

» A request for additional information
   Note: You must email the requested information to the respective College’s admissions team as follows:
   BUSint@rmit.edu.au (Business)
   DSCint@rmit.edu.au (Design and Social Context)
   SETint@rmit.edu.au (Science Engineering and Health).

» A conditional offer
   Note: It is still possible and encouraged that students accept a conditional offer to reserve their place in the program.

» A firm offer

» An unsuccessful application
   Note: Unsuccessful students will be automatically (where possible) considered for a pathway program which will lead to the highest available preference.

Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 4: If the outcome is a conditional or firm offer, an Offer Acceptance Form (www.international.rmit.edu.au/agent/forms) should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.

Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

Step 5: Once the offer acceptance and payment for the conditional or firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.

Note: When the applicant meets the conditions and provides evidence of the same, a firm offer/acceptance letter will be generated.

Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.
Paper based applications
Step 1: Check the RMIT International program guides for program availability, academic and extra requirements before submitting an application.
www.rmit.edu.au/programs/international/brochures

Step 2: Complete all sections of the Application Form (www.international.rmit.edu.au/agent/forms) and email to ISApplications@rmit.edu.au including payment.
Note: Complete the Application Form clearly and accurately. Incomplete applications cannot not be processed.

Step 3: You will receive via email acknowledgement that the application has been received within two working days. This is not an acknowledgement that the application is complete or processed, or under consideration of any sort.

Step 4: Within three working days after you receive the application acknowledgement, you should be able to view the application on Apply International.

Step 5: Within five working days of the application being available on Apply International, you should be able to view the application outcome letter indicating:
» A request for additional information
Note: You must email the requested information to the respective College’s admissions team as follows:
BUSint@rmit.edu.au (Business)
DSCint@rmit.edu.au (Design and Social Context)
SETint@rmit.edu.au (Science Engineering and Health).
» A conditional offer
Note: It is still possible and encouraged that students accept a conditional offer to reserve their place in the program.
» A firm offer
» An unsuccessful application
Note: Unsuccessful students will be automatically (where possible) considered for a pathway program which will lead to the highest available preference.
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 6: If the outcome is a conditional or firm offer, an Offer Acceptance Form (www.international.rmit.edu.au/agent/forms) should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.
Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

Step 7: Once the offer acceptance and payment for the conditional or firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.
Note: When the student meets the conditions and provides evidence of the same, a firm offer/acceptance letter will be generated.
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Other information
Applications requesting credit exemptions, or with folios attached, require a longer processing time.

Students are required to submit proof of English proficiency by way of an IELTS, TOEFL, RMIT English program or a placement test result. If they do not meet the English language skills requirement, RMIT University will automatically add English study as part of the offer.
Before you send this Application Form to RMIT University, check:

» Has the student identified an area of research and a suitable RMIT academic as a supervisor?
   Note: Students can do this by logging on to the RMIT Research web site and identifying research areas and supervisors available www.rmit.edu.au/research/hdr/supervisors

» Has the student emailed the relevant RMIT academic staff member a copy of the research proposal?

» Has the RMIT academic agreed to supervise the research?

» Have you included certified copies of the academic transcripts, certificate(s) of degree completion and work experience documents (if any)? As an RMIT agent you must view original documents and stamp, sign, name and date copies being sent with an application.

» Have you attached a copy of the student’s CV or resume (optional but recommended)?

» Have you attached the research proposal that was sent to the RMIT Academic?

» Have you attached the email from the academic staff agreeing to supervise the research?

» Have you attached two Referee Reports?

» Have you attached any supporting documents?
   – Relevant publications, unpublished thesis or essays
   – Letter from scholarship provider (if applicable)
   – Disability support details (if applicable)
   – Portfolio for art and design research programs (The portfolio should consist of at least 12 slides or a CD-ROM including annotation introducing the work. The folio will not be returned, please ensure that the student retains a copy of the folio.)
Application for ELICOS (RMIT English Worldwide) programs only

This procedure is for students wishing to only study English. Please note, if students wish to continue studying a formal program after the initial English program—whether at TAFE, undergraduate or postgraduate levels—you may either apply online or using the hard copy Application Form.

Note: Applicants applying for 15 weeks or more are required to provide an IELTS, TOEFL or QPT as evidence of their English proficiency level.

Note: All QPT tests are to be sent to RMIT English Worldwide (placement.test@rmit.edu.au) for assessment as indicated on the QPT form. Results of the test should be attached and sent with your application form.

Online applications

Step 1: Complete an application online via Apply International https://apply.rmit.edu.au/international/AgentLogin.aspx
Note: If applying for less than 15 weeks of ELICOS, you must specify the number of weeks to be undertaken.
You will receive via email instant acknowledgement that the application has been submitted and be able to view the application status. This is not an acknowledgement that the application is complete or processed, or under consideration of any sort.
Note: When applying online, you must use the correct case format throughout the application: Correct: John Smith; Incorrect: JOHN SMITH/john smith. You must apply using the same name/s as will be identified in the student's passport.
Note: Complete the online Application Form clearly and accurately. Incomplete applications cannot not be processed.

Step 2: Within two working days after you receive the application acknowledgement, you will be able to view (and print) the outcome of your application, whether it be a request for additional information or a firm offer letter.
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 3: If you receive a firm offer letter, an Offer Acceptance Form www.international.rmit.edu.au/agent/forms should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.
Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

Step 4: Once the offer acceptance and payment for the firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Paper based applications

Step 1: Complete all sections of the Application Form www.international.rmit.edu.au/agent/forms and email to ISApplications@rmit.edu.au including payment.
Note: Complete the Application Form clearly and accurately. Incomplete applications cannot not be processed.

Step 2: You will receive via email acknowledgement that the application has been received within two working days. This is not an acknowledgement that the application is complete or processed, or under consideration of any sort.

Step 3: Within two working days after you receive the application acknowledgement, you will be able to view (and print) the outcome of your application, whether it be a request for additional information or a firm offer letter.
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 4: If you receive a firm offer letter, an Offer Acceptance Form www.international.rmit.edu.au/agent/forms should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.
Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

Step 5: Once the offer acceptance and payment for the firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.
Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

An example of how to complete the Application Form is provided.
A note about Homestay:

Airport pick-up fee $80
Enrolment Fee $220
ELICOS course fees $380 per week

Boxing Day Holiday Monday, 28 December 2009 (in lieu of Saturday 26)
Christmas Day Holiday Friday, 25 December 2009
Melbourne Cup Day (Metro Only) Tuesday, 3 November 2009
Queen's Birthday Monday, 8 June 2009
ANZAC Day Saturday, 25 April 2009
Easter Saturday Saturday, 11 April 2009
Good Friday Friday, 10 April 2009
Labour Day Monday, 9 March 2009
New Year's Day Thursday, 1 January 2009

Victorian Public Holidays

Thursday, 26 Nov 2009 Monday, 30 Nov 2009 Friday, 08 Jan 2010 6 weeks
Thursday, 22 Oct 2009 Monday, 26 Oct 2009 Friday, 27 Nov 2009 5 weeks
Thursday, 17 Sep 2009 Monday, 21 Sep 2009 Friday, 23 Oct 2009 5 weeks
Thursday, 09 Jul 2009 Monday, 13 Jul 2009 Friday, 14 Aug 2009 5 weeks

Semester 2, 2009

Thursday, 19 Feb 2009 Monday, 23 Feb 2009 Friday, 27 Mar 2009 5 weeks
Thursday, 15 Jan 2009 Monday, 19 Jan 2009 Friday, 20 Feb 2009 5 weeks

Semester 1, 2009

CRICOS Provider No. 01912G
RMIT Training Pty Ltd.

Are you applying through an RMIT Representative?
Scholarship/Sponsor provider name: ________________________________________________________________________________
Have you been awarded a scholarship or sponsorship? __________________________________________________________________
If yes, please provide______________________________________________________________________________________________

Tick the type of program you are applying for:

- English Program Only
  - General English
  - English for Academic Purposes
  - IELTS Preparation 125
  - Academic
  - General

Please note:
It is important that we have evidence of your language level in order to be able to offer a suitable program for the correct number of weeks you wish to study. REW may advise the number of weeks required for English for Academic Purposes (EAP) depending on your English language proficiency level.

Please refer to www.rmitenglishworldwide.com for information about these programs.
Section 3: ENGLISH LANGUAGE PROFICIENCY

<table>
<thead>
<tr>
<th>English test Score</th>
<th>Have you taken an English test in the last 6 months?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

If no, do you plan to take a test?

Test Date

Test Report Number

Result

If not known, please submit as soon as possible

Please complete all fields here

Section 4: SPECIAL CIRCUMSTANCES

Do you have a disability, impairment or long-term medical condition which may affect your studies?

Select one entry in this section

If you do, you need to provide RMIT International Services in Melbourne, Australia 3000 with information about RMIT support services is available on www.rmit.edu.au/disability

Section 5: ATTACHMENTS

Compulsory Attachments

- Evidence of English proficiency
- Letter from scholarship or sponsor
- Guardianship form (for applicants under 18)

Must be attached

Attach only if student is sponsored

Attach only if student is under 18

Section 6: DECLARATION

I understand that:

- RMIT University reserves the right to discontinue or alter any of my program, course/subject, fee, admission requirement, staffing or other arrangements without prior notice.
- Under the ESOS Act 2006, National Code Standard 3, personal information I have provided may be made available to Commonwealth and State agencies and the ESOS Assurance Fund.
- I may access my own student records, subject to privacy legislation. (For more information on RMIT University’s privacy policy, please visit: www.rmit.edu.au/privacy)
- Tuition fees do not include the Overseas Student Health Cover (OSHS), or the cost of class excursions.
- The OHSC fee is non-refundable by RMIT English Worldwide. Students must apply directly to Medibank Private for possible refund of OSHC.

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete.

I have read and understood the Rew Student Refund Policy.

If sponsored by a government body or private corporation, I give RMIT permission to provide this sponsor with information about my academic progress.

I have completed all sections of the application form and read and understood the declaration.

The student (not agent) must sign and date the Application Form

Student Signature

day/month/year

Please refer to www.rmitenglishworldwide.com for RMIT’s refund policy for international students.

Bank Draft

Draft should be payable to RMIT International Services in Australian dollars and to an Australia bank. Write your student number (if known) on the back of the draft.

Credit Card (Visa or MasterCard)

Please complete details below:

- Please tick one - Visa - MasterCard

Name on credit card

Card number

Expiry Date

Telegraphic transfer

Paid in accordance with the following details:

Payee: RMIT International Services
Bank: Commonwealth Bank of Australia
Account No.: 1000-6953
BSB no.: 063-262
Branch: 225 Bourke Street, Melbourne, Australia 3000

A copy of the telegraphic transfer, including your full name and contact details, must be attached to your application form.
Before you send an ELICOS (RMIT English Worldwide) Application Form to RMIT University, check:

» Are you using the correct Application Form? This Application Form is only for ELICOS programs.
» Have you completed all sections of the Application Form?
» Have you indicated which English program, start date and the number of weeks?
» Have you attached an IELTS, TOEFL or Quick Placement Test result?
» Have you attached the photo page of the student’s passport, and if applicable, a copy of any current Australian visa?
» Is the applicant under 18? If so, the Under 18 Application Form must also accompany this form.
» Has the applicant signed and dated the form?

Remember all ELICOS applications must be emailed to ISApplications@rmit.edu.au only.
Application for study abroad

www.rmit.edu.au/globalpassport/incomingstudyabroad

This procedure is for international students wishing to study at RMIT University for one or two semesters as a non-award Study Abroad student and not for a complete program. Student’s applications are processed through the Education Abroad Office (EAO).

The following steps indicate the process for the Study Abroad application:

Step 1: Download the Application Form www.rmit.edu.au/globalpassport/incomingstudyabroad

Step 2: Forward the completed Application Form as an email attachment to eao@rmit.edu.au or post to:

Education Abroad Office
RMIT University
124 La Trobe Street
Melbourne VIC 3000
Australia

All original academic transcripts (or a certified copy) and English language tests must be forwarded by mail. Applications cannot be processed without these.

Step 3: You will receive acknowledgement by email of receipt of the application. This is not an acknowledgement that application is complete or processed, or under consideration of any sort. You may be asked for additional information, if required, at this stage.

Step 4: The Study Plan (in the Study Abroad application) will be forwarded to the relevant RMIT Schools to approve each course. This can take between 2 – 4 weeks before it is returned.

Once the Education Abroad Office has received approval for a minimum of 4 courses you will then receive either:

a. a request for additional information
b. a conditional offer letter
c. a firm offer letter, or
d. a rejection letter.

Step 5: If 4b, you should have the student fill out an Offer Acceptance Form and email it to eao@rmit.edu.au

When the student meets the conditions and provides evidence of the same, a firm offer letter will be generated.

Step 6: If 4c, you should have the student fill out an Offer Acceptance Form and email it to eao@rmit.edu.au along with payment of tuition fees and Overseas Student Health Cover.

Step 7: Once the offer acceptance and payment for the firm offer is received by the Education Abroad Office an electronic Confirmation of Enrolment (eCoE) will be issued and the student will be able to apply for their visa. An eCoE is an Australian Government document and is not proof of enrolment into RMIT University.

If you need information on locating RMIT courses you can download a Study Abroad brochure at www.international.rmit.edu.au/agent under ‘marketing materials’, or send a request to EAO for a Partner/Agent Information Sheet.

You will also receive pre-arrival information for the student from the Education Abroad Office along with details of the orientation program. It should be noted that orientation is compulsory for all students, therefore they must book flights to ensure they arrive in Melbourne on time.

Orientation dates for 2011 are:

» RMIT Semester 1, 2011
  16 – 17 February inclusive

» RMIT Semester 2, 2011
  12 – 14 July inclusive
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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMIT Semester 1</td>
<td>30 October</td>
</tr>
<tr>
<td>Architecture</td>
<td>30 September</td>
</tr>
<tr>
<td>RMIT Semester 2</td>
<td>30 April</td>
</tr>
<tr>
<td>Architecture</td>
<td>30 March</td>
</tr>
</tbody>
</table>

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 website: 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.
## Section 1 Name and contact information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Given names</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Number and street name</td>
<td></td>
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<tr>
<td>City/Suburb</td>
<td></td>
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<tr>
<td>State</td>
<td></td>
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<tr>
<td>Postcode /Zip</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
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<tr>
<td>Contact details</td>
<td></td>
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<tr>
<td>Area code</td>
<td></td>
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<tr>
<td>Tel</td>
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<td>Fax</td>
<td></td>
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<tr>
<td>Email</td>
<td></td>
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<tr>
<td>Contact in case of emergency</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Area code</td>
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<td>Email</td>
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<td>Address</td>
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</tbody>
</table>

Office use only

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Commencing semester</td>
<td></td>
</tr>
<tr>
<td>Number of semesters</td>
<td></td>
</tr>
<tr>
<td>Ref no:</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home institution</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Current studies</td>
<td></td>
</tr>
<tr>
<td>(list full name eg Bachelor of Science)</td>
<td></td>
</tr>
<tr>
<td>Current courses</td>
<td></td>
</tr>
<tr>
<td>(list for this semester)</td>
<td></td>
</tr>
<tr>
<td>Course code</td>
<td></td>
</tr>
<tr>
<td>Course title</td>
<td></td>
</tr>
</tbody>
</table>

## 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study duration</td>
<td></td>
</tr>
<tr>
<td>One semester (6 months) OR</td>
<td></td>
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<tr>
<td>Two semesters (1 year)</td>
<td></td>
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<tr>
<td>Commencement</td>
<td></td>
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<tr>
<td>February/March OR</td>
<td></td>
</tr>
<tr>
<td>July Year</td>
<td></td>
</tr>
</tbody>
</table>

Choosing your courses:

1. Choose at least eight courses from the RMIT web site [www.rmit.edu.au/students/enrolment/search](http://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](http://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 (i.e. codes should be four letters followed by four numbers).
*Please note: This form does not enrol or register you.*

<table>
<thead>
<tr>
<th>Student name</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Semesters of past study?</th>
<th>Level of proficiency (Low, Medium, High)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language 1: Java</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Language 2: C</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Language 3: C++</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Language 4:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Language 5:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language 6:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS 1: Unix</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS 2:</td>
<td></td>
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<td>OS 3:</td>
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<td>OS 4:</td>
<td></td>
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</tbody>
</table>

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

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Section 5 English language details
See the web site for more details: www.rmit.edu.au/programs/international/englishsemlnequivalent
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.

1. [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

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 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 i.e. 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

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
Before you send a Study Abroad Application Form to RMIT University, check:

» Are you using the correct Application Form? This Application Form is only for Study Abroad programs. Students wishing to graduate from RMIT University must apply using the Application Form for TAFE, undergraduate, postgraduate and packaged programs for coursework programs, or the Research Application Form for research programs.

» Have you completed all sections of the Application Form?

» Has the applicant indicated the courses of study, the correct course code and course name? Please make sure the applicant has spoken to the Study Abroad Student Advisor in their home university to ensure that the courses studied at RMIT University will be credited towards their qualification.

» Have you indicated the start date? And the campus where the course will be offered? Please do not enter Melbourne. All campuses are in Melbourne—specify which campus: City (C), Brunswick (BR) or Bundoora (B).

» Have you attached copies of all qualifications and transcripts required to support the application?

» Has the applicant completed the English language section and attached proof, as requested?

» Have you attached the photo page of the applicant’s passport, and if applicable, a copy of any current Australian visa?

» Does the program require a supplementary form? If so, have you enclosed one in the application? Applications received without a supplementary form will not be processed. If the applicant is under 18, the Under 18 Application Form must also accompany this form.

» Has the applicant signed and dated the form?

Remember all Study Abroad applications must be emailed to studyabroad@rmit.edu.au only.
Application for guardianship at RMIT

Guardianship is determined according to the option that parents tick on the Under 18 Student Welfare and Accommodation Approval Form. Only one option may be ticked. Applicants who are not applying for a program through an RMIT agent must provide properly certified documentation. Applicants applying in person may have copies certified by RMIT staff.

Option 1 — DIAC approved
This option is only used where (usually) a parent would apply through the Department of Immigration and Citizenship for a Guardian Visa. RMIT guardianship is therefore not requested. Do not tick this unless you are absolutely certain that this is the correct option. Please read information on the final page of this document before ticking this option.

Please note, concerning under-age welfare, where Option 1 has been ticked on the Under 18 Student Welfare and Accommodation Approval Form by the parents/custodians, RMIT is not responsible for approving welfare.

By choosing Option 1 parents declare that they have applied directly to the Department of Immigration and Citizenship for a Student Guardian Visa so that they may accommodate and remain with the student in Australia until the age of 18, on a Guardian Visa. It becomes the responsibility of parents or custodians to contact the Department of Immigration and Citizenship if they choose Option 1.

A CAAW form (Confirmation of Appropriate Accommodation and Welfare) would therefore not be issued by RMIT, only the eCOE (electronic Confirmation of Enrolment), contingent upon any/all other conditions of offer being met.

Please see ‘Welfare provided by a parent or legal custodian’ at the Department of Immigration and Citizenship web site.

Sections that must be completed are: 1, 2, 5, 6, 7 and 8.

Option 2 — Care giving company is engaged by the student’s family
This option is used where students have no family friend or relative to act as guardian. A care giving company must be engaged to act as guardian. RMIT does not arrange this for the student and is not involved in payment transactions between family, agent (if applicable) and care giving company.

The care giving company will be required to complete the relevant sections of the above form. Please do not submit an incomplete Under 18 Student Welfare and Accommodation Approval Form. The form must reach RMIT fully completed, signed and dated by all parties.

Sections that must be completed are: 1, 2, 3 and 8.

Option 3 — Where a family friend or relative is nominated by the student’s family
This option is used where the family has a relative or family friend in Melbourne who can act as guardian. The nominated person must attend a compulsory RMIT guardianship interview in person. If the nominated person does not wish to host the student, the student’s family may apply directly through an RMIT-approved accommodation provider (hostel type—see Section 6). An alternative to hostel-type accommodation is Homestay, which must be applied for (see Section 6). Holders of Bridging Visas will not be approved by RMIT to be guardians or hosts.

Sections that must be completed are: 1, 2, 5, 6, 7 and 8.

Checklist according to option
Please ensure that the following information specific to the relevant sections is supplied. Missing information or documentation will result in delays for the student.

Section 1 — all options (student completes)
» Student number
» Family names
» Given names
» Date of birth
» Email address
» Passport number
» Citizenship
» Program name
» Commencement date
» Applicant’s consent to disclose personal information (requires tick)
» Student signature

Section 2 — all options (parents complete)
» Copy of one form of parent identification that combines photo and signature for each parent (for example, a passport). If no such ID exists, please request guidance from the RMIT Under 18 officer regarding an alternative method of certifying the identification
» If student has only one legal guardian, a copy of this evidence must be supplied, otherwise authorisation of both parents is required in every instance
» Address
» Telephone number
» Email address
» Caregiver Arrangement Option (tick only one option)
» Parent(s)/custodian’s consent to disclose personal information (requires tick)
» Parent(s)/custodian’s consent for RMIT staff to check visa restrictions or EVO web site (requires tick)
» Signatures (father and mother)

Section 3 — option 1 only (relative or custodian completes)
» Family name, given names
» Duration of guardianship arrangement with relative/welfare provider
» Address
» Contact details

Section 4 — option 2 only (guardianship company completes)
» Names
» Signature of caregiver
» Duration

Section 5 — option 3 only (parents complete)
» Names
» Date of birth (must be at least 21 years old at time of RMIT interview)
» Relationship to student
» Duration
» Email address
» Address
» Mobile telephone number
Section 6—option 2 and 3 (parents complete)

» Tick one box only for type of accommodation required

» Relative/family friend’s address and telephone details

» Copy of rental agreement/lease required if staying at one of the RMIT-approved hostel-type accommodation providers. The arrival date on the Arrival Services Form must not be earlier than the accommodation check-in date, otherwise guardianship will not be approved.

» If not already in Melbourne, all students must supply a fully completed Arrival Services Form (all tick box statements in Section 1 of the form must be answered) and submit it to ISArrival@rmit.edu.au. Unless the approved guardian has pre-arranged pickup of the student from the airport, RMIT airport pickup must be requested. See specific instructions below concerning how to complete the Arrival Services Form for the preferred type of accommodation:

a) Homestay—If Homestay is required, the request must be fully detailed in Section 6 of the Arrival Services Form. Information must include a firm date or anticipated Homestay start date in Section 6 of the Arrival Services Form. The arrival date and Homestay start date must be the same when you submit the final Arrival Services Form. RMIT will arrange Homestay on behalf of the student and release the host profile plus Arrival Services Confirmation to the agent (if applicable) approximately 1–2 weeks prior to student arrival.

The Arrival Services Form must show a request for Homestay accommodation for the entire period of Under 18 study. To ensure the best possible student-host match by the Homestay provider, please make sure that any special student requirements (such as halal, no pets, close to RMIT, Internet) are listed under ‘Special requirements’ in Section 6. This is the only opportunity to alert our provider of your student’s needs.

b) Approved host—If student has booked accommodation through one of the RMIT-approved hostel-type accommodation providers, the Arrival Services Form flight arrival date (Section 3) must match the accommodation commencement date appearing on the booking confirmation (usually a rental agreement or lease agreement). Students must apply directly through the approved accommodation provider to make a booking, as RMIT does not arrange the booking of this type of accommodation. Accommodation information must be included in Section 5.

c) Staying with relative/family friend—An Arrival Services Form is still required (but the arrival details may be initially left as ‘TBA’ if flight is yet to be confirmed). However, an Arrival Services Form must ultimately be submitted, showing complete arrival details, at least 10 days prior to arrival.

Note: Where RMIT has arranged or approved hostel or Homestay accommodation, parents accompanying their child to assist with the settling in period must find separate accommodation and are not permitted to live with the student. RMIT guardianship will not be approved in cases for a period when parents intend to reside with students in Melbourne. Parents should secure accommodation close to the student’s residence so that they may spend the maximum time with the student. Ultimately the student must remain each night at the RMIT approved address. Parents wishing to remain with the student until age 18 should apply for a Student Guardian Visa through Department of Immigration and Citizenship (Option 1) on the Under 18 Student Welfare and Accommodation Approval Form, and not request RMIT guardianship through Options 2 and 3.

Section 7—option 2 and 3 (guardian completes)

» Name of student

» Guardian dates (the ‘from’ date may be up to two weeks prior to the student’s program enrolment date, or student’s program commencement date (whichever occurs first). The ‘to’ date must be set for either one week after program completion or the student’s 18th birthday (whichever occurs first). These dates are used to create the CAAW (Confirmation of Appropriate Accommodation and Welfare)

Signature

Section 8—all options (parents and guardian complete)

» Signature of father/custodian

» Signature of mother/custodian

» Signature of caregiver

» Date of signing party
Accepting an RMIT offer

If the application is successful an offer letter will be issued to the agent. The offer letter will contain registration and enrolment information, program commencement dates, Overseas Student Health Cover (OSH) information, fees and deposit requirements.

All offers, conditional or firm, must be accepted before the admission process can continue. Please remember that once a program is closed, the student can only defer or request a refund (please refer to the agent web site for program closures). RMIT University recommends that all offers be accepted as soon as possible to avoid disappointment.

The following steps indicate the process of accepting an offer within International Services:

**Step 1:** Refer to the agent web site to check whether a program has closed.

Note: It is possible that a program may have closed between the agent receiving and the student accepting the offer. If the student received and accepted a firm offer and the program is closed, the Country Manager will inform the agent and suggest alternatives within three working days.

**Step 2:** An Offer Acceptance Form (www.international.rmit.edu.au/agent/forms) should be completed and emailed to ISAcceptances@rmit.edu.au along with payment. Please refer to the Offer Acceptance Form for methods of payment.

Note: If paying by telegraphic transfer, a copy of the telegraphic transfer receipt (clearly stating the applicant's name, reference number and amount) must be included with the Offer Acceptance Form.

Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

**Step 3:** Once the offer acceptance and payment for the conditional or firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.

Note: If the student accepts a conditional offer, all evidence required to lift the conditions must be submitted together, not one at a time, as this causes delays.

Note: Please allow for a 24 hour turnaround between a status change on Apply International and the eCoE being made available.

**Step 4:** If the student is under 18, please refer to the ‘Guardianship Arrangements at RMIT’ process. This must be complete before an acceptance or confirmation of enrolment can be issued.

Note: If an student is currently enrolled at another institution, a release letter may be required in order to accept the RMIT offer. A student can only transfer from another institution after they have completed six months of study in their principal program.

An example of how to complete the Offer Acceptance Form is provided.
# Offer Acceptance Form

**RMIT UNIVERSITY**

**for international students**

---

## Section 1: Personal details

<table>
<thead>
<tr>
<th>Title (Ms/Mr/Miss)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
</tbody>
</table>

As shown in passport. Please also attach a copy of your passport.

<table>
<thead>
<tr>
<th>Given name/s</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Day/month/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of birth</td>
<td></td>
</tr>
</tbody>
</table>

Please fill all fields in this section

<table>
<thead>
<tr>
<th>Mailing address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and street name</td>
<td></td>
</tr>
<tr>
<td>City/State</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

---

## Section 2: Student visa information requirements

If the student has a sponsor or scholarship, please enter name and attach the sponsor/scholarship letter

<table>
<thead>
<tr>
<th>Sponsors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is the sponsor/scholarship provider?</td>
<td></td>
</tr>
</tbody>
</table>

Please include a current letter of financial guarantee from your sponsor/scholarship provider so that fees can be correctly invoiced.

### Important, please include

- [ ] Yes
- [ ] No

**You must select one**

**Paasport number**

- [ ] Yes
- [ ] No

**Residency**

- [ ] Yes
- [ ] No

**Visa information**

- [ ] Yes
- [ ] No

**If yes, what is your visa number?**

**Expiry date**

**Day/month/year**

**Where will you apply for your visa?**

- [ ] Yes
- [ ] No

**Location of Australian diplomatic office**

**Are you applying for an Australian student visa?**

- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Subclass number</th>
<th></th>
</tr>
</thead>
</table>

**If yes, what is your student visa subclass number?**

---

### Overseas Student Health Cover (OSHC)

If you are currently enrolled or hold a package offer/Confirmation of Enrolment with another education provider in Australia?

- [ ] Yes
- [ ] No

**Release letter**

- [ ] Yes
- [ ] No

**Are you currently enrolled or hold a package offer?**

Please refer to the **Student Offer Acceptance Form** for further explanation.

---

## Section 3: Program acceptance information

<table>
<thead>
<tr>
<th>Language program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English language program</td>
<td></td>
</tr>
</tbody>
</table>

Complete Part A if you are accepting an offer for an English language program (ELICOS) at RMIT English Worldwide (REW).

- [ ] Yes
- [ ] No

### Fees

<table>
<thead>
<tr>
<th>Program fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory ELICOS enrolment fee</td>
<td></td>
</tr>
<tr>
<td>Optional Homestay placement fee</td>
<td></td>
</tr>
</tbody>
</table>

**Box 1**

**Amount for OSHC paid**

**AU$**

**Box 2**

**Fee**

**AU$**

**Box 2**

**Issue date: September 2010. Ref: ADM02.2**

---

**Submit completed form to:**

RMIT University

Postal address:

RMIT International Services

GPO Box 2476

Melbourne VIC 3001 Australia

Tel: +61 3 9925 5156

Fax: +61 3 9663 6925

Melbourne office

International Services' International desk at Info Corner

Level 1, RMIT Building 22

330 Swanston Street

Melbourne VIC 3000 Australia

In person:

International Services’ office

2. Credit card (Visa or Mastercard)

3. Electronic Funds Transfer (EFTPOS)

**How to pay**

Bank details:

- [ ] Direct deposit
- [ ] Cheque
- [ ] Bank Draft

**Box 1**

**Account no.:** 1000–6849

**BSB no.:** 063–262

**Branch:** Melbourne, Victoria

**Payee:** RMIT University

**Draft should be payable to:** RMIT University

**The following methods of payment are accepted:**

- [ ] Direct deposit
- [ ] Cheque
- [ ] Bank Draft

**Release letter from the current education provider is attached.**

**CRICOS Provider Code 00122A**

RMIT University

CRICOS Provider Code 01912G

RMIT English Worldwide (REW)

www.rmit.edu.au/international

[Please fill all fields in this section](#)

---

**Read Information about accepting your offer**

**Guarantee of funds**

- [ ] Yes
- [ ] No

**Accept the terms and conditions of the OSHC before accepting your offer.**

**Box 2**

**Issue date: September 2010. Ref: ADM02.2**

---

[Page 1/2](#)
## B. RMIT program

Complete Part B if you are accepting an offer for a formal RMIT program.

<table>
<thead>
<tr>
<th>Program name</th>
<th>Program code</th>
<th>Commencement date (year/semester)</th>
</tr>
</thead>
</table>

Deposit:  
(Follow to offer letter for deposit payable.)  
Box 3 AU$

---

## C. Packaged program

Complete Part C if you are accepting an offer for a second program as part of a package.

<table>
<thead>
<tr>
<th>Program name</th>
<th>Program code</th>
<th>Commencement date (year/semester)</th>
</tr>
</thead>
</table>

Deposit:  
(Follow to offer letter for deposit payable.)  
Box 4 AU$

Add amounts in boxes 1, 2, 3 & 4  
(Do not send cash. Please see payment options listed on the form.)  
Total payment AU$

---

## DECLARATION

I understand and accept that:

- RMIT University reserves the right to discontinue or alter any program, course/subject, fee, admission requirement, staffing or other arrangement without prior notice.
- Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of your visa and your obligation under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2007 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- My personal details will be forwarded to the OSHC provider.
- I may access my own student records, subject to privacy legislation. (For more detailed information on RMIT University’s privacy policy, please visit: www.rmit.edu.au/privacy.)
- The advanced standing/credit transfer information contained in the offer letter will be reconfirmed at enrolment.
- Quoted fees are an estimate only, based on standard full-time loads and will vary depending on program and plan (i.e., the actual enrolled load). Tuition fees will increase if courses need to be repeated or additional electives that will exceed the minimum requirement need to be undertaken.
- Fees quoted by RMIT University may increase by no more than 7.5% per annum, and the fees quoted in the offer letter apply only to the current year of study.
- The deposit as indicated in your offer letter + Overseas Student Health Cover payment is to be paid upfront when accepting this offer. An invoice will be sent to my mailing address during my first semester showing the program tuition fees owing based on my enrolment. The amount will be minus the deposit.
- Tuition fees do not include OSHC administrative services charges, books/equipment and/or other materials required to undertake the program or compulsory activities where relevant (such as fieldwork, excursions or laboratories).
- The OSHC and application fee are non-refundable by RMIT University International Services. Students must apply directly to Medibank Private for possible refund of OSHC.
- OSHC charges may be subject to change.
- I must notify RMIT University of any change in my address while I am enrolled.
- I declare that I am not a permanent resident/citizen of Australia or a citizen of New Zealand.
- I understand that I must arrive by the advertised commencement date otherwise I will not be able to enrol.

---

## SECTION 4 ACCEPTANCE

- I have read, understood and accept the declaration (above), the RMIT University refund policy for international students, and the RMIT English Worldwide refund policy.
- I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete. I acknowledge that the withholding of, or provision of incorrect, documentation relating to my application may result in cancellation of any offer or enrolment by RMIT University.
- By accepting this offer, I give RMIT University the right to check my visa status on the Department of Immigration and Citizenship (DIAC) Electronic Verification Online System.

Have you completed all sections of the Offer Acceptance Form?  
[ ] Yes  
[ ] No  
[ ] Check the form again, before selecting yes

Signature  
[ ] The student (not agent) must sign and date the Offer Acceptance Form  
[ ] Day/month/year

---

### Credit card (Visa or Mastercard) payment

Please complete details below:

<table>
<thead>
<tr>
<th>Please tick one</th>
<th>Visa</th>
<th>Mastercard</th>
</tr>
</thead>
</table>

Name on credit card:

Card number:

Expiry date:

Signature:

---

[Page 2/2]
Before you send an Offer Acceptance Form to RMIT University, check:

» Have you checked that the program is still open for the intake selected? Once a program is closed, the student will not be able to submit an Offer Acceptance Form for that intake.
» Have you completed all sections of the form clearly and accurately?
» Is the amount being paid equal to the deposit stated on the offer letter?
» Have you entered your representation code, company name and branch code?
» Have you attached any sponsorship or scholarship letters, if relevant?
» Have you supplied a certified copy of the student’s passport?
» Does the student have overseas health cover (medical insurance)? The student must be covered by medical insurance before entering Australia. If the student is responding to a conditional offer, this does not need to be completed now.
» Has the student correctly stated the offer they are accepting? Please refer to the offer letter for details of the program and the fees to pay.
» Has evidence of payment been attached? If submitting evidence of payment, please ensure that the details are legible. If relevant, have the credit card details been entered? Please verify that the card can be charged for the amount specified.
» Has the student signed and dated the form?

Remember this form must be emailed to ISAcceptances@rmit.edu.au only.
Deferral of an offer/acceptance

Students wishing to defer their current offer/acceptance to a future intake must follow the below process. Students may apply to defer for up to 12 months and must submit the relevant form by 31 March (Semester 1 intake) or 31 August (Semester 2 intake).

If a student has accepted and not yet enrolled or deferred, RMIT University will advise the Department of Immigration and Citizenship (DIAC) to cancel the student’s visa.

The following steps indicate the process of deferring an offer within International Services:

**Step 1:** Complete Deferral of Offer/Acceptance Form and email to ISapplications@rmit.edu.au only.

  Note: If deferring an acceptance, reasons for deferral must be included.

**Step 2:** RMIT University will review and assess the reason for deferral. RMIT may contact the student to seek further information in making the assessment.

**Step 3:** If RMIT University grants a deferral, you will receive a new offer letter, which the student will have to accept. Refer to the ‘Accepting an RMIT Offer’ process.

  Note: If a student is deferring their acceptance and selects “other” in Section 2 (part B): Reason for Deferral, the Confirmation of Enrolment (eCoE) will be cancelled and the student must contact the Department of Immigration and Citizenship for advice on their visa status.

**Step 4:** If RMIT University does not grant a deferral of acceptance, the student must enrol and attend class.

An example of how to complete the Deferral of Offer/Acceptance Form is provided.
# Deferral of Offer/Acceptance Form
for future international students

**Instructions for student**
1. Read and complete ALL sections of this form in BLOCK letters using a black or blue pen.
2. Return completed form to:
   - Email: ISapplications@rmit.edu.au
   - Fax: +61 3 9663 6925
   - Postal address: RMIT International Services GPO Box 2476 Melbourne VIC 3001 Australia
3. Once you receive an offer for the new program from International Services, accept the new offer to receive an eCoE for the new program.

**Section 1**
**Personal and offer details**

<table>
<thead>
<tr>
<th>Did you apply through an RMIT agent?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent's name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref no</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given names</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student no</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Day/month/year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing address</th>
<th>Number &amp; street name</th>
<th>City/Suburb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State</td>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

**Have you been awarded scholarship/sponsorship?**

<table>
<thead>
<tr>
<th>Scholarship/sponsor provider name</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Do you have approval from your sponsor to defer your offer or acceptance?**

<table>
<thead>
<tr>
<th>Please attach letter of approval from your sponsor</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Program details as per your offer letter</th>
<th>Intake month/year</th>
<th>Have you accepted this offer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st program code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st program name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package program details</th>
<th>Intake month/year</th>
<th>Have you accepted this offer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd program code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd program name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

| 3rd program code:       |                   |                             |
| 3rd program name:       |                   |                             |
| /                       |                   | Yes ☐ No ☐                  |

<table>
<thead>
<tr>
<th>Which intake do you wish to defer to?</th>
<th>Intake month/year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for deferral:**

- Visa delays/not granted
- Financial support difficulties
- Work commitments
- No flight available
- Personal
- RMIT unable to offer courses/unit
- Did not meet condition on RMIT
- English language difficulties
- Health
- Other (please specify): 

**Note:** Before you complete this form, please check if the program is available in the intake that you wish to defer to. For more information please refer to: www.international.rmit.edu.au/info/programfees.asp

You can only defer the same program (as per your original offer) to a different intake.

You may only defer program for up to one year after which a new application will have to be made.

This form must be received by RMIT International Services as follows:
- Deferral from February to July intake – 31 March
- Deferral from July to February intake – 31 August

The program fee for the deferred program may differ from the fee mentioned in your original offer letter.

---

Note: If you have already accepted your offer, RMIT must report your deferral to the Department of Immigration and Citizenship (DIAC). A new Confirmation of Enrolment (CoE) for your new intake dates will be issued to you. Please contact DIAC for any visa advice. (www.immi.gov.au)
Section 2  Student visa information
Has your student visa been granted? □ Yes □ No
If you have an Australian visa, please provide number: __________________________ Expiry date: __________________________
Type: □ Student □ Visitor □ Spouse □ Other (please specify class type and subclass number): __________________________
Are you currently covered by Overseas Student Health Cover (OSHC)? □ Yes □ No
If yes, what is the provider's name: __________________________ Membership number: __________________________ Expiry date: __________________________

Section 3  Declaration
» I understand that RMIT University, International Services, is obligated to inform the Department of Immigration and Citizenship of any changes to visa documentation issued. I will check the validity of my student visa before making any flight arrangements.
» I accept that the program fee for the deferred program may differ from the original fee paid.
» I accept that the program structure of the deferred program may change.
This form is subject to RMIT University’s approval. You will be notified if your request is approved or rejected. If approved, a new offer letter will be sent and you will need to submit a new Offer Acceptance Form.

Signature __________________________ Date Day/month/year

Office use

Compliance officer __________________________ Date __________________________

Admission officer __________________________ Date __________________________
Before you send a Deferral of Offer/Acceptance Form to RMIT University, check:

» Have you checked that the program is offered at the later intake? Some programs offered at RMIT University only have a single intake in a year (please refer to the agent web site for program intakes).
» Have you entered your representation code, company name and branch code?
» Have you stated the program code and program name currently offered to the student?
» Have you stated what intake the student would like to study in? If this is a package program, please indicate the start date of the first program—ELICOS, foundation or otherwise.
» Have you attached the necessary documentation to support the student’s reason for deferral?
» Has the student read and understood the declaration?
» Has the student signed and dated the form?
» Remember this form must be emailed to ISapplications@rmit.edu.au only.

Note: If the student would like to change their preference at the same time as deferring their offer/acceptance, you will need to follow the ‘Change of Preference’ process.
Change of preference

A student who has received/accepted an offer (not yet enrolled) and wishes to change program preference within the same intake should follow the below process. Please note: If the Change of Preference is successful, any previous offer will be automatically cancelled. Change of Preference is also subject to the student meeting the academic entry requirements and extra requirements of the selected program and program availability (refer to the agent web site).

Step 1: Check academic entry requirements and extra requirements and program availability (via agent web site).

Step 2: Complete form, along with attachments, and email to isapplications@rmit.edu.au

Note: You may be required to submit further documentation to support the Change of Preference if the program requires it as part of the academic entry requirements and extra requirements.

Step 3: Within five working days of International Services receiving the Change of Preference application, you should be able to view the application outcome letter indicating:

- A request for additional information
  - Note: You must email the requested information to the respective College’s admissions team as follows: BUSint@rmit.edu.au (Business) DSCint@rmit.edu.au (Design and Social Context) SETint@rmit.edu.au (Science Engineering and Health).

- A conditional offer
  - Note: It is still possible and encouraged that students accept a conditional offer to reserve their place in the program.

- A firm offer

- An unsuccessful application
  - Note: Unsuccessful students will be automatically (where possible) considered for a pathway program which will lead to the highest available preference.
  - Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Step 4: If the outcome is a conditional or firm offer, an Offer Acceptance Form www.international.rmit.edu.au/agent/forms should be completed and emailed to ISAcceptances@rmit.edu.au along with payment.

Note: If you are paying by bank draft, please forward to:
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

Step 5: Once the offer acceptance and payment for the conditional or firm offer is received by the Admissions Team, you should see the electronic Confirmation of Enrolment (eCoE) on Apply International within two working days.

Note: When the student meets the conditions and provides evidence of the same, a firm offer/acceptance letter will be generated.

Note: Please allow for a 24 hour turnaround between a status change on Apply International and the letter being made available.

Note: An additional payment maybe requested if a new offer is issued.

An example of how to complete the Change of Preference Form is provided. This form replaces the Deferral of Offer/Change of Preference Form.
## Section 1  Personal and offer details

**Did you apply through an agent?**
- [ ] Yes
- [ ] No

**Agent's name**

**Family name**

**Reference No**

**Given name**

**Student No**

**Gender**
- [ ] Male
- [ ] Female

**Date of birth**

**Mailing address**

**Number & street name**

**City/Suburb**

**State**

**Country**

**Postcode**

**Mobile**

**Home phone**

**Email address**

**Have you been awarded scholarship/sponsorship?**
- [ ] Yes
- [ ] No

**Scholarship/Sponsor provider name**

**Do you have approval from your sponsor to change your offer?**
- [ ] Yes
- [ ] No

**Please attach letter of approval from your sponsor**

**Program details as per current offer letter**

**Intake (month/year)**

<table>
<thead>
<tr>
<th>Program code</th>
<th>Program name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st program code</td>
<td>1st program name</td>
</tr>
<tr>
<td>2nd program code</td>
<td>2nd program name</td>
</tr>
<tr>
<td>3rd program code</td>
<td>3rd program name</td>
</tr>
</tbody>
</table>

## Section 2  Change of preference details

**Note:** You can only change preference within the same intake (as per the original offer/acceptance). If you would like to change the intake and the preference, you need to complete the Deferral of Offer/Acceptance form.

You may only change your preference once and only after you have received an offer/acceptance letter. Any previous offer will be automatically cancelled.

**Please list the RMIT programs in order of your preference**

<table>
<thead>
<tr>
<th>Program code</th>
<th>Program name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st program code</td>
<td>Program name</td>
</tr>
<tr>
<td>2nd program code</td>
<td>Program name</td>
</tr>
<tr>
<td>3rd program code</td>
<td>Program name</td>
</tr>
</tbody>
</table>
Section 3 STUDENT VISA INFORMATION

Has your student visa been granted?  □ Yes  □ No
If you have an Australian visa, please provide number:  ____________________________  Expiry date:  ____________________________

Type:  □ Student  □ Visitor  □ Spouse  □ Other (please specify class type and subclass number):  ____________________________

Are you currently covered by Overseas Student Health Cover (OSHC)?  □ Yes  □ No
If yes, what is the provider’s name:  ____________________________  Membership number:  ____________________________  Expiry date:  ____________________________

Section 4 DECLARATION

• I understand that RMIT University, International Services, is obligated to inform the Department of Immigration and Citizenship of any changes to visa documentation issued.

• I will check the validity of my student visa before making any flight arrangements.

• I accept that the program fee for the new program may differ from the original fee paid.

• I accept that the program structure of the new program will be different to my previous program of choice.

This form is subject to RMIT University’s approval. You will be notified if your request is approved or rejected. If approved, a new offer letter will be sent and you will need to submit a new Offer Acceptance Form.

Signature  ____________________________  Date  ____________________________

[ fünfzig ]
Before you send the Change of Preference Form to RMIT University, check:

» Are you using the correct form? This form is for students (not yet enrolled) wishing to change program preference within the same intake. If the student wishes to defer an offer/acceptance, please fill out the Deferral of Offer/Acceptance Form.

» Have you stated the program code and program name currently offered to the student?

» Have you stated what program code and program name the student wishes to study? If this is a package program, please indicate the start date of the first program—ELICOS, foundation or otherwise.

» Has the student signed and dated the form?

Remember this form must be emailed to ISapplications@rmit.edu.au only.
Requesting assistance with arrival

RMIT University has many prospective students who have never left their country before and may require assistance in getting settled. RMIT University can make arrangements for airport pickups and temporary accommodation. Unfortunately, it is not possible to do this at the last minute, so please ensure that you submit this form at least 10 working days before arrival so that RMIT can assist the student.

The following steps indicate the arrival services process within International Services:

Step 1: Completed Arrival Services Form is emailed to ISArrival@rmit.edu.au. Incomplete forms will not be processed.

Step 2: You will receive acknowledgement that the application has been received within two working days. This is not an acknowledgement that the application is complete, or processed.

Step 3: You will be informed of the services organised as selected on the Arrival Services Form. If a particular service is not available, we will suggest alternatives and request confirmation before proceeding.

Step 4: The Arrival Services Team will confirm all arrangements requested within three days. Detailed information about the type of bookings made and contact details will be provided.

An example of how to complete the Arrival Services Form is provided.
**Arrival Services Form**

**Section 1** Name and contact details

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
<th>Country of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RMIT Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RMIT campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bundoora</th>
<th>Brunswick</th>
<th>Point Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 2** Services required

- Please organise arrival pick-up from Melbourne Airport
  - Yes | No
- I require temporary accommodation (Section 4)
  - Yes | No
- I require Homestay accommodation (placement fee applies) (Section 6)
  - Yes | No
- I will be accompanied by another person who also requires these services
  - Yes | No
- I require temporary accommodation (Section 4)
  - Yes | No
- I have arranged my own accommodation (Section 5)
  - Yes | No
- I require Homestay accommodation (placement fee applies) (Section 6)
  - Yes | No

**Section 3** Arrival information

**Important**: All fields must be filled in block capitals.

- Fill every box correctly
- Please print using BLOCK CAPITALS
- Please send the completed form only to ISArrival@rmit.edu.au

**Section 4** Temporary accommodation request

(Not available for students under 18 years of age)

- Please refer to list of available temporary accommodation providers available at: www.rmit.edu.au/programs/international/temporaryaccommodation

**Accommodation preferences**

<table>
<thead>
<tr>
<th>Type of room</th>
<th>Single</th>
<th>Twin/double</th>
<th>Triple</th>
<th>Dormitory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private bathroom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credit card details**

<table>
<thead>
<tr>
<th>Visa</th>
<th>Mastercard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Card number**: __________

**Expiry date**: __________

**Name on credit card**: __________

**Signature**: __________

**Section 5** Pre-arranged address

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number and street name</th>
<th>City/suburb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Section 6** Homestay

<table>
<thead>
<tr>
<th>Start date</th>
<th>Length of stay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special requirements**

**Medical conditions**

**Section 7** Conditions of service and declaration

RMIT will not take any responsibility if any of the conditions listed below are not met:

1. You must accept your offer, pay your tuition fees, have confirmed flight details, and your visa must be issued prior to requesting this service.
2. This form must be received by RMIT University International Services TEN working days before you arrive in Melbourne. Service will not be guaranteed if the form is submitted late.
3. Incomplete forms will not be processed.
4. Notify RMIT University International Services if any details stated on this form change.
5. If airport pick-up is confirmed and you do not use the service, you will be charged an administrative fee of $80.
6. If temporary accommodation has been confirmed and you do not notify us of any cancellation, you will be charged a minimum of one night’s accommodation fee.

I understand and agree that my credit card information will only be used to make the accommodation booking and will not be given to any other party.

**Signature**: __________

**The student (not agent) must sign and date the Arrival Services Form**

**Issue date**: July 2010. Ref: ADM08.2

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RMIT UNIVERSITY

CRICOS Provider Code 00122A
RMIT English Worldwide

CRICOS Provider Code 01912G

www.rmit.edu.au/international

Email: ISarrival@rmit.edu.au
Fax: +61 3 9663 6925
Tel. +61 3 9925 5156

Australia

GPO Box 2476
International Services

RMIT University
Before you send the Arrival Services Form to RMIT University, check:

» Have you provided the student number?
» Have you entered the student’s details correctly—especially the campus where the student will be studying?
» Have you checked what services the student requires and crossed out the ones not required?
» Have you filled in and attached details (copy of ticket) of the student’s arrival into Australia?
» When the student has selected the type of services required, you have to complete either Section 4 or Section 5 or Section 6.
» Do not fill in more than one section as the form will not be processed.
» Has the student read and understood the declaration?
» Has the student signed and dated the form?

Remember this form must be emailed to ISArrival@rmit.edu.au only.
For further details, please refer to the Arrival Services web site www.rmit.edu.au/programs/international/arrivalservices
Agent variations

As a rule, RMIT University does not allow or recognise a agent change after a student is issued a visa. Should a student require assistance, please ensure that you have informed your Country Manager through this form before the student’s visa is issued.

Please submit the form as soon as the student approaches you. Once the student’s visa is granted, the change will not be approved.

Step 1. Complete and submit the Representative (Agent) Variation Form to your Country Manager for approval.

   The completed form should be sent to your Country Manager only. However, if you are not sure who this is, please contact our External Relations Coordinator via the following email address:
   clientrelations@rmit.edu.au

Step 2. a. If your application is not approved, you will be informed in writing in three working days.

   b. If your application is approved, you will receive an email confirming that you are the new agent. This will also state the commission your office is entitled to when the student enrolls. The Country Manager will notify the relevant Admissions Team to issue a revised offer and it should be available on Apply International within three working days of lodgement.

An example of how to complete the Representative (Agent) Variation Form is provided.
Representative (Agent) Variation Form

Section 1

Student information

Surname

Given name(s)

RMIT ID number

Date of birth

Contact details

Email address

Mobile phone number

Home phone number

Program name

Program plan

Program code

Intake date

Please tick ONE of the following options

☐ I am cancelling my current representative, and I do not want to use any representative for my application to RMIT (Sections 2 & 4 must be completed)

☐ I am cancelling my current representative, and I want to appoint a new representative for my application to RMIT (Sections 2, 3 & 4 must be completed)

☐ I applied directly to RMIT, but now I want to appoint an authorised RMIT representative to act on my behalf (Sections 3 & 4 must be completed)

Section 2

Cancellation of current representative

Name of representative

Representative number

City of representative

Note: Completing this section means that you want to cancel your current representative, and that you will either communicate directly with RMIT OR you are appointing a new representative to act on your behalf. If approved, RMIT will no longer communicate with your current representative regarding your application.

Reasons for cancellation of representative

☐ No longer required

☐ Inadequate knowledge about RMIT

☐ Inconvenient office location

☐ High representative fees

☐ Unsatisfactory follow-up work on my behalf

☐ Other (please specify)

☐ Inadequate knowledge on visa procedures

Section 3

Appointing a new representative

For a list of RMIT Registered Representatives please visit: www.international.rmit.edu.au/info/agentlist

Note: The appointment of a new representative is only confirmed once the request has been approved by RMIT University.

Company/Representative name

Representative number

Location/City

Student application status

Counsellor name

Email address

Counsellor signature

Date

Note: Completing this section means that you want to appoint a new representative, and that you have either cancelled your original representative OR you applied directly to RMIT and now want a representative to act on your behalf. If your request to appoint a new representative is approved, we will contact your first/original representative to advise them of this change.

Reasons for appointing a new representative

☐ Convenient office location

☐ Better knowledge about application procedures

☐ Lower representative fees

☐ Better knowledge about RMIT

☐ Other (please specify)

☐ Better knowledge about visa processing

There should be at least one entry in this section

Section 4

Acceptance and declaration

I declare that all the information provided is correct.

I understand that a representative variation request is subject to RMIT University’s approval.

Student’s signature

Date

Day/month/year

Please send the completed form only to your Country Manager

Issue date: July 2010. Ref: M8703.1
Before you send a Representative (Agent) Variation Form to RMIT University, check:

» Are you using the right form? The Representative (Agent) Variation Form assumes that the applicant has already applied to study at RMIT University. If this is not the case, use the Application Form for TAFE, undergraduate, postgraduate and packaged programs to submit an application.

» Has the applicant already received a visa? If a student is already enrolled and has a current visa issued, RMIT may not approve the agent change.

» Do you know the applicant's file number? If the file number or student ID is unknown, please enter the passport number the applicant used when applying.

» Have you correctly entered the applicant’s name and date of birth?

» Have you entered your company’s name, agent number and office number?

» Have you signed and dated the form?

» Has the applicant signed and dated the form?

Remember this form must be emailed to your Country Manager. If you do not know who your Country Manager is, email the form to ClientRelations@rmit.edu.au
Refund guidelines

RMIT University refunds
The refund rules for RMIT observe the ESOS (Education Services for Overseas Students) Act 2000 and Regulations 2001. These rules apply equally to all new and re-enrolling students unless otherwise stated. All refund requests are conditional on the following:

- the funds for the refund must be available (cheques are cleared, telegraphic transfers have been received), and
- any debts to RMIT must be paid in full or the outstanding amounts will be deducted from the refund.

The acceptance of the refund rules, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.1

Definition of returning and commencing students
Refund rules differ significantly depending on whether a student is classified as commencing or returning.

For the purposes of these rules, a student is defined as a commencing student if they are enrolling in a particular program for the first time with RMIT or, in the case of offshore students articulating to onshore, when they commence their studies in Australia. It is important to ensure prospective students understand they are classified as commencing students for the first term/semester of each of their RMIT package programs.

A student is defined as a returning student if they are re-enrolling in a program in which they have already undertaken study at RMIT.

Refund application process
Credit balances within a student’s individual account will not be remitted automatically. A re-enrolling international student seeking a refund of their credit must do so by lodging an application for refund of fees and supporting documentation at one of RMIT’s student hubs (students can obtain this form at the Hub). A commencing international student must lodge an Application for Refund Form for International Students at International Services or via email to isrefunds@rmit.edu.au.

If a refund is to be provided to a third party, this must be specified in or with the student’s application. Enrolled international students must also submit an authorised Leave of Absence, Cancellation of Enrolment or Change of Program for International Students Form, with supporting documentation.

Note: Financial liability will remain until enrolment is cancelled.

Payment of refund
Applications for refunds take three to four weeks to process. If the application is successful, the Australian dollar amount is transferred to the student’s nominated bank account. Where an RMIT approved sponsoring body or scholarship agency pays the student’s fees, any refund will be paid to that sponsoring body or scholarship agency.

Recognition of Prior Learning (RPL) in TAFE
Students who have applied for and gained Recognition of Prior Learning for an enrolled TAFE course of study will be credited any tuition fee paid for this course.

RPL applications must be submitted on a Recognition of Prior Learning (RPL) Application Form to the relevant School’s student administration area before the program census date in a student’s first semester of study at RMIT.

Refunds for returning international students
This section outlines the refund rules that apply to returning international students. For the refund rules for commencing international student, see page 65.

Census date
The census date is a predetermined date within a given academic semester or term. Compliance with this deadline is necessary for RMIT’s funding and legislative reporting. Accordingly, any enrolment changes following the relevant census date will not change the financial status of a student’s enrolment.

RMIT publishes the census dates on the following web site: www.rmit.edu.au/programs/fees/censusdates

---

1 These rules cover deposits and tuition fees collected by RMIT agents on behalf of RMIT.
Refund calculation for returning international students

Tuition fees are calculated according to a student’s enrolled load.

Table 4: Listing of the refund a student is entitled to before and after the census date

<table>
<thead>
<tr>
<th>Event</th>
<th>Before census date</th>
<th>After census date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program withdrawal, failure to meet offer letter conditions</td>
<td>100%</td>
<td>0%</td>
<td>Administration charge may apply.</td>
</tr>
<tr>
<td>Program withdrawal, following leave of absence</td>
<td>100%</td>
<td>0%</td>
<td>Administration charge may apply.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The appropriate withdrawal form and any supporting documentation must be submitted along with the refund application.</td>
</tr>
<tr>
<td>Program withdrawal</td>
<td>100%</td>
<td>0%</td>
<td>Administration charge will apply.</td>
</tr>
<tr>
<td>Domestic TAFE program withdrawal and transfer to another education institution</td>
<td>100%</td>
<td>0%</td>
<td>–</td>
</tr>
<tr>
<td>Program deferral</td>
<td>100%</td>
<td>0%</td>
<td>–</td>
</tr>
<tr>
<td>Permanent residency status is granted</td>
<td>100%</td>
<td>0%</td>
<td>Refer below</td>
</tr>
<tr>
<td>RMIT cancels program or program ceases to be provided</td>
<td>100%</td>
<td>100%</td>
<td>For international students, refunds will be paid in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Refunds will be made within two weeks after RMIT cancels program or program ceases to be provided. Alternatively, the student may be offered and accept enrolment in a suitable replacement program at the same cost.</td>
</tr>
<tr>
<td>RMIT has not provided program in full</td>
<td>100%</td>
<td>100%</td>
<td>For international students, where the program is not provided in full due to sanctions as per ESOS Act Part 6, refunds will be paid in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Refunds will be made within two weeks after RMIT cancels program or program ceases to be provided. Alternatively, the student may be offered and accept enrolment in a suitable replacement program at the same cost.</td>
</tr>
<tr>
<td>Visa application is refused</td>
<td>100% less admin charge</td>
<td>100% less admin charge</td>
<td>Documentary evidence of the refusal from the Department of Immigration and Citizenship (DIAC) must be provided along with the refund application. Administration charge will apply.</td>
</tr>
<tr>
<td>Reduction of enrolled load (credit points/nominal Student Contact Hours (SCH))</td>
<td>100% of dropped course’s fees</td>
<td>0%</td>
<td>–</td>
</tr>
<tr>
<td>Overpayment</td>
<td>–</td>
<td>–</td>
<td>Overpayments in credit in a student’s account may be refunded, subject to RMIT University refund policy.</td>
</tr>
</tbody>
</table>

2 Percentage is of monies paid.

3 No changes to enrolment will be made after census date unless there is evidence of University error. Students should make contact with their School and notify them as soon as practical.
International students granted a payment plan for their current semester, who then withdraw after the census date in their current semester, are not eligible for a refund of tuition or student union fees for that semester. In addition, students will remain liable for any amounts unpaid.

Withdrawal from a program following the census date, due to exceptional circumstances, may be accepted as grounds for a full or partial refund of any pre-paid tuition fee, subject to the provision of acceptable documentary evidence and at the discretion of the Pro Vice-Chancellor (Students).

No refund will be granted if an international onshore student has their visa cancelled by the Department of Immigration and Citizenship (DIAC) for a breach of visa conditions.

No refund will be granted if an international onshore student is suspended or excluded from RMIT University due to misconduct.

Administrative charges associated with withdrawing from a program
Depending on the class of student seeking a refund upon withdrawal from a program, an administration charge will be applied in accordance with Table 6 below. This charge is to compensate RMIT for administrative costs associated with agent commissions, marketing, student orientation, enrolment and subsequent removal from the academic system, as well as reporting obligations for the Department of Education, Employment and Workplace Relations (DEEWR) and Department of Immigration and Citizenship (DIAC) (international students only).

Permanent residency
International students who are granted permanent residency will be eligible for a refund of all international tuition fees, less an administration fee of AU$500, if permanent residency status is granted by the applicable census date and the student submits a Change of Citizenship/Immigration Status Form to RMIT by the same applicable census date. Students granted a domestic full fee paying place or CSP may have their pre-paid fees credited to their account.

International students who are granted permanent residency after the applicable census date will not be entitled to a refund for the current semester. International tuition fees paid for future semesters will be refunded 100%, less an administrative fee of AU$500.

To ensure their status is amended within the University’s student administration database, a student whose residency status changes must inform RMIT of the change by the applicable census date through the lodgement of a Change of Citizenship/Immigration Status Form at a Hub location.
Refunds for commencing international students

By accepting a full fee international student place at RMIT University, an international student enters into an agreement with RMIT for a study program. This agreement is for the period of the expected duration of the student’s program, or duration of programs for an offer of more than one program. This agreement means there is an obligation on the student’s behalf to pay the published program fees throughout the student’s enrolment.

Table 5: Standard refund rules for commencing international students

<table>
<thead>
<tr>
<th>Refund category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific grounds that meet eligibility for a full refund. (See note 1 below)</td>
<td>Student withdraws acceptance more than four weeks before program commencement date.</td>
<td>Student applies for a refund less than four weeks before program commencement date.</td>
<td>Student applies for a refund within four weeks after program commencement date.</td>
<td>Student applies for a refund more than four weeks after program commencement date, or visa cancelled.</td>
<td></td>
</tr>
<tr>
<td>Refund amount</td>
<td>100% refund of monies paid less a AU$500 incidental fee that may be charged if students do not fall into one of the full refund categories below.</td>
<td>100% refund of monies paid. A AU$500 incidental fee may be charged if students do not fall into one of the full refund categories below.</td>
<td>Monies paid less 50% of first semester program tuition fee.</td>
<td>Monies paid less 50% of first semester program tuition fee.</td>
<td>No refund.</td>
</tr>
</tbody>
</table>

Notes:

1. Categories for full refund with supporting documented evidence are:
   » The Australian Government has refused to grant initial visa for study in Australia prior to entry.
   » The offer of a place is withdrawn because conditions within the offer letter have not been met. If the offer was made on the basis of incorrect or incomplete information being supplied by the applicant or student, students may be charged a AU$500 administration fee.
   » RMIT is unable to provide the program or the program does not start on the agreed start date. The administration fee will not be charged. Refunds will be paid in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Refunds will be made within two weeks after RMIT cancels program or program ceases to be provided.
   » Student obtains permanent residency by census date (and has been offered CSP or fee-paying place and submits a Change of Citizenship/Immigration Status Form to RMIT by the same applicable census date). An administration fee of AU$500 may be charged to cover agent fees.
   » A notice of withdrawal due to exceptional circumstances of a compassionate nature.
2. The Australian Government has rejected a visa extension. The student will be charged a AU$500 administration fee.
3. Students who apply to transfer to another RMIT program after no more than two weeks from the program commencement date will be charged a AU$500 administration fee. (Any available credit balance after the deduction of the administration fee will be applied to the other program’s tuition fees.)
4. Overseas Student Health Cover (OSHC) and application fees are non-refundable. Students must apply for an OSHC refund direct to Medibank Private.
5. Executive discretion may be exercised to consider applications which do not comply with the above provisions, but for which extraordinary circumstances may exist. Application for a refund in special circumstances must be made in writing and sent to the Director, International Services. Proof of payment of the fees (e.g. an official receipt) and validation of the reasons for applying for a refund will be required.
6. Any further appeal to the decision made by the Director, International Services, may be directed to the Deputy Vice-Chancellor and Vice-President, International and Development should this be necessary.

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* A study program is a program or a series of programs.

* Withdrawal of acceptance requires lodgement of Application for Refund Form for international students. Cancellation of enrolment requires lodgement of Cancellation of Enrolment or Change of Program Form for international students.
RMIT English Worldwide—refunds

By accepting a full fee international student place with RMIT English Worldwide (REW), a student enters into an agreement with RMIT Training Pty Ltd for a study program (a study program can be either a single program or a series of programs). All refunds will be in accordance with the Education Services for Overseas Students Act 2000.

Table 6: REW refund summary

<table>
<thead>
<tr>
<th>Reason for requiring a refund</th>
<th>Information that the student must provide</th>
<th>Timing</th>
<th>Amount of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Government refused to grant or extend a student visa.</td>
<td>Student’s written claim and certified evidence of the Department of Immigration and Citizenship’s (DIAC) rejection of the visa application.</td>
<td>Application for refund received at any time.</td>
<td>Tuition fees less an administration fee of AU$200 (withdrawal from ELICOS). Refund will be made within 28 days of written notice.</td>
</tr>
<tr>
<td>Transfer is sought to another institution (transfer conditions must be in accordance with government requirements).</td>
<td>Student produces evidence of a non-conditional offer letter and the transfer conditions are in accordance with Australian Government requirements.</td>
<td>Twenty-eight (28) days or more prior to the commencement of the next ELICOS module of the course.</td>
<td>Tuition fees less an administration fee equivalent to 20% of the remaining tuition fees. Refund will be made within 28 days of written notice. No transfers of tuition fees will be made to another English language centre unless RMIT English Worldwide is unable to proceed with the study program applied for.</td>
</tr>
<tr>
<td>RMIT English Worldwide is unable to offer the course or the course is cancelled.</td>
<td>N/A</td>
<td>Application for refund received at any time.</td>
<td>All fees.</td>
</tr>
<tr>
<td>Student cancels course.</td>
<td>Cancellation in writing by the student or nominated agent.</td>
<td>Twenty-eight (28) days or more before the study program commences.</td>
<td>All fees less administration fee of AU$400 (AU$200 withdrawal from ELICOS and AU$200 ELICOS enrolment fee).</td>
</tr>
<tr>
<td>Student cancels course.</td>
<td>Cancellation in writing by the student or nominated agent.</td>
<td>Less than 28 days before the study program commences.</td>
<td>Fifty per cent of tuition fees (or no more than 12 weeks’ fees).</td>
</tr>
<tr>
<td>Student cancels course.</td>
<td>Cancellation in writing by the student or nominated agent.</td>
<td>After the study program has commenced.</td>
<td>No refund.</td>
</tr>
</tbody>
</table>

RMIT English Worldwide refund procedure

All applications for refunds must be made in writing to the Director, Melbourne Language Centre, RMIT English Worldwide, and made by the person requesting the refund. Refunds will be paid by an RMIT cheque in Australian currency (AUD) and refunded to the person who originally paid the fee (evidence must be provided).

Refunds will be sent to the payer’s home country address unless RMIT English Worldwide is unable to proceed with the total study program applied for. In this circumstance, the refund may be sent to the payer’s address in Australia upon written request by the student.

No refund will be granted if a student is reported to the Department of Immigration and Citizenship (DIAC) for a breach of visa conditions and has his/her visa cancelled.

Continuation of financial liability

The financial liability of a student’s enrolment will remain unless an Enrolment Variation, Leave of Absence or Cancellation of Enrolment Form, or enrolment variation using Enrolment Online is completed and lodged by the appropriate date.

Withdrawal from a course using Enrolment Online, lodgment of an approved Enrolment Variation, Leave of Absence or Cancellation of Enrolment Form with RMIT University or RMIT English Worldwide are the only mechanisms to withdraw from a course or program of study. Failure to lodge the appropriate request before the deadline will result in the tuition liability remaining and the appropriate debt recovery actions will be enforced.

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*This agreement does not remove a student’s right to access REW complaints and appeals process or to take further action under Australia’s consumer protection laws.*
Application for Refund Form
for international students

Please ensure that the student has read and understood the refund policy before submitting this form

1. not yet enrolled
2. enrolled in the first semester of a RMIT program
3. enrolled and seeking refund for a future RMIT program
All other students, please refer to refund information at www.rmit.edu.au/students/forms

Name and program details

Family name (Surname) ____________________________
Given names ____________________________
Student no. ____________________________ Reference no. ____________________________
Program name ____________________________ Semester Year ____________________________

Reason/s for refund

☐ Australian Government has refused to grant initial visa (Please attach documentary evidence from DIAC)
☐ Withdrawing from program due to compassionate or compelling circumstances (Please attach supporting documents)
☐ Release letter from RMIT has been granted (refund will not be processed if a student’s ‘transfer between provider’ application is not finalised.)
☐ Permanent residency status is granted (before March 31 or before August 31) (Please attach documentary evidence)
☐ RMIT cancelled program or program ceases to be provided
☐ Failed to meet academic entry conditions into the program
☐ Withdrawing from program due to academic difficulties
☐ Withdrawing from program due to personal reasons
☐ Other (specify): ____________________________

Please be as clear as possible, use a separate sheet if necessary, and attach any supporting documents

Bank details

Bank name ____________________________
Bank address ____________________________
City/State ____________________________ Postcode ____________________________
BSB ____________________________
Account number ____________________________
Name of account holder ____________________________
SWIFT code ____________________________
ABA routing number (if applicable) ____________________________
German IBAN number (if applicable) ____________________________

If you are enrolled, has a Cancellation of Enrolment form been submitted to the Hub? ☐ Yes ☐ No If no, you may still be liable for fees and ineligible for a refund.

Declaration

I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with the RMIT University Refund Policy, which I have read and understood. I understand that if I have not supplied the appropriate supporting documentation it may affect the assessment. I understand that by applying for a refund, I am withdrawing my acceptance from this program.

Signature of student ____________________________ Date ____________________________

For office use only

Received by ____________________________ Date received ____________________________ / /
Refund request sent to A/Cs Payable ____________________________ Date sent ____________________________ / /
Actioned by ____________________________ Date actioned ____________________________ / /
Refund sent to student ____________________________ Date sent ____________________________ / /
Total amount paid: AU$ ____________________________ Deductions: AU$ ____________________________ Amount of refund expected: AU$ ____________________________
All international students must apply for a student visa to study in Australia. To apply for a student visa they must meet specified requirements and submit an application form to Department of Immigration and Citizenship (DIAC) with the electronic Confirmation of Enrolment (eCoE) (and any other supporting documents) that were issued to you by RMIT University International Services. The student’s visa application will be assessed according to their Country Assessment Level and the relevant assessment factors.

Please visit www.immi.gov.au/students for up-to-date information about obtaining a student visa.

Key government requirements for international students

Change of address
It is imperative that students keep RMIT University informed of their address at all times. Students will be required to notify RMIT University of their address within seven days of their arrival. If they change address they must notify RMIT University within seven days of the change occurring. It is a critical requirement of the student visa to do so.

Academic progress and attendance
The Australian Government expects international students to be enrolled full-time and progress through their studies at a pace that will ensure completion within the standard duration of a program for which a visa is granted. RMIT University has specific policies governing unsatisfactory academic progress.

Under Australian Government regulations, attendance must be monitored in TAFE and pre-university programs. Students are required to attend a minimum of 80% of scheduled classes across their program per semester. This is a condition of international student visas issued by the Australian Government.

Changing education providers within the first six months
Students are required to remain enrolled at RMIT University for the first six months of their principal program. The principal program is the highest level program that a student is offered. For example, a student on a package of foundation plus higher education would need to complete the first six months of their bachelor (higher education) program. If a student wishes to transfer to another university prior to this, approval must be sought from RMIT University International Services. Approval for transfer will only be granted in exceptional circumstances.

Under 18 visa requirements
If an applicant has not turned 18 years of age at the time of the visa application, RMIT University is required to have appropriate guardianship arrangements in place before an electronic Confirmation of Enrolment (eCoE) for student visa purposes can be issued. These arrangements must be in place until the student turns 18.

There are three options for guardianship arrangements available to prospective RMIT students:

» Living in Australia with a parent or legal custodian, or with a relative over 21 as approved by DIAC.

» Enter into care arrangements with a family friend or relative as approved by RMIT. (This will involve an interview and police checks.)

» Enter into care arrangements with an RMIT approved caregiver company.

Please see the following web site for guardianship options: www.rmit.edu.au/international/guardianship

Work rights
People who are granted student visas will automatically receive permission to work with their visa grant. However, students are only eligible to work upon commencement of their program and can only work up to 20 hours a week while their classes are in session (excluding any work undertaken as a registered component of their course of study or training). On the other hand, students can work unlimited hours during scheduled course breaks (e.g. summer holidays).

For further information please visit: www.immi.gov.au/students

Overseas Student Health Cover (OSHC)
Government regulations state that all international students and their dependants must maintain OSHC during their stay in Australia. OSHC helps pay for student medical and hospital care whilst studying in Australia. Additionally it will contribute toward the cost of most prescription pharmaceuticals and emergency ambulance transport. A card will be provided after the student has paid for their OSHC.

For more information please visit: www.rmit.edu.au/programs/international/health

Extending your stay
Students studying on a student visa may apply for a further student visa whilst they are in Australia, provided their current student visa is not subject to a no further stay condition. Students will have to apply for a new visa before their current student visa expires. If the student is on a visa with a previous provider it is their responsibility to notify DIAC of the change of provider, as the previous provider will inform DIAC of enrolment variations. Students will be required to provide DIAC with a new eCoE issued for RMIT University. RMIT University International Services can provide you with further information if required.
RMIT University's International Scholarship Program provides a range of opportunities for current and commencing students. The ISP allocation includes tuition fee scholarships and living expenses.

Examples of scholarships available for international RMIT students include:

**Internal**
» RMIT University International Research Scholarships (RUIRS)
» Endeavour International Postgraduate Research Scholarships (IPRS)—administered by RMIT
» RMIT's Postgraduate Biotechnology Scholarships
» RMIT's School of Computer Science and Information Technology
» RMIT Foundation Studies Scholarships

**External**
» Australian Development Scholarships
» Australian Leadership Awards
» Australian Leadership Awards—Fellowships
» Australian Partnership Scholarships (APS) Program
» Chile Bicentennial Scholarship
» Endeavour Executive Award
» Endeavour Postgraduate Award
» Endeavour Research Fellowship
» Endeavour Vocational Education and Training (VET) Award
» Malaysian Australia Colombo Commemoration (MACC) Scholarship (administered by IDP Malaysia)
» Prime Minister's Asia-Australia Endeavour Awards
» Thailand Australia Scholarship

Scholarships for current RMIT international students include:
» Education Abroad Scholarships
» Endeavour International Postgraduate Research Scholarships (IPRS)—administered by RMIT
» Institutional Partnership Funds (for enquiries, please contact the Education Abroad Unit)
» RMIT's School of Computer Science and Information Technology

**Scholarships administered by external organisations or sponsors**
Applications for these scholarships must be lodged directly with the funding body and not with RMIT University.

For more information please visit: www.rmit.edu.au/scholarships/international
Communicating with RMIT University International Services

RMIT University aims to provide the highest quality service (on a consistent basis) to all our agents. To ensure this happens, we request you adhere to the following procedure when communicating with your Country Manager or other International Services staff.

Email is the preferred form of communication. Please refer to list of contacts and ensure you are using the correct email address. Please do not send copies of emails randomly to everyone you know at RMIT University. This only causes further delays, as more people follow-up the same email.

Your Country Manager is also online on Skype when in the office. If there is a short brief request, you could contact your Country Manager via Skype.

Emails may fall into the following categories: urgent or normal.

**Urgent issues are those which could cause serious physical or financial injury or loss.** If your email does not fall into this category, please do not tag it as urgent. Also, please do not classify an email as urgent because an application was submitted late. RMIT University International Services tries to ensure all applications are processed in the shortest possible time.

If an issue is urgent and requires immediate attention, email is still the best form of communication, followed up with a phone call.

**Sending emails**

There are three parts to pay attention to in the email: the address, the subject line and the body.

**Email address**

Please check the email address with the list of contacts on page 72. Do not send emails to anyone else who is not on this list, unless you have first emailed your Country Manager for assistance.

**The subject line**

If your email is about an applicant or a student, please use the following format to ensure faster service.

<Agent Code><Agent Branch Code> #Student File Number

LASTNAME First/Given Name: Nature of email

For example:

754-23 #892143 WALLIS Kieran: Deferral of acceptance
754-23 #892143 WALLIS Kieran: Follow-up

If the Student File Number is not known (as in the case of a fresh application) please enter the student’s date of birth after the name.

For example:

754-23 BOLT Paul (DOB 17 Mar 1982): New application
754-23 BOLT Paul (DOB 17 Mar 1982): Agent variation

**Nature of email** falls into one or more of the following categories:

- new application
- additional information
- acceptance of offer
- under 18 application
- deferral of offer
- deferral of acceptance
- refund application
- Quick Placement Test
- agent variation
- publication/material order
- eCoE request
- follow-up
- payment request.

For all other emails, please use the following format:

<Agent Code><Agent Branch Code> Nature of email

For example

754-23 Enquiry
754-23 Upcoming event/exhibition
754-23 Monthly report
754-23 Other business
Body of the email

Please be brief and to the point. In most cases, RMIT University International Services will know from the subject line and the attachment what the email is about. Please ensure that you have included your contact details in the body, so that an officer could get in touch with you if required. A signature line to your email is most helpful.

To ensure that applications are actioned immediately by your Country Manager, RMIT University International Services recommends that all branch managers submit a monthly report to their Country Manager. The following format can be created in Excel, and will also assist the branch in tracking their students.

<table>
<thead>
<tr>
<th>File number</th>
<th>Last name</th>
<th>First/given name</th>
<th>Submission date</th>
<th>Acknowledged</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>892143</td>
<td>WALLIS</td>
<td>Kieran</td>
<td>2 May 08</td>
<td>Yes</td>
<td>Accepted</td>
</tr>
<tr>
<td></td>
<td>BOLT</td>
<td>Paul</td>
<td>27 Feb 09</td>
<td>Yes</td>
<td>Pending</td>
</tr>
<tr>
<td>892200</td>
<td>FERNANDES</td>
<td>Louis</td>
<td>3 Mar 09</td>
<td>Yes</td>
<td>Offered</td>
</tr>
</tbody>
</table>

Acknowledged is either:

» Yes
   Where you have received an email acknowledging that RMIT has received the application. It does not mean that the application has been processed or is completed.

» No
   Where you have not received any email from RMIT acknowledging receipt of this application. In this case, your Country Manager will automatically follow-up on the application.

Status can be either:

» Pending
   You have received an acknowledgement, but have not received any further information or request from RMIT University International Services.

» Offered
   The student has either a conditional or firm offer from RMIT University.

» Accepted
   The student has accepted either the conditional or firm offer made by RMIT University.

» Deferred
   The student has deferred either the offer or the acceptance.

» Rejected
   The student was rejected by RMIT University.
RMIT University International Services contact information

Street address
Info Corner
Building 22
330 Swanston Street
(corner La Trobe Street)
RMIT City campus
Tel. +61 3 9925 5156
Fax: +61 3 9663 6925

Postal address
RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
Australia

To ensure that we respond to your requests efficiently and promptly, RMIT University International Services has set up specific email addresses for different services. If you do not get a response within three working days—or if you would like to escalate the issue, please refer to the ‘how to escalate issues’ procedure, page 73.

Your RMIT Country Manager is your first point of contact. Please contact your Country Manager before sending global emails, or emails with large attachments.

Table 7: RMIT University International Services contact details

<table>
<thead>
<tr>
<th>Enquiry</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>New applications For all new student applications: TAFE, foundation, undergraduate, postgraduate, research and packaged programs. Do not send incomplete applications, or applications without supporting documents. We are unable to process or review such applications, and will wait until all documents arrive before making a decision.</td>
<td><a href="mailto:ISApplications@rmit.edu.au">ISApplications@rmit.edu.au</a></td>
</tr>
<tr>
<td>For admission to ELICOS only. Do not use this email for packaged programs.</td>
<td><a href="mailto:SETint@rmit.edu.au">SETint@rmit.edu.au</a></td>
</tr>
<tr>
<td>Study Abroad applications should be sent to:</td>
<td><a href="mailto:Studyabroad@rmit.edu.au">Studyabroad@rmit.edu.au</a></td>
</tr>
<tr>
<td>Student acceptances All offer acceptances (conditional or full offers) should be sent to:</td>
<td><a href="mailto:ISAcceptances@rmit.edu.au">ISAcceptances@rmit.edu.au</a></td>
</tr>
<tr>
<td>Additional information » If the application is for a business program and additional information is requested, please forward this only to:</td>
<td><a href="mailto:BUSint@rmit.edu.au">BUSint@rmit.edu.au</a> Fax: +61 3 9663 6925</td>
</tr>
<tr>
<td>» If the application is for an art, design and communication, architecture, environment and planning, or education program, and additional information is requested, please forward this only to:</td>
<td><a href="mailto:DSCint@rmit.edu.au">DSCint@rmit.edu.au</a> Fax: +61 3 9650 9140</td>
</tr>
<tr>
<td>» If the application is for an engineering, computer science, applied science, or health and medical sciences program, and additional information is requested, please forward this only to:</td>
<td><a href="mailto:SETint@rmit.edu.au">SETint@rmit.edu.au</a> Fax: +61 3 9663 6596</td>
</tr>
<tr>
<td>Arrival services To request assistance on arrival, please send the completed form to:</td>
<td><a href="mailto:ISArrival@rmit.edu.au">ISArrival@rmit.edu.au</a></td>
</tr>
<tr>
<td>Under 18 Student Guardianship Form should be sent to:</td>
<td><a href="mailto:ISUnder18@rmit.edu.au">ISUnder18@rmit.edu.au</a></td>
</tr>
<tr>
<td>Scholarships and sponsorships All enquiries regarding scholarships and sponsorships should be sent to:</td>
<td><a href="mailto:ISScholarships@rmit.edu.au">ISScholarships@rmit.edu.au</a></td>
</tr>
<tr>
<td>REW Offshore Placement Tests Results from the Quick Placement Tests should be sent to:</td>
<td><a href="mailto:placement.test@rmit.edu.au">placement.test@rmit.edu.au</a></td>
</tr>
<tr>
<td>For issues with accessing SATS, identify who you are (agent code-branch office, name of the organisation), and the nature of the problem to:</td>
<td><a href="mailto:ClientRelations@rmit.edu.au">ClientRelations@rmit.edu.au</a></td>
</tr>
<tr>
<td>Invoices for commissions should be sent to:</td>
<td><a href="mailto:IScommission@rmit.edu.au">IScommission@rmit.edu.au</a></td>
</tr>
<tr>
<td>Refunds</td>
<td><a href="mailto:ISrefunds@rmit.edu.au">ISrefunds@rmit.edu.au</a></td>
</tr>
</tbody>
</table>

Do not send emails to anyone else in RMIT (including academic staff, school heads, admission team managers, accounts, etc.) unless you have first emailed your RMIT Country Manager.
How to escalate issues

RMIT University recognises that there are times when agents may require further assistance than is provided within the current list of RMIT contacts. If you would like to escalate specific matters, please follow the steps indicated below:

Step 1: Contact your Country Manager via email, and clearly outline the issue. Suggest a resolution if you have one. Please wait at least three working days before contacting your Country Manager again on the same issue.

Step 2: a. If the matter is urgent, (something that could cause severe hardship or great financial loss), please send an email to your Country Manager marked urgent, outlining the issue. Wait at least 24 hours for a response before making contact again.

b. If you do not receive a response (acknowledgement or otherwise) within 24 hours, please call your Country Manager and discuss the issue.

c. In the event your Country Manager is travelling and has not been able to work on your request, you will be connected with your Country Manager's backup, who will discuss and resolve the issue for you.

Step 3: If you are not satisfied with the manner in which your issue has been resolved, or with the resolution, please contact the Manager Regional Recruitment via email or phone. Please do not send emails to everyone you know at RMIT University International Services requesting assistance, as this will only delay the process.

RMIT University is committed to working with its agents to ensure positive outcomes for everyone. Your assistance in following our procedures is requested. Please also refer to the Contacting RMIT section on page 72 for more information on the correct contact points for different services.

Ordering RMIT promotional materials

RMIT University provides its agents with resources to help counsel prospective students and market the University. Please discuss your requirements with your Branch Office and Head Office Manager before requesting materials. RMIT University prefers to dispatch consolidated requests to the agent’s head office, and have materials distributed internally.

Agents may order promotional materials by filling in the Publications/Promotional Materials Order Form. Please visit the agent web site and download the latest form, as RMIT University updates and adds new promotional materials on a regular basis.

Promotional materials available to agents as follows:
- publications e.g. undergraduate/postgraduate brochures
- flyers e.g. program specific (available in various languages)
- banners (artwork only)
- posters
- presentation folders
- DVDs
- Melbourne specific information.

You can also view and download the promotional materials in PDF versions from the agent web site under marketing materials or via the following link: www.rmit.edu.au/programs/international/brochures.

The following steps indicate the publications/promotional material order process within International Services:

Step 1: Completed Publications/Promotional Materials Order Form is submitted by fax or email to your Country Manager.

Step 2: Your Country Manager will use the number of applications that were processed in the last academic year as a benchmark when approving your request. Please therefore request numbers based on your past performance, or proposed events that you have discussed with your Country Manager. It is not the cost of materials, but rather the freight costs that ‘get out of control’.

Step 3: Once the form is approved, it is passed over to the dispatch team.

Step 4: Your Country Manager will inform you that your order has been placed and you should receive the order within 10 working days.

An example of how to complete the Publications/Promotional Material Order Form is provided.
Use this form if you wish to order publications or promotional materials. Please email the completed form to your County Manager.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Quantity</th>
<th>Publication</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information for future international students</td>
<td></td>
<td>Exchange and study abroad</td>
<td></td>
</tr>
<tr>
<td>- Build your future</td>
<td></td>
<td>- Broden your horizons</td>
<td></td>
</tr>
<tr>
<td>Program and fees</td>
<td></td>
<td>RMIT English worldwide</td>
<td></td>
</tr>
<tr>
<td>Foundation studies and associate degrees</td>
<td></td>
<td>- Brochure</td>
<td></td>
</tr>
<tr>
<td>- Guaranteed pathways</td>
<td></td>
<td>English:</td>
<td></td>
</tr>
<tr>
<td>Undergraduate and diploma</td>
<td></td>
<td>Arabic:</td>
<td></td>
</tr>
<tr>
<td>- Program guide</td>
<td></td>
<td>Chinese:</td>
<td></td>
</tr>
<tr>
<td>Postgraduate (Coursework and Research)</td>
<td></td>
<td>(simplified):</td>
<td></td>
</tr>
<tr>
<td>- Program guide</td>
<td></td>
<td>Korean:</td>
<td></td>
</tr>
<tr>
<td>Posters</td>
<td></td>
<td>Spanish:</td>
<td></td>
</tr>
<tr>
<td>Size A1 Education Abroad Melbourne image</td>
<td></td>
<td>Taiwanese:</td>
<td></td>
</tr>
<tr>
<td>Size A1 Education Abroad study areas</td>
<td></td>
<td>(traditional):</td>
<td></td>
</tr>
<tr>
<td>Size A1 RMIT Melbourne (A1)</td>
<td></td>
<td>Thai:</td>
<td></td>
</tr>
<tr>
<td>Size A1 RMIT study areas (A1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Education Passport to a global career (For RMIT staff only)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Store Officer’s comments:

As our promotional materials are updated on a regular basis, please check our web site, download and complete the latest form—as some publications may be withdrawn, consolidated or new ones created over time.

RMIT University prefers that these requests are consolidated through the agent’s head office, and redistributed internally.

Total weight: Total cost:
Before you send a Publications/Promotional Material Order Form to RMIT University, check:

» Have you contacted your head office and other branch offices about their requirements as well?
» Have you visited the RMIT web site, checked what publications/promotional materials are available and downloaded the latest order form?
» Are the numbers requested based on previous performance, or proposed events? Your Country Manager will approve the request based on this.
» Have you entered the shipping details clearly? RMIT University International Services prefers that the shipping details are printed, or filled in BLOCK CAPITALS to avoid confusion and shipping errors.

Remember this form must be emailed or faxed to your Country Manager only.
Permissions to use branding—logos, images, copyright text etc.

Material on the RMIT agent web site—the logo, images, text—are copyrighted. RMIT does not automatically grant any person or agent permission to use this material. If you have reason to use the relevant material, please fill out this form and obtain permission before making use of any copyright material found in any brochure, web site or in any media.

The following steps indicate the process used to gain permission to use RMIT branding material within International Services:

Step 1: Discuss and clarify your requirement to use RMIT University branding with your Country Manager.

Step 2: Complete and email the Application Form to use RMIT University logo for External Purposes by RMIT agents or partner institutions, with all supporting documentation, to ClientRelations@rmit.edu.au.

Step 3: The form will be forwarded to the Assistant Director International Marketing and Recruitment, who in turn will check and discuss your requirements with your Country Manager. Please allow for five working days before sending a follow-up request.

Step 4: Once approved, your Country Manager will inform you, and RMIT Client Relations will contact you and provide you with the artwork or material requested.

An example of how to complete the Application Form to use RMIT University logo for External Purposes is provided.
Application Form to use RMIT University logo for external purposes by RMIT representatives or partner institutions

This form must be completed to request the RMIT logo.
Please submit your application to:
Keith Ong, Manager, Research and Client Relations
Email: clientrelations@rmit.edu.au

Date of request: __________________________

Representative agent: __________________________

Name: __________________________
Position: __________________________
Phone number: __________________________
Email: __________________________

Specify where the logo will be used
☐ External web site
☐ Conference materials
☐ Advertisement
☐ Publication
☐ Other (please describe) __________________________

Explain how the use of the RMIT logo in this context will directly benefit RMIT
☐ Build/Enhance relationship with stakeholders
☐ Enhance RMIT’s reputation
☐ Promote RMIT
☐ Build goodwill
☐ RMIT is a sponsor
☐ Other (please describe) __________________________

Use of the RMIT logo for the above purpose/s is: ☐ Approved ☐ Not approved

Signed: __________________________ Date: __________________________
Assistant Director, International Marketing
International Services

Please note: The use of the RMIT logo must be in line with the conditions set in the Services Agreement.
Before you send an Application Form to use RMIT University logo for External Purposes by RMIT representatives or partner institutions to RMIT University, check:

- Have you discussed this with your Country Manager?
- Does your Country Manager support this use?
- Have you filled in the form correctly and attached all supporting documents? Please state clearly, where and how the logo will be used. If necessary please provide a sample/sketch of the logo in use.

Remember this form must be emailed to ClientRelations@rmit.edu.au only.
Web site training

Access

Location
The agent web site can be accessed in either of the following ways:

a) URL address
   www.international.rmit.edu.au/agent/login

b) From the University home page (www.rmit.edu.au) select the following links:
   » International
   » RMIT agents
   » Web site for current agents.

Login details
There are two types of login details:

» Master Login
   This login allows the main contract holder (or authorised personnel) to access the agent web site, update the company/staff profile, and/or view/download the RMIT Services Agreement.

» Office Login
   This login allows the office managers and staff to access the agent web site.
   The following details must be entered:
   - agent number
   - office number
   - password.
RESOURCES

Web site pages

Home page

Forms

Downloadable Forms
The following forms are available in PDF (Portable Document Format) only and can be read by Adobe Acrobat Reader. In order to view these files and print them off you need to have Adobe Acrobat Reader installed on your computer. If you do not have a copy of Adobe Acrobat Reader then you have to download a copy of Adobe Acrobat Reader from the Adobe Website and install it on your computer (it’s free).

Application Forms for International Students

APPLICATION FOR A CONDITIONAL OFFER
Size: 450 kb, Issue Date: July 2010.

APPLICATION FOR REFUND FORM
Size: 64 kb, Issue Date: July 2010.

APPLICATION FORM FOR INTERNATIONAL STUDENTS
Size: 890 kb, Issue Date: July 2010.

ARRIVAL SERVICES FORM
Size: 3.4 kb, Issue Date: September 2010.

APPLICATION CHANGE OF PROGRAM FORM
Size: 71 kb, Issue Date: July 2010.

CHANGE OF PREFERENCE FORM
Size: 54 kb, Issue Date: February 2009.

DEFERRED OFFER/ACCEPTANCE FORM
Size: 5 kb, Issue Date: July 2010.

ENGLISH LANGUAGE PROFICIENCY APPLICATION FORM
Size: 90 kb, Issue Date: June 2009.

FEEDBACK ON REPRESENTATIVES (AGENTS) FORM
Size: 450 kb, Issue Date: July 2010.

UNDER 18 STUDENT WELFARE AND ACCOMMODATION APPROVAL FORM
Marketing materials

Downloadable Flyers
RMIT International’s Communications Group produces a range of promotional flyers, for use by Company staff and clients. Check this page regularly for news on new, revised and discontinued flyers and check that you are using the latest version.

The following flyers are available in PDF (Portable Document Format) only and can be read by Adobe Acrobat Reader. In order to view these files and print them off you need to have Adobe Acrobat Reader installed on your computer. If you do not have a copy of Adobe Acrobat Reader then you have to download a copy of Adobe Acrobat Reader from the Adobe website and install it on your computer (it’s free).

Graduate Diploma Graphic Design
Size: 283kb
Date of Print: October 2010.
Produced by RMIT International Services.

Foundation Studies, Diploma and Associate Degree
Overview
Size: 296kb
Date of Print: September 2010.
Full Colour.
Produced by RMIT International Services.

Associate Degree in Applied Science
Size: 113kb
Date of Print: July 2010.
Full Colour.
Produced by RMIT International Services.

Associates degree fashion and textile merchandising
Size: 71kb
Full Colour.
Produced by RMIT International Services.

Master of Business (Information Technology)
(size: 1.3mb)
Date of Print: December 2010.
Full Colour.
Produced by RMIT International Services.

School of Fashion and Textiles
Size: 3MB
Full Colour.
Produced by RMIT International Services.
There are many links to pages on the RMIT University web site, however, some are ‘for agents’ eyes only’. Of particular note:

- programs closed to new applications and/or acceptances
- entry requirements
- advanced standing/credit transfer
- important dates
- programs and fees
- refund policy
- translated web pages
- supplementary forms.
Contact us

Contact Information

Location
RMIT Building 22, City Campus
330 Swanston Street
Melbourne Victoria 3000
Australia.
Tel: +61 3 9925 5156
Fax: +61 3 9663 6925.

Postal Address
RMIT University
International Services
GPO Box 2476
Melbourne Victoria 3001
Australia.

Key Contacts

- Recruitment & Marketing Team Contacts

Client Relations

Email: ClientRelations@rmit.edu.au

Student Applications

Email: IApplications@rmit.edu.au

Student Acceptances

Email: IAcceptances@rmit.edu.au

Scholarships and Sponsorships

Email: IScholarships@rmit.edu.au

Arrival Services

Email: IArrival@rmit.edu.au

Under 18

Email: IUnder18@rmit.edu.au

Student Visa Issues

Email: IVisa@rmit.edu.au

This email should be used if you have a specific...
International VTAC students

All students studying an Australian Year 12 qualification in Australia and wishing to apply for Higher Education programs must follow the application process outlined in the Victorians Admission Tertiary Centre (VTAC) Guide (www.vtac.edu.au). Students who have already been given an offer at RMIT through the VTAC selection process may approach an RMIT agent to handle some parts of their application. In order for the agent to provide the required service to this group of students, they need to complete an Agent Variation Form (https://apply.rmit.edu.au/international/AgentLogin.aspx). This form then needs to be emailed directly to the agent’s Country Manager.

For further VTAC related information including prerequisites and selection criteria please visit the VTAC web site (stated above).

Students applying for TAFE programs should apply through the standard International application process.

Pre-selection kits

Some RMIT University programs require students to submit information forms, folios, essays, statements of purpose or attend an interview. These requirements are listed under the program’s Entrance Requirements outlined in the program brochures.

What are they?

Table 8: Summary of extra requirements

<table>
<thead>
<tr>
<th>Extra requirements</th>
<th>What’s required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplementary form</td>
<td>Supplied by RMIT, this form contains personal information, education background, personal statement, work experience, privacy statements image submissions (if required) and applicant declaration.</td>
</tr>
<tr>
<td>Folio</td>
<td>Maximum ten pieces that highlight the applicant’s creative ability. There are often specific requirements, e.g. slides, CD-Rom, DVD, drawings. Successful folios are short listed for interviews. Folios are used to review applicants for design programs.</td>
</tr>
<tr>
<td>Essay, statement of purpose</td>
<td>Describes the applicant’s interests and aspirations regarding the program, what they want to do upon completion, and their understanding of the industry.</td>
</tr>
<tr>
<td>Pre-selection design exercise</td>
<td>Highlights visual and written creative thinking, usually requires no preparation and is conducted on campus during specified times. Often three hours in length.</td>
</tr>
<tr>
<td>Interview</td>
<td>Applicants who pass the design exercises or folio requirements are invited for interviews, where questions concerning programs are asked. Questions can also include personal responses rather than knowledge based answers. Folios are often discussed.</td>
</tr>
<tr>
<td>Physical skills test/entrance tests</td>
<td>Used in programs such as physical education, public relations etc. Tests are conducted on campus and test the applicant’s ability in a variety of fields.</td>
</tr>
</tbody>
</table>

Note: Forms are available from www.international.rmit.edu.au/agent/forms and should be submitted at time of application. When these forms cannot be submitted at the time, they should be sent at a later date via email (clearly stating applicant’s name, reference number and program) to the appropriate Admissions team:

» setint@rmit.edu.au
» busint@rmit.edu.au
» dscint@rmit.edu.au
RMIT Services Agreement

The relationship between RMIT and its agents is bound by an agreement that is signed by both parties. This agreement states the duration of the contract, the services that agents are expected to perform in order to claim commission, and the commission rates that apply to the agent’s region of recruitment.

Agent agreements are from one to three years. All approved and registered agents have access to the agent web site and Apply International on www.rmit.edu.au.

Commission

RMIT agents are paid a percentage of the student’s tuition fees for each student they recruit to RMIT.

Commission is paid if the agent satisfactorily fulfils each of the required recruitment services outlined in the RMIT Services Agreement. To claim commission the agent needs to send an invoice to RMIT with a letterhead that displays the full name and contact details of the agent’s company and the students’ file reference numbers, student ID number, program code and program name.

The invoice should be sent after the student enrols and after the Australian census cut off dates—March 31 and August 31. Please refer to the RMIT Services Agreement for further information regarding the commission rates.

Updating your contact details

Each agent has an individual profile of their company details on the RMIT agent web site, which they can access and update via the master login and password. If you do not have login details please contact our External Relations Coordinator via the following email address: clientrelations@rmit.edu.au.

The profile is located on the RMIT University International Services web site at: www.international.rmit.edu.au/agent/login.

For ELICOS invoices: in addition to all the details above, please include the number of weeks and the commencement date.

Useful links

RMIT University International Services
» RMIT International home page
  www.rmit.edu.au/international
» Programs and fees for international students
  www.rmit.edu.au/international/programfees
» Accepting an offer
  www.rmit.edu.au/international/accept
» Student visa requirements
  www.rmit.edu.au/international/visas
» Scholarships
  www.rmit.edu.au/scholarships/international
» Publications
  www.rmit.edu.au/programs/international/brochures
» Advanced standing
  www.international.rmit.edu.au/info/advancedstanding
» Entrance requirements web page
» Refund policy
  www.rmit.edu.au/policies/refunds
» New programs available to international students
  www.rmit.edu.au/programs/newprogram
» Updates on program closure to new applications/acceptances (login required)
  www.international.rmit.edu.au/agent

RMIT University
» RMIT main home page
  www.rmit.edu.au
» RMIT student essentials
  www.rmit.edu.au/students
» RMIT academic calendar
  www.rmit.edu.au/academic-registrar/academic_calendars
» RMIT University alumni information
  www.alumni.rmit.edu.au
» RMIT services and facilities
  » RMIT housing service
    www.rmit.edu.au/housing
» RMIT TV
  www.rmitv.org
» SYNFM
  www.syn.org.au
» RMIT the Hub
  www.rmit.edu.au/students/aboutthehub

Governmental organisations
» Department of Immigration and Citizenship (DIAC)
  www.immi.gov.au
Quick Placement Test (QPT)

When an applicant cannot provide proof of English proficiency, RMIT University requires the agent to conduct an RMIT English Worldwide (REW) Quick Placement Test (QPT). This test ensures that the applicant’s level of English is correctly assessed and that the applicant is offered the correct duration of English study. The QPT is administered by agents who are not in Melbourne.

Agents who are located in Melbourne are required to refer their students to:

RMIT English Worldwide
RMIT Building 36
Level 1, 393 Swanston Street
Melbourne VIC 3000
Tel. +61 3 9663 8504

Simplified instructions on how to conduct the test are available in English. There are also translated copies of the instructions (not the tests) available. These are available in Arabic, Japanese, Korean, Simplified Chinese, Traditional Chinese, Thai and Vietnamese.

To obtain a copy of the REW Quick Placement Test, please download the copies of the instruction and test via the agent web site. They are located in the following tab:

» Application
» English language requirements section

Samples of the instructions and test are provided.

Flyers

Please refer to the agent web site for the latest flyers.

www.international.rmit.edu.au/agent/marketing_materials/flyers
# Cover Sheet for Quick Placement Test & Writing Task

Please send (fax or email) the following to REW:
1. This form
2. Multiple choice QPT answer sheet
3. Writing task (A, B, C or D depending on test score)

REW will reply to both the agent and the RMIT International office within 48 hours

<table>
<thead>
<tr>
<th>Category</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Full Name:</td>
<td></td>
</tr>
<tr>
<td>RMIT File No. (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Test Date:</td>
<td></td>
</tr>
<tr>
<td>Paper Version 1 ✅ or Paper Version 2 ✅</td>
<td></td>
</tr>
<tr>
<td>Score for Part 1 (out of 40):</td>
<td></td>
</tr>
<tr>
<td>Score for Part 2 (if Part 1 score ≥ 35) out of 20:</td>
<td></td>
</tr>
<tr>
<td>Student’s intended course of study at RMIT University:</td>
<td></td>
</tr>
<tr>
<td>Semester start for RMIT University program:</td>
<td>Semester 1 ✅ Year</td>
</tr>
<tr>
<td>Agent name and branch:</td>
<td></td>
</tr>
<tr>
<td>Preferred method of contact for reply:</td>
<td></td>
</tr>
<tr>
<td>Agent email address:</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Agent fax number:</td>
<td></td>
</tr>
<tr>
<td>Counsellor name:</td>
<td></td>
</tr>
</tbody>
</table>

**Send the test to:**

Email: [placement.test@rmit.edu.au](mailto:placement.test@rmit.edu.au) or
Fax: +61 3 9654 9883
Enquiries Tel: +61 3 9657 5828 or +61 3 9654 5826

**DO NOT** fax this form to the RMIT International Admissions office. They then must forward it to REW. This will cause a delay in the response time.
WRITING PLACEMENT - TOPIC SET A

INSTRUCTIONS
• You have 30 minutes.
• Choose ONE of the topics below to write about.
• Do not use your dictionary.
• Write on the paper provided.

TOPIC 1 Write about your best friend.

OR

TOPIC 2 Write about a holiday place that you like.

Use the lined paper to write your answer
WRITING PLACEMENT - TOPIC SET B

INSTRUCTIONS

- You have **30 minutes**.
- Choose **ONE** of the topics below to write about.
- Do **not** use your dictionary.
- Write on the paper provided.

**TOPIC 1**

You are going to go to Australia to study English and to stay with an Australian family. The Australian family wants to know all about you.

Write a letter telling them about yourself.

OR

**TOPIC 2**

Which do you think is better - travelling in your own country or travelling to another country? Why?

Use the lined paper to write your answer
WRITING PLACEMENT - TOPIC SET C

INSTRUCTIONS
• You have 40 minutes.
• You should write at least 220 words.
• Choose ONE of the topics below to write about.
• Do not use your dictionary.
• Write on the paper provided.

TOPIC 1  What are the positives and negatives of the Internet?

OR

TOPIC 2  Compare life in your grandparents’ time with life today.
         Which generation do you think enjoys a better lifestyle and why?

Use the lined paper to write your answer
WRITING PLACEMENT - TOPIC SET D

INSTRUCTIONS
- You have 40 minutes.
- You should write at least 250 words.
- Choose ONE of the topics below to write about.
- Do not use your dictionary.
- Write on the paper provided.

TOPIC 1  English is currently the international language, but the international language of the future will be Chinese.
Do you agree?

OR

TOPIC 2  English is established as the global, international language.
It is the language of business, politics, travel and the Internet.
What are the advantages and disadvantages of this situation?

Use the lined paper to write your answer
WRITING PLACEMENT

Name: _________________________________
Date: _______________

Office Use Only

Topic set:  □ A  □ B  □ C  □ D
QPT Comp Score: _____
QPT Pen & Paper Score: _____
Time Started: _____  Time to finish: _____
Level: _____
Instructions for use of the REW Quick Placement Test (QPT) Paper Version + Writing Task

Overview
The QPT and Writing Task are used to decide how many weeks ELICOS a student requires to meet their study / personal needs. The QPT is divided into two parts 1 & 2. Part 2 is only needed if the student scores 35 or more on Part 1. The overall QPT score determines which Writing Task the student should undertake.

Instructions
1. Student does the test in a quiet, supervised and secure situation – no dictionaries allowed.
2. Agent prints out the QPT test booklet and answer sheet. All answers must go directly onto the answer sheet.
3. Agent issues student with Part 1 for 30 minutes (questions 1 – 40).
4. Agent removes the test in 30 minutes even if student has not finished. Do not allow the student to keep the test booklet.
5. Agent records student name and start and finish time of test on answer sheet.
6. Agent marks Part 1 using the marking template. You should photocopy the template onto an overhead projector transparency and keep it for use each time you mark a test.
7. Student does Part 2 only if score for Part 1 is 35 or more.
8. Agent writes score/s on answer sheet.
9. Agent chooses correct Writing Task based on test score below: Student only does one writing task.

<table>
<thead>
<tr>
<th>Score for QPT</th>
<th>Give Writing Task</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>A</td>
<td>30 minutes</td>
</tr>
<tr>
<td>16 – 25</td>
<td>B</td>
<td>30 minutes</td>
</tr>
<tr>
<td>26 – 39</td>
<td>C</td>
<td>40 minutes</td>
</tr>
<tr>
<td>40+</td>
<td>D</td>
<td>40 minutes</td>
</tr>
</tbody>
</table>

No dictionaries allowed!
10. Agent prints lined pages for the writing task (pages 5 & 6 of the writing test document) and issues student with the correct topic, informing the student of the finish time.
11. After collecting the Writing Task Agent completes the Cover Sheet.
12. Agent sends the following to REW:
    - Cover sheet
    - QPT Answer sheet – multiple choice
    - Writing task page/s.

REW will reply to both the agent and to RMIT Admissions team within 48 hours (excluding weekends).

Students cannot gain direct entry to RMIT TAFE or University programs from the results of the QPT Placement Test. They can choose to do an IELTS or TOEFL test or undertake a minimum of 5 weeks English at REW and meet all course requirements for their level.

Students can gain direct entry to VCE Year 11 or Foundation Studies programs from the results of an REW placement test.
FREQUENTLY ASKED QUESTIONS (FAQS)

1. What can I use the REW Quick Placement Test (REW QPT) for?
The REW QPT is used to decide the starting point for a student coming to study English at REW. It also determines the minimum number of weeks of ELICOS the student requires to meet the English language entry requirement for RMIT TAFE or Higher Education programs.
The test can be used for direct entry to REW ELICOS courses, VCE Years 11 and 12 and Foundation Studies Programs only.

2. What if a student has an IELTS or TOEFL score? Can he do the REW QPT?
A recent IELTS or TOEFL score overrides any results from the REW QPT. ‘Recent’ means the IELTS or TOEFL test was done in the previous 6 months. The student may have done some further English study and have improved on the IELTS or TOEFL score. If this is the case then the REW QPT can be used.

3. Why does a recent IELTS or TOEFL score override an REW QPT result?
An IELTS or TOEFL test includes an assessment of Listening and Speaking skills. The REW Quick Placement test cannot assess these skills and so can be used only as a guide to the number of weeks needed. Experience shows us though, that even though it has its limitations, the test is still a very good indicator of a student’s English level.

4. How many times can a student take the REW QPT?
Students can only do the test once in a six-month period. If this causes a problem please contact REW for advice.

5. How long is the REW QPT result valid?
It is valid for up to six months.

6. Can the REW QPT be used for entry to other institutions?
It is really only for entry to RMIT but William Angliss Institute of TAFE accepts the REW Upper Intermediate certificate and so an REW QPT can be given to a student on a pathway to a William Angliss program.

7. What if the student recommendation from REW is for 0 weeks?
If this is the case then the student can choose either to do:
   a) an IELTS or TOEFL test because the student is very close to the English level required for a full offer
   OR
   b) 5 weeks English course at REW and satisfactorily complete all course requirements for that level.
   Note: The student will be required to do a placement test on enrolment day to confirm his result from offshore.

No placement test for students on a visitor visa
Students coming to study English for 10 weeks or less on a visitor visa are not required to do a placement test. However as REW does not have courses at the complete beginner level or very advanced levels, it is always a good idea to give a placement test to a student if you are unsure of this.
quick placement test

Version 2

The test is divided into two parts:

Part 1 (Questions 1 – 40) – All students.

Part 2 (Questions 41 – 60) – Do not start this part unless told to do so by your test supervisor.

Time: 30 minutes
Part 1

Questions 1 – 5

- Where can you see these notices?
- For questions 1 to 5, mark one letter A, B or C on your Answer Sheet.

1. You can look, but don’t touch the pictures.
   - A in an office
   - B in a cinema
   - C in a museum

2. Please give the right money to the driver.
   - A in a bank
   - B on a bus
   - C in a cinema

3. NO PARKING PLEASE
   - A in a street
   - B on a book
   - C on a table

4. CROSS BRIDGE FOR TRAINS TO EDINBURGH
   - A in a bank
   - B in a garage
   - C in a station

5. KEEP IN A COLD PLACE
   - A on clothes
   - B on furniture
   - C on food
Questions 6 – 10

• In this section you must choose the word which best fits each space in the text below.
• For questions 6 to 10, mark one letter A, B, or C on your Answer Sheet.

THE STARS

There are millions of stars in the sky. If you look (6) ................. the sky on a clear night, it is possible to see about 3000 stars. They look small, but they are really (7) ................. big hot balls of burning gas. Some of them are huge, but others are much smaller, like our planet Earth. The biggest stars are very bright, but they only live for a short time. Every day new stars (8) ................. born and old stars die. All the stars are very far away. The light from the nearest star takes more (9) ................. four years to reach Earth. Hundreds of years ago, people (10) ................. stars, like the North Star, to know which direction to travel in. Today you can still see that star.

6 A at B up C on
7 A very B too C much
8 A is B be C are
9 A that B of C than
10 A use B used C using
Questions 11 – 20

• In this section you must choose the word which best fits each space in the texts.
• For questions 11 to 20, mark one letter A, B, C or D on your Answer Sheet.

Good smiles ahead for young teeth

Older Britons are the worst in Europe when it comes to keeping their teeth. But British youngsters (11) .................. more to smile about because (12) .................. teeth are among the best. Almost 80% of Britons over 65 have lost all or some (13) .................. their teeth according to a World Health Organisation survey. Eating too (14) .................. sugar is part of the problem. Among (15) .................. , 12-year-olds have on average only three missing, decayed or filled teeth.

11 A getting B got C have D having

12 A their B his C them D theirs

13 A from B of C among D between

14 A much B lot C many D deal

15 A person B people C children D family
Christopher Columbus and the New World

On August 3, 1492, Christopher Columbus set sail from Spain to find a new route to India, China and Japan. At this time most people thought you would fall off the edge of the world if you sailed too far. Yet sailors such as Columbus had seen how a ship appeared to get lower and lower on the horizon as it sailed away. For Columbus this (16) .................. that the world was round. He (17) ................. to his men about the distance travelled each day. He did not want them to think that he did not (18) .................. exactly where they were going. (19) .................. , on October 12, 1492, Columbus and his men landed on a small island he named San Salvador. Columbus believed he was in Asia, (20) ................. he was actually in the Caribbean.

16  A made     B pointed    C was      D proved
17  A lied     B told      C cheated  D asked
18  A find     B know      C think    D expect
19  A Next     B Secondly   C Finally  D Once
20  A as       B but       C because  D if
Questions 21 – 40

• In this section you must choose the word or phrase which best completes each sentence.

• For questions 21 to 40, mark one letter A, B, C or D on your Answer Sheet.

21 The children won’t go to sleep ................. we leave a light on outside their bedroom.
   A except    B otherwise    C unless    D but

22 I’ll give you my spare keys in case you ................. home before me.
   A would get   B got    C will get    D get

23 My holiday in Paris gave me a great ................. to improve my French accent.
   A occasion    B chance    C hope    D possibility

24 The singer ended the concert ................. her most popular song.
   A by    B with    C in    D as

25 Because it had not rained for several months, there was a ................. of water.
   A shortage    B drop    C scarce    D waste

26 I’ve always ................. you as my best friend.
   A regarded    B thought    C meant    D supposed

27 She came to live here ................. a month ago.
   A quite    B beyond    C already    D almost

28 Don’t make such a .................! The dentist is only going to look at your teeth.
   A fuss    B trouble    C worry    D reaction

29 He spent a long time looking for a tie which ................. with his new shirt.
   A fixed    B made    C went    D wore

30 Fortunately, ................. from a bump on the head, she suffered no serious injuries from her fall.
   A other    B except    C besides    D apart
31 She had changed so much that ................................ anyone recognised her.
   A almost          B hardly          C not          D nearly

32 ................................ teaching English, she also writes children’s books.
   A Moreover        B As well as      C In addition   D Apart

33 It was clear that the young couple were ..................... of taking charge of the restaurant.
   A responsible    B reliable        C capable      D able

34 The book .................. of ten chapters, each one covering a different topic.
   A comprises       B includes        C consists     D contains

35 Mary was disappointed with her new shirt as the colour .................. very quickly.
   A bleached       B died            C vanished     D faded

36 National leaders from all over the world are expected to attend the .................. meeting.
   A peak           B summit          C top          D apex

37 Jane remained calm when she won the lottery and .................. about her business as if nothing had happened.
   A came           B brought         C went         D moved

38 I suggest we .................. outside the stadium tomorrow at 8.30.
   A meeting        B meet           C met          D will meet

39 My remarks were ................ as a joke, but she was offended by them.
   A pretended      B thought         C meant        D supposed

40 You ought to take up swimming for the .................. of your health.
   A concern        B relief          C sake         D cause
Part 2

Do not start this part unless told to do so by your test supervisor.

Questions 41 – 50

- In this section you must choose the word or phrase which best fits each space in the texts.
- For questions 41 to 50, mark one letter A, B, C or D on your Answer Sheet.

CLOCKS

The clock was the first complex mechanical machinery to enter the home. (41) ................. it was too expensive for the (42) ................. person until the 19th century, when (43) ................. production techniques lowered the price. Watches were also developed, but they (44) ................. luxury items until 1868, when the first cheap pocket watch was designed in Switzerland. Watches later became (45) ................. available, and Switzerland became the world's leading watch manufacturing centre for the next 100 years.

41  A despite B although C otherwise D average
42  A average B medium C general D common
43  A vast B large C wide D mass
44  A lasted B endured C kept D remained
45  A mostly B chiefly C greatly D widely
Dublin City Walks

What better way of getting to know a new city than by walking around it? Whether you choose the Medieval Walk, which will (46) ...................... you to the Dublin of 1000 years ago, find out about the more (47) ...................... history of the city on the Eighteenth Century Walk, or meet the ghosts of Dublin's many writers on the Literary Walk, we know you will enjoy the experience.

Dublin City Walks (48) ....................... twice daily. Meet your guide at 10.30 a.m. or 2.30 p.m. at the Tourist Information Office. No advance (49) ...................... is necessary. Special (50) ....................... are available for families, children and parties of more than ten people.

46 A introduce  B present  C move  D show
47 A near  B late  C recent  D close
48 A take place  B occur  C work  D function
49 A paying  B reserving  C warning  D booking
50 A funds  B costs  C fees  D rates
Questions 51 – 60

- In this section you must choose the word or phrase which best completes each sentence.
- For questions 51 to 60, mark one letter A, B, C or D on your Answer Sheet.

51 If you’re not too tired we could have a .................. of tennis after lunch.
   A match    B play    C game    D party

52 Don’t you get tired .................. watching TV every night?
   A with    B by    C of    D at

53 Go on, finish the dessert. It needs .................. up because it won’t stay fresh until tomorrow.
   A eat    B eating    C to eat    D eaten

54 We’re not used to .................. invited to very formal occasions.
   A be    B have    C being    D having

55 I’d rather we .................. meet this evening, because I’m very tired.
   A wouldn’t    B shouldn’t    C hadn’t    D didn’t

56 She obviously didn’t want to discuss the matter so I didn’t .................. the point.
   A maintain    B chase    C follow    D pursue

57 Anyone ...... after the start of the play is not allowed in until the interval.
   A arrives    B has arrived    C arriving    D arrived

58 This new magazine is .................. with interesting stories and useful information.
   A full    B packed    C thick    D compiled

59 The restaurant was far too noisy to be .................. to relaxed conversation.
   A conducive    B suitable    C practical    D fruitful

60 In this branch of medicine, it is vital to .................. open to new ideas.
   A stand    B continue    C hold    D remain
Quick Placement Test Version 2

Name: ..................................................  Date: ..................................

School: ..................................................

Instructions: Use a pencil. Mark ONE letter for each question. Example:

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