

Western Sydney University - Study abroad application instructions - commencing Spring Session 2019 (commencing 22 July 2019)

Please find below and attached detailed application instruction steps and a 'Vocabulary/Key terminology' document to help you understand some of the specific terminology you will see and hear us use as part of the application process. Please ensure you carefully read and follow all steps and the Vocabulary/Key terminology document.

STEP 1

Watch our quick **welcome and application overview / tips video** (YouTube), presented by Jooliet Lau, International Mobility Coordinator.

Link: <https://www.youtube.com/watch?v=bqt35WUHmSs&feature=youtu.be>

STEP 2

Review the [guide to selecting your unit preferences](#) and **choose your campus** as appropriate. The campus you select in your application must match the campus on which your unit preferences are being taught (see Step 3 for more information).

You can research units that can be taken here at the [online Handbook](#). You should be able to search for units by campus, session, school, etc. 'Units' are what you might know in your home university as 'subjects', 'courses' or 'modules', whereas 'courses' are what you might know as a 'program' or 'degree'. Please note, exchange and study abroad students can choose from units across most of our schools at Western Sydney University, except the School of Medicine or School of Nursing and Midwifery.

Cross-school enrolment is permitted. You must, however, identify units on just one campus as our program doesn't facilitate cross-campus enrolment due to the time and logistics constraints of travel between campuses. (Please note, for the purposes of cross-campus enrolment, it IS possible to take units across all three Parramatta campuses: Victoria Road, Macquarie Street and George Street).

STEP 3

Search the [Western Sydney University Handbook](#) to find **unit (subject) preferences offered in the session/s for which are applying and on your selected campus**. You can find full unit (subject) outlines that will assist in your planning at the webpage for [Library Unit Outlines](#).

STEP 4

Complete your online application through the Western Sydney University International Application System by **30 APRIL 2019.**

ENTERING YOUR NAME CORRECTLY

When setting up your online account and application, please ensure you enter your Family Name and Given Name/s exactly as they appear in your passport, but without any special characters. For example, if your name is 'Chloé Robert', you should enter your Family Name as 'Robert' and your Given Name as 'Chloe' (without the accent). Or if your name is 'Sebastian Müller', you should enter your Family Name as 'Muller' (without the umlaut) and your Given Name as 'Sebastian'. If you only have one Given Name and no Family Name, there will be an opportunity for you to indicate this in your application.

REQUIRED DOCUMENTS

In order for us to process your applications in time, please remember to upload into your online application:

- a. Copy of your most recent academic transcript (certified and translated into English if applicable)
- b. Copy of your passport (if you have one already)
- c. **Proof of English proficiency**

All uploaded files must be **colour-scanned, certified and named in English**. Please use the following naming conventions, and scan and save in PDF format – please DO NOT take a photo with your smart phone:

- a. Transcripts/marksheets/academic record = TRANSCRIPT (eg. TRANSCRIPT.PDF)
- b. Passport scan = PASSPORT (eg. PASSPORT.PDF)
- c. English proficiency certificate = ENGLISH CERTIFICATE (eg. ENGLISH CERTIFICATE.PDF)

If you have other documents to be uploaded as necessary, please ensure you give them logical and easily-understood file names.

ENSURING YOU APPLY FOR THE CORRECT COURSE

You must make sure you apply for one of the following courses only,

depending on whether you have been nominated to study one or two sessions at Western Sydney University:

Study Abroad: 1 Quarter Program *

Study Abroad Program: 1 Session **

Study Abroad Program: 2 Sessions ***

* This means the study abroad program that runs for 1 quarter only (total of 3 units / 30 Western credit points).

** This means the study abroad program that runs for 1 semester (or 2 quarters for students taking postgraduate Business units) (total of 3-4 units / 30-40 Western credit points)

*** This means the study abroad program that runs for 2 semesters (or 3-4 quarters for students taking postgraduate Business units) (total of 6-8 units / 60-80 Western credit points)

Please **do not apply** for any courses prefixed with ‘Bachelor of...’ or ‘Master of...’, as these are full-degree, fee-paying courses of 3-5 years’ duration.

Please **do not apply** for any of the courses ‘Exchange Non-Award Program-Quarter Session’, ‘Exchange Non-Award Program for 1 Session’ or ‘Exchange Non-Award Program for 2 Sessions’.

OVERSEAS STUDENT HEALTH COVER (OSHC) (MANDATORY)

In order to receive your Australian student visa, it is mandatory that you purchase Overseas Student Health Cover (OSHC), unless you are eligible not to do so by virtue of being an eligible Belgian, Norwegian or Swedish student. If you are not an eligible Belgian, Norwegian or Swedish student exempt from the OSHC requirement, you will be asked to indicate in your online application:

- (a) if you would like Western Sydney University to organise your compulsory OSHC with our nominated provider (Allianz Global Assistance), for which you will pay the nominated fee indicated in your Offer letter as part of your acceptance process; or
- (b) if you wish to organise your own OSHC. If you wish to organise this yourself, you **MUST** purchase it through one of the Australian Government-endorsed providers and coverage must include the dates 1 July 2019 to 31 December 2019 (for Study Abroad Program: 1

Session students), 1 July 2019 to 31 July 2020 (for Study Abroad Program: 2 Sessions students) or the dates included within your Offer letter email (for Study Abroad: 1 Quarter Program students).

Please note, there is no discretion for you to purchase alternative health cover for your studies at Western Sydney University nor will coverage under any existing family or home university health insurance plans be adequate.

UNIT PREFERENCES

As part of your application, **you will be asked to provide a list of unit preferences:** five or more (if you are applying for the Study Abroad Program: 1 Session or Study Abroad Program: 1 Quarter Program) or 10 or more (if you are applying for the Study Abroad Program: 2 Sessions). The unit preferences you will include as part of your online application should not be considered by you as approved enrolments.

After the time of issue of your Offer, we will liaise with the academic area/s in which your unit preferences are located in order to secure unit approvals as soon as possible, and we will enrol you directly into the units as they are approved.

We will then communicate with you in due course by email about our student-driven unit approval and self-enrolment process. This process can be started approximately **two months** before the commencement of the semester session. At this time, we will invite you attend a webinar and provide you with a **Self-Enrolment Guide** to assist you to navigate this process.

You can then begin the process of building your timetable approximately **one month** before the commencement of the session.

Please note, as entry to units comes under academic jurisdiction, Western Sydney University Go Global and Study Abroad cannot guarantee your entry into your preferred units and, as such, we encourage you to consult with your home university academic advisor to investigate all possible flexibility in your study plan, in order to avoid problems and issues with credit transfer in the event that one or more of your unit preferences is not approved by the academic area.

STEP 5

Applications will be assessed and Offer letters will be emailed to applicants on a rolling basis. You must accept your Offer and scan and upload your acceptance form into your Western Sydney University online application along with payment of your tuition fees and Overseas Student Health Cover (OSHC) (if applicable) by **30 APRIL 2019**. Please ensure you pay the correct tuition fees and OSHC (if applicable), as stated on your Offer letter.

STEP 6

Only when you have accepted your Offer and paid all relevant payments will we be able to issue your **electronic Confirmation of Enrolment (eCoE)**, which is the instrument required for you to commence your Australian student visa application. After we have issued the eCoE to you, you will be able to commence your visa application. Please note, you cannot apply for your visa until after you have received your eCoE – **so we advise you to accept your offer (Step 5) at the earliest opportunity.**

STEP 7

If you wish to live on campus, complete your application for the University's accommodation provider, [Western Sydney University Village](#). Accommodation is in high-demand (particularly at the Parramatta Village) so we advise you book your accommodation as early as possible.

STEP 8

Apply for your Australian student visa. More details and relevant links will be provided on this after you have accepted your offer and we issue you with your electronic Confirmation of Enrolment (eCoE). (See details of the eCoE in step 6 above).

STEP 9

Make preparations to arrive on campus in time for the International Orientation Day on **12 JULY 2019**. This day is an important part of your pre-study preparation process and you should ensure you book flights/travel plans so that you are here at least the day before orientation.

We look forward to receiving your application and welcoming you to campus next session. If you have any question or queries about the application, please contact us at studyabroad@westernsydney.edu.au.