STUDENT VISA APPLICATIONS

Streamlined Visa Processing arrangements
On 1 July 2016, the Department of Immigration and Border Protection (DIBP) will make a number of changes to its student visa processes. These changes include the introduction of a simplified student visa framework (SSVF).

Under the SSVF:

- all international students will now apply for a single Student visa (subclass 500), regardless of their chosen course of study
- all international students will be required to apply for their student visa online
- a new immigration risk framework will be used to guide the evidence of English language and financial capacity that a student needs to provide with their visa application.

Will the changes impact existing student visa holders?
The SSVF only applies to student visa applications lodged from 1 July 2016 and will not affect the visas of existing student visa holders.

Will the changes impact on Temporary Graduate visa (subclass 485) applications?
The eligibility criteria for the Temporary Graduate visa (subclass 485) will not change.

Where can I find more information?
For more information regarding the SSVF please visit the Department of Immigration and Border Protection (DIBP) website https://www.border.gov.au/Trav/Stud/changes-student-visa

BEFORE YOU ACCEPT YOUR OFFER

Planning your arrival
Before you travel to Melbourne, you should complete the online International Student Briefing. This will provide you with important information on living and studying in Melbourne.

You must arrive in Melbourne in time for the University's Orientation, which will include further important information for all international students. You also need to attend course information sessions and receive course advice. Orientation provides you with opportunities to meet other students and become familiar with the University's facilities and services.

Students under 18 years of age
The Australian government requires all students who are under 18 years of age when entering Australia on a student visa to have appropriate accommodation and welfare arrangements in place. Before accepting your offer you must register your care arrangements with the University. Further information on how to register
COMPLETING YOUR ACCEPTANCE AND PAYMENT AGREEMENT FORM

Step 1: Acceptance Details (Section C)

Acceptance Details

Please check the details listed at Section C and amend any details which are not correct or have changed since you have submitted your application. All fields must be completed in order to accept your offer and receive your Confirmation of Enrolment. You should complete all personal details according to the information on the passport you intend to travel with.

Failing to complete sections of the form may result in processing delays.

Country of citizenship

List all the countries of which you are a citizen. If you are a citizen of more than one country, please underline the nationality of the passport you intend to travel with. Contact International Admissions immediately if you are:

- a permanent resident or citizen of Australia; or
- a citizen of New Zealand; or
- a dual citizen of any country with Australia or New Zealand

The University has offered you admission on the basis that you are an international student who will be granted a student visa or another visa that allows you to study in Australia for the duration of your course. If you accept this offer while you are a permanent resident or citizen of Australia, a citizen of New Zealand or a dual citizen of any country with Australia or New Zealand, the University will reject your application or terminate your enrolment.

Should you gain Australian permanent residency or become a citizen of Australia or New Zealand during the course, you cannot remain enrolled as an international student. In this instance, you will need to reapply for admission to the University as an Australian student. Please note that due to Australian Government quotas it may not be possible to transfer to a course as an Australian student.

DIBP Office for visa application

In order to receive a Confirmation of Enrolment (COE) for the purpose of applying for a student visa, you must state:

- the country and city in which you will be applying for your student visa, and
- your passport number

Please note that COEs are only required if you are intending to apply for a student visa. If you intend to study while holding another temporary visa, it is your responsibility to ensure that this visa allows you to study in Australia. You must provide details of the visa type and subclass and attach a copy of this visa to your acceptance form.

It is essential that you inform us immediately if this information changes.

Email address for COE to be sent to

Email is the preferred method of sending your COE to you and contacting you if there is a delay in issuing your COE.

Emergency contact details

Please provide details of the person you would like us to contact in case of emergency. Do not list an agent as an emergency contact. Please nominate a family member, guardian or responsible adult.

Step 2: Health insurance (Section D-1)

About Overseas Student Health Cover

The Australian government requires applicants for a student visa (including dependent family members) to have Overseas Student Health Cover (OSHC) for the length of their visa. Students from Belgium, Norway and Sweden, who are covered by their country’s insurance scheme, do not need to purchase OSHC but should familiarise themselves with their insurance policy and attach evidence of membership of their national health insurance system to the Acceptance and Payment Agreement form.

Only international students on student visas are eligible for OSHC. Applicants for or holders of other temporary visas should arrange alternative health insurance that is appropriate to their circumstances.

You will need to purchase OSHC for the duration of your student visa. This usually equates to two months longer than your course length, e.g. a 12 month course will require 14 month OSHC. In the case of research students you are required to purchase an additional 8 months of cover beyond the end of your program to allow for the examination of your thesis.
If you have a spouse or children accompanying you to Melbourne, you will need to pay the family health cover amount as explained in your letter of offer and as listed below.

**Arranging Overseas Student Health Cover**

There are various insurance providers that offer OSHC. The insurance providers have the flexibility in the services they provide and fees they can charge so it is important that you are familiar with product you are purchasing.

**Option 1**

You can ask the University to arrange Bupa Advantage OSHC on your behalf with the University preferred provider. Bupa. Bupa Advantage is only available if purchased through the University. It provides health cover above the minimum cover required by the Australian Government. You will be able to order your card online once you arrive in Australia and have a local mailing address.

Please refer to your offer letter for information regarding the OSHC premium that you are required to pay if you wish to have your OSHC arranged for you. If the premium has not been finalised at the time the offer letter is issued, you will be advised of the actual amount as soon as possible.

<table>
<thead>
<tr>
<th>Period of Cover</th>
<th>Single premium</th>
<th>Couples Premium*</th>
<th>Family premium*</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$1,147</td>
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</tr>
<tr>
<td>38 months</td>
<td>$2,237</td>
<td>$7,575</td>
<td>$11,236</td>
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<td>$9,966</td>
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<tr>
<td>56 months</td>
<td>$3,296</td>
<td>$11,162</td>
<td>$16,559</td>
</tr>
</tbody>
</table>

*Couples: Covers one valid student visa holder plus either one adult spouse or recognised de-facto partner over 18 years of age

*Family: Covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and/or one or more dependent children.

Please note that the University must purchase visa length OSHC so please ensure you include the appropriate amount as specified in your offer letter.


**Option 2**

You arrange OSHC from an approved Australian health insurance provider. Further information about insurance providers is available from the [Australian Government Department of Health and Aging](https://www.health.gov.au) (DoHA).

You will need to attach evidence of OSHC membership to the Acceptance and Payment Agreement form.

**Option 3**

If you currently have OSHC cover you will be able to extend this cover directly with the OSHC provider, please include the end date of your current policy and attach evidence of OSHC membership to the Acceptance and Payment Agreement form.
Step 3: Tuition Fee deposit (Section D)

Deposit
You are required to make a minimum deposit payment of AUD$10,000 in order to accept your offer of admission to the University of Melbourne. This payment is credited towards your tuition fees as your first instalment. The University will not accept more than 50% of the total course fees if your course is longer than one term or semester. Note that fees will increase each year and you may be required to pay an additional amount if you pay the total course fees in advance based on the previous year’s fees. If your course is one where a fee range is quoted as the annual fee, please refer to the higher figure in the range to ensure that your payment is sufficient (see the note below regarding Undergraduate fees for more information on this).

If you will be receiving a scholarship which covers all or part of your course fees and OSHC, you will not be required to pay a tuition fee deposit. Please attach a letter from the scholarship provider addressed to the University of Melbourne and showing the following information:

- Name of student covered
- Course tuition fees covered, including start and end dates;
- Whether OSHC is covered, and start and end dates
- Invoicing address

If your scholarship does not cover the tuition fees for the duration of your course then you will be required to fill in a shortfall agreement form, choose a payment plan and pay the remaining fees yourself once your scholarship expires.

Tuition Fee Payment Plans
There are two Tuition Fee Payment Plan options available. Students must select their own option during their on line enrolment process after arriving in Melbourne. The Tuition Fee Payment Plan that you select will continue in subsequent years of your enrolment, provided that there are no variations to your enrolment status. If there are any future variations to your enrolment status or you change your course, your payment plan will default to the Standard Instalment option. For further information, please refer to the International Student Fees booklet or visit the website.

Option 1: Standard Instalments
One payment for the semester or study period (default option).

If you choose this option, you can pay 50% of the annual amount shown on your offer letter or the AUD$10,000 minimum acceptance deposit payment when you accept your offer. If the amount for your first semester/study period is greater than AUD $10,000, you will be required to pay the balance owing when you enrol in order to confirm your enrolment. Details of the all study periods due dates are published on the University website.

Please note: any year-long subjects must be paid for in full in the first payment. All subsequent payments will be payable by the due dates set for the study periods in which your subjects fail.

Option 2: Dual Instalments
The tuition fee for the semester or study period is payable in 2 equal instalments.

You must make a minimum acceptance deposit payment of AUD$10,000. In most cases, your deposit will cover the initial payment. If your deposit exceeds the cost of your first payment instalment, then any remaining funds will be credited towards your next instalment. If the deposit does not cover the initial payment you will be invoiced for the balance after you enrol.

Additional notes related to fees

Year Long Subjects
The full subject tuition fees for year-long subjects are incurred and payable in Semester 1. If you only enrol in year-long subjects you may wish to consider the dual instalment option.

Undergraduate Students and Office for Environmental Programs Graduate Students
Fees are calculated on the basis of your workload and the discipline fee band of the subjects you select each semester. Your actual tuition fee can only be calculated after you have selected your subjects and this fee may differ from the estimated or typical course fee quoted. For this reason a fee range is quoted on the offer letter for most undergraduate programs. When working out the amount you must pay, please use the higher figure quoted in your offer letter. Please note that the fees for year-long subjects are incurred and must be paid in full in the semester the subject commences.
International Student Acceptance Information

Please refer to the current fee schedule as a guide for your typical annual tuition fees. The current fee schedule is available online.

Postgraduate Students (excluding Office of Environment Programs)

Fees are calculated on the basis of your course. The course fee listed in your offer letter is the fee for 1 EFTSL (Equivalent Full Time Study Load). One EFTSL is equivalent to 100 credit points and represents a standard full time load for one year. Please note that the fees for year-long subjects are incurred and must be paid in full in the semester the subject commences.

Please refer to the current fee schedule as a guide for your typical annual tuition fees. The current fee schedule is available online.

Step 4: Tuition fee deposit and Overseas Student Health Cover premium payment

You can pay for your tuition and OSHC in one payment. To calculate the total amount you need to pay simply add together the two amounts you are required to pay (OSH: Step 2 above, and Tuition fee: Step 3 above), and choose one of the payment options in Section D-3 of the Acceptance and Payment Agreement form. All payments are to be made in Australian dollars.

Option 1: BPAY – Australian Internet Banking through BPAY

If you have an Australian bank account, you can pay your deposit and/or OSHC online using BPAY. Contact your bank or financial institution to find out how to make this payment from your Australian debit, savings or cheque transaction account. No additional bank fees apply.

Payment details:
Biller code: 93773
Reference: Refer to your offer letter for your unique reference

BPAY Information
(Registered to BPAY Pty Ltd ABN 69079 137 518)

Option 2: Credit Card Internet Payments for Visa or MasterCard Only

Internet Payment
You can pay your deposit and/or OSHC online using a credit card.
A non-refundable surcharge fee applies for all Visa and MasterCard payments. The surcharge fee is a credit card processing cost and the surcharge will be clearly displayed when you process your payment.
For Australian issued credit cards the surcharge is 0.4%.
For International issued credit cards the surcharge is 2.8%.

Option 3: Foreign Exchange Service for Credit Card and TT

Western Union
Western Union Business Solutions provide a foreign exchange service for payments via credit card (Visa or MasterCard) and TT.
You must enter your Student ID number (found on your offer letter) together with your personal details. On the next screen, enter the amounts you wish to pay: the first section is for OSHC; the second for your tuition fee deposit. The third screen contains the payment method: either credit card or telegraphic transfer.
Once you have completed your transaction you will be issued with a receipt that you must send back to us with your Acceptance and Payment Agreement form.

The following two payment options are not preferred and so may cause a delay in the issuing of your CoE:
Option 4: Bank draft (bank cheque) or money order
You will need to obtain a bank draft from your bank in Australian dollars made payable to ‘The University of Melbourne’ at an Australian bank (not a branch of an overseas bank located in Australia). If the bank draft is not payable to an Australian bank it will be returned to you. Include your application number on the back of the bank draft and attach it to your Acceptance and Payment Agreement form.

Personal cheques cannot be accepted.

Option 5: Telegraphic Transfer
You can transfer your tuition fees and OSHC premium from your bank account to the University.

Telegraphic transfers can take some time to process and are not recommended for students who need their Confirmation of Enrolment (COE) urgently.

If using telegraphic transfer, present the payment details (provided below) and Commonwealth Bank TT Letter to your bank to have them process the payment. Note that the field information is for bank use only.

Bank: Commonwealth Bank of Australia
Branch Address: 201 Sussex Street Sydney

BSB: 067 918 (Field #57 of International Payment Message)
Account number: Refer to letter of offer for the Student ID Number (Field #59 of International Payment Message)
Account name: University of Melbourne (Field #59 of International Payment Message)
Reference: Refer to the family name printed on the letter of offer (Field #70 of International Payment Message)
Additional Reference: NBF067918 (Field #70 of International Payment Message)
BIC/Swift Code: CTBAAU2SXXX

Add an extra $AUD 20.00 to cover estimated bank charges

The Account number (Student ID Number) is unique to each student.

DO NOT pay multiple student payments to a single BSB/Account Number

Attach a copy of your telegraphic transfer bank transaction receipt to the Acceptance and Payment Agreement form.

Step 5: Sign and return your form
Please read through the conditions of acceptance and sign the form; if you are under 18 your parent or guardian will also need to sign the form. Please enclose all the following documentation with sections A-D of your form as per the checklist provided:

- A copy of the front page of your passport showing your name and citizenship. If you are not going to apply for a student visa please also include a copy of the page which shows your visa.
- Proof of Tuition fee payment in the form of a transaction receipt of BPAY, Credit Card, Bank draft, telegraphic transfer, or scholarship letter.
- Evidence of OSHC showing course visa length health cover if you have arranged this yourself

After you have submitted your Acceptance and Payment Agreement form and payment, you will receive your Confirmation of Enrolment (COE) required for your student visa application. Please allow at least 5 working days after all your documentation has been received for your COE to be issued.

Note: If you do not intend to study on a student visa, you do not need to be issued with a Confirmation of Enrolment (COE). Instead you will receive an email confirming that your acceptance has been processed and a receipt (if you paid by bank draft or credit card).
LIVING AND STUDYING IN MELBOURNE

The University’s Student Services provide a range of support services to assist you and your family during your studies at the University. Visit our website for detailed information about:

- In country and online pre-departure briefings
- Visa applications
- Airport reception service
- Short and long term housing options
- Cost of living and other financial matters
- Bringing your family
- International Student Briefing

University and student responsibilities

The provision of education to international students is regulated by the Australian Government through Education Services for Overseas Students (ESOS) legislation and aimed at ensuring quality education and consumer protection for international students. As an international student you enjoy various rights, including receiving accurate information about your course, tuition fees and the refund policy, access to support services and complaints processes and information about the grounds on which your enrolment at the University may be deferred, suspended or cancelled.

SCHOLARSHIPS INFORMATION

If you wish to be considered for University scholarships, you do not need to complete any additional application forms. You will be considered automatically if you have received an unconditional offer of a place at the University. If your offer is conditional, you cannot be considered for a scholarship until all offer conditions have been met. If you are successful, you will be notified about your Melbourne International Scholarship offer as soon as a decision is made.

Please be aware that scholarships at the University of Melbourne are very competitive and that you should consider investigating other sources of funding in addition to University scholarships.

The most common sources of alternative funding are home government and Australian Government scholarships. Companies, home universities, professional organisations and charities such as Rotary also provide many scholarships. Citizens of selected Commonwealth countries may be eligible to apply for an Australia Awards Scholarship from the Australian Government.

You can also refer to the following websites for information on scholarships available to international students studying in Australia:

- Scholarships to study in Australia
- Endeavour Scholarships and Fellowships

USA AND CANADA FINANCIAL AID

The University of Melbourne is eligible to participate in the US Department of Education Direct Loan Program. Students who hold a US Social Security number may be eligible for Federal Stafford subsidised and/or unsubsidised loans, Federal PLUS loans or alternate loans through a US private lender. For more information on these loan schemes please refer to the following website.

The University of Melbourne also certifies Financial Aid documentation for Canadian students participating in provincial loan schemes such as Ontario Student Assistance Program (OSAP) and British Columbia Student Assistance Program (BCSAP). Canadian students may also eligible for loans through the Canadian government via the Canada Student Loan Program. For more information please refer to the following website.
TRANSFERRING STUDENTS/RELEASE LETTERS

Under the National Code of Practice for Registration Authorities and Providers for Education and Training to Overseas (the National Code), registered providers are only able to enrol transferring students in the first six months from the commencement of the student’s principal course of study in limited circumstances. Please refer to our website for information about the University of Melbourne Policy International Student Transfer Policy and procedures.

THE UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

The University of Melbourne has a statutory obligation to comply with the Information Privacy Act 2000 (VIC) and the Health Records Act 2001 (VIC) when collecting, using or handling personal information or health information ("information").

What we collect and why

The University collects information about a student for a number of purposes. In the main, such purposes relate to the proper administration of an individual's course of study at the University, the University’s internal planning requirements, and the organisation of relevant health and welfare programs. Student information is also collected for the purposes of fostering alumni relations and promoting University activities and under Commonwealth or State Government legislation for the purposes of government reporting and for the administration of, but not limited to, the Higher Education Loan Programme (HELP) and the Youth Allowance (Austudy and Abstudy).

The University will collect information directly from the student him or herself wherever possible.

Accuracy, security and storage of information

The University holds information in both computer, and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Use and Disclosure of information

The Office of the Provost is responsible for maintaining the information of currently enrolled students.

The University will not use or disclose your information for purposes other than that for which it was collected, or for related purpose which you might reasonably expect, without your permission, unless it is permitted or required to do so by law.

The University will not release any information it holds about you, including results, addresses or other information, to your relatives (including parents or spouse), without your consent. The University will not confirm that you are or have been a student of the University, except as outlined in this statement, unless you have a record of graduation, as that is a public document.

The following are examples of instances where the University may be required by law or permitted to disclose your information:

- providing information to Centrelink;
- releasing statistical information to relevant government bodies such as the Department of Education, Employment and Workplace Relations (DEEWR) and the Office of Training and Tertiary Education;
- releasing relevant information to the Department of Immigration and Citizenship (DIAC), the Department of Education, Employment and Workplace Relations (DEEWR) and the Australian Taxation Office;
- providing information to the police where required by law;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies;
- providing a list of enrolled students to the returning officer or other appointed electoral bodies to enable students who wish to vote at elections for student organizations or student representatives to Council to be able to do so (but not for the purpose of contacting students for marketing or promotional purposes);
- releasing the names of recipients of prizes, scholarships or similar awards to the respective official student sponsors or scholarship providers;
- providing information in response to a subpoena or summons or a written demand from a government authority with the power to demand the information;
- protecting a student or someone else from a serious and imminent threat to their life or health.
• releasing examination results, academic and administrative information, to another institution where the student is enrolled under an official student exchange, cross-institutional study, dual degree, shared teaching, industry or clinical experience or multi-institutional arrangement with that institution to facilitate the collaboration or arrangement;

• publishing examination results; and

• releasing to another tertiary institution or a tertiary admissions centre, information about a student’s academic progress at this University and Research Training Scheme entitlement where relevant if a student applies to transfer to that other tertiary institution. On graduation from the University, students become University Alumni. The University (or external parties appointed by the University) will contact alumni for purposes which include alumni networking, providing graduates with services and event information through the University’s Advancement Office.

Access to personal information
Access to and correction of your information are handled in accordance with the Freedom of Information Act 1982 (Vic). Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) in the Student Information System.

University Privacy Officer/Privacy policy
The University’s Privacy Officer is the University Secretary, Dr Christopher Stewardson. The Privacy Officer’s website, contains the University’s Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University’s privacy regime.

Questions
If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University’s Privacy Officer.

Use of University IT Facilities
When you use University IT facilities, your identity is usually ascertainable by the University and University systems keep logs of things like logging in and out, visits to web pages, emails sent or received using University email systems. In general, these logs are used in the course of managing the facilities, for things like fault rectification and performance tuning. They may also be used in the course of authorised investigation into IT security matters, or authorised disciplinary investigations. Staff are not permitted access to the logs except to the extent necessary to perform their duties. Information may be disclosed to third parties if we are required or authorised to do so by law. Email sent or received by staff in the course of University duties may be subject to Freedom of Information requests.