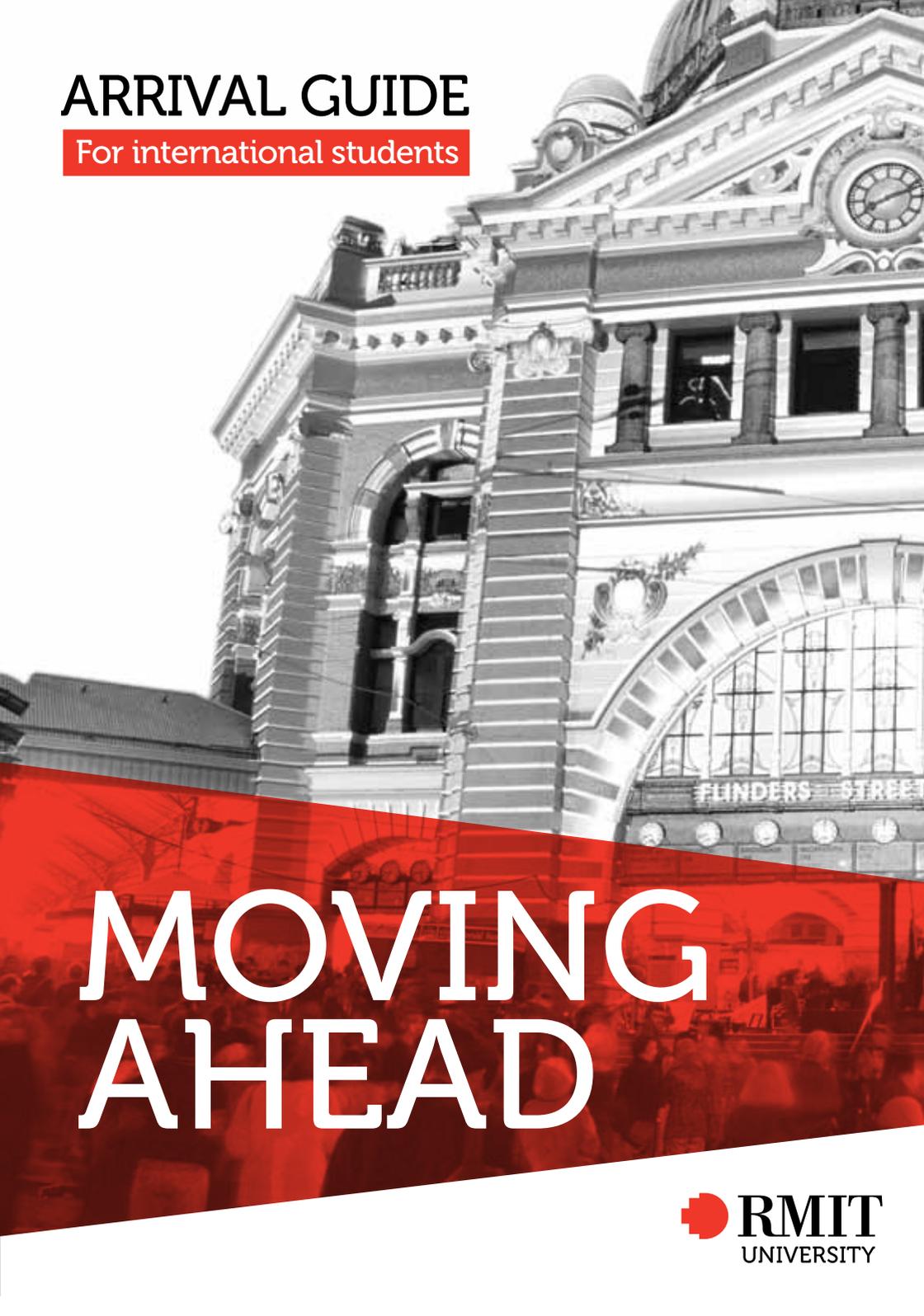


ARRIVAL GUIDE

For international students



MOVING
AHEAD

Welcome

If leaving home is a big step, then changing countries could be considered a giant leap. Congratulations on making it this far. We hope that the information contained within this publication will assist with making your transition to student life at RMIT University and Melbourne as easy as possible.

RMIT has been an active participant in international education for more than 50 years. Each year RMIT University welcomes large numbers of students from over 150 countries, providing education and training to approximately 70 000 students in Australia and overseas. Today, international students – both onshore and offshore – make up 30 per cent of RMIT University's student body, one of the highest proportions in Australia and worldwide.

With our world-wide reputation for excellence in vocational and higher education and research, we are sure you will not only excel academically at RMIT University, but will also enjoy living within Melbourne and the broader RMIT community. RMIT offers the complete university package, catering to both academic and social needs. Fashion festivals, photography exhibitions, student TV and SYN FM (student radio station) are just some of the extracurricular activities available to you.

RMIT University is committed to celebrating diversity and providing a safe, supportive and sustainable environment that empowers our students. Thank you for choosing to study at RMIT University. We trust your journey will be a rewarding one.

Dr Madeleine Reeve
Pro Vice-Chancellor
International and Development Portfolio
RMIT University



Contents

Welcome	2
Preparing for Melbourne	4
International Student Requirements	6
Finances	9
Arriving in Melbourne	11
Accommodation	12
Settling In	13
Enrolment & Orientation	14
Fees	17
Preparing to Study at RMIT	18
Education & Travel	19
RMIT Services	20
RMIT Facilities	22
RMIT Clubs & Associations	26
Melbourne, Australia	27
Helpful Contacts	32
Maps	
City of Melbourne	24
RMIT City Campus	36
RMIT Brunswick Campus	38
RMIT Point Cook Site	39
RMIT Bundoora East and West Campuses	40
Melbourne Train and Tram Networks	42
Campus Information	44
Arrival Services Form	45

→ City of Melbourne

Front cover: Flinders Street Station, Melbourne.
(Photos courtesy of Tourism Victoria)

Preparing for Melbourne

Preparing to travel

Once an offer has been accepted, it is time to prepare for departure. To facilitate a smooth transition from home to RMIT University, students should prepare for the following:

1. obtain passport and visa
2. book flight, travel insurance and collect ticket
3. arrange for airport pickup and accommodation through RMIT University, International Services
4. check customs regulations
5. have a medical, dental and optical check-up
6. pack folder with important documents:
 - » passport with student visa (the passport must not expire until six months after the program)
 - » program offer letter
 - » program acceptance letter
 - » tuition fee and Overseas Student Health Cover receipts
 - » travel insurance documents
 - » electronic Confirmation of Enrolment (eCoE)
 - » international driver's licence
 - » birth certificate or country identification card
 - » accommodation reference
 - » emergency contact details
e.g. relatives, friends, government embassy in Australia and RMIT University International Services' details
 - » medical record (including blood type and medication details, if required).
7. organise enough money to cover expenses for the first week upon arrival, and have access to AU\$1 500–AU\$3 500 in bank draft/travellers' cheques (in your own name) to establish yourself.

Medical check-up

It is important students have a medical check-up, including dental and optical, prior to leaving their home country. Suggested vaccinations will need to be arranged prior to travel. Australians are routinely vaccinated against diphtheria, tetanus, poliomyelitis, rubella, measles and mumps. Any medical problems should be addressed prior to arrival in Australia.

Australia has an excellent health care system, with doctors and hospitals readily available across Melbourne to assist the unwell or injured. However, to qualify for these services, students will be required

to show their OSHC card when visiting a doctor or hospital. Charges may apply for some services.

www.rmit.edu.au/programs/applications/health

➔ See 'Health Cover' page 8

Booking the flight

Students are advised to book their flight to Melbourne immediately upon receiving their student visa, as flights to Melbourne at the start of each semester can fill quickly. RMIT education agents may be able to assist some students. Students should plan to arrive in Melbourne early, allowing enough time to find accommodation, organise finances and settle into Melbourne, prior to attending enrolment (details regarding enrolment can be found in the offer letter). Late enrolment often means students have no choice of class times and they may miss out on orientation activities.

Bringing the family

Students who wish to bring their spouse or children to Australia will need to prove that they can support them financially. Full-time education is compulsory for all children in Victoria from the age of five to 15 years, with fees payable each year. Some provisions have been made for funding for the education of children of postgraduate by research candidates. For further information, please contact an Australian diplomatic post.

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

Mentors Assisting the Transition Experience (MATE)

Make friends before you start your studies at RMIT!

Prior to travelling to Melbourne, why not join RMIT's MATE program. This program will pair you up (via email) with a current RMIT student, providing you with someone to answer your questions, share tips on local culture and practice your English language skills. Joining the MATE program is a great way to start your social network and link up with services both on and off campus.

Email: mate@rmit.edu.au
www.rmit.edu.au/isis/mate

What to pack

Packing bags

Melbourne's four distinct seasons require a flexible wardrobe. Students will need clothes suitable for hot, warm and cool daytime temperatures ranging from 13–35 degrees Celsius. There is no uniform dress code at RMIT University; most students dress informally in clothes such as jeans, T-shirts, pullovers/jumpers, sweaters, casual shirts and sports shoes. Most accommodation will not include household goods (except for homestays); however, second-hand household goods are available relatively cheaply. (If adaptor plugs are required, the voltage used in Australia is 220–240 volts AC. The sockets for plugs are three pinned. Adaptors can be bought in Australia for approximately AU\$40.)

➔ See 'Melbourne Australia' page 27

'Checked-in' luggage

Only pack what can be carried, as excess baggage is expensive to bring into Australia. Remember that extra goods can be sent once accommodation has been settled.

It is recommended students pack the following:

- » clothing for different seasons
- » photocopy of the front pages of passport and visa
- » a spare pair of glasses/contact lenses (if applicable)
- » stationery (optional).

Hand luggage

When travelling, it is best to carry the following items in hand luggage:

- » passport, student visa, aeroplane ticket, money, important documents and valuables (such as jewellery, camera, lap top, iPod and mobile phone)
- » items to declare at customs
- » photocopy of the front pages of passport and visa
- » a jacket (allowing for seasonal changes applicable to international travel)
- » emergency clothing.

Tips for packing

- » Do not bring prohibited items such as animal or plant products (e.g. dried meats or seafood, seeds, herbs and spices) as these are against Australian customs regulations.
- » Luggage check-in weight for economy class is usually 20 kg. Check the baggage allowance with your airline prior to travel.
- » Luggage should be locked and tagged with name, address and contact telephone numbers.
- » Never agree to bring a bag or other items to Australia for someone else as it may contain something illegal and you will be held accountable for it.

❗ Customs regulations

Australia's quarantine laws are very strict and many foodstuffs, plants, animal products and some medicines may not be brought into Australia. The import of drugs, guns, weapons and pets is prohibited, with severe penalties for bringing prohibited substances into Australia.

www.customs.gov.au

International Student Requirements

The following international student visa information supersedes all other visa information provided by RMIT University. Domestically based international students need to ensure that they comply with all international student requirements. See 'Helpful Contacts' for contact details, page 32.

Student visa

The Australian Government manages the overseas student program. This allows a student to apply for a student visa to undertake a program or part of a program in Australia. A student visa is issued for full-time study purposes only. This visa requires students to study on campus and has strict regulations about modes of study. Student visas are also granted on the understanding that students will have financial ability to meet tuition and living costs while in Australia.

The process of obtaining a visa is different for each country. Please contact your nearest Australian Diplomatic Post (Embassy, High Commission, Consulate or Consulate-General) or Australian Education Centre for further information.

www.dfat.gov.au

Student visa assessment levels

A visa assessment level is determined by the passport held and the education sector being applied for.

Student visa subclasses

There are seven student visa subclasses. These relate to the type of study that the student is undertaking.

www.immi.gov.au

Students under 18 years of age

If a student has not turned 18 years of age RMIT University will be required to ensure that appropriate care arrangements are in place before issuing an electronic Confirmation of Enrolment (eCoE) for student visa purposes. These arrangements must be in place until the student turns 18.

The three options for welfare arrangements available to prospective RMIT students are:

1. The student lives in Australia with a parent or legal custodian or a relative over 21 years of age who has been nominated by the student's parent(s) or legal custodian [and approved by the Department of Immigration and Citizenship (DIAC)].

2. The student enters into care arrangements with a service provider approved by RMIT University, International Services.
3. The student enters into care arrangements with a relative or family friend approved by RMIT University, International Services.

www.rmit.edu/programs/applications/guardianship

Visa renewals

Students may apply for a further student visa while in Australia, provided the current student visa is not subject to a 'no further stay' condition. Students need to apply for a new visa before their current student visa expires. For those students wishing to find out more about extending their stay please refer to the web site below.

www.immi.gov.au

Change of provider

Students with a student visa from a previous education provider must notify DIAC of their change of provider.

Student visa conditions

All student visas granted are subject to a number of conditions. While studying in Australia, students are required to comply with these conditions. All students should be familiar with their visa label which outlines the visa conditions.

Tips

- » Take note of your visa expiry date. If your visa is about to expire you need to reapply.
- » Please go to www.rmit.edu.au/programs/international/visa_renewal for information on how to obtain an electronic Confirmation of Enrolment (eCoE) for visa renewal purposes.

Student visa conditions		
No.	Sub-classes	Description
8105	All Mandatory only where student visa granted on or after 26 April 2008. Discretionary where student visa granted before 26 April 2008.	You cannot work more than 20 hours per week* when your course is in session (other than work which has been registered as a part of the course). Note: No work limits apply during recognised periods of vacation offered by your education provider. You cannot undertake work until you have commenced your course in Australia.
8202	All	You must remain enrolled in a CRICOS* registered course. You must maintain satisfactory attendance in your program, and make satisfactory academic progress in each study period.
8501	All	You must maintain Overseas Student Health Cover (OSHC) during your stay in Australia.
8516	All	You must remain in the education sector that matches your student visa and you must continue to have sufficient financial capacity to support your study and stay in Australia.
8517	All	Any family members of school age (5–15 years) living with you in Australia on a student dependent visa must attend school in Australia.
8532	All (except 576)	If you have not turned 18 you must maintain your accommodation support and general welfare arrangements for the duration of your visa or until you turn 18. If your welfare arrangements are approved by RMIT, you cannot travel to Australia until your welfare arrangements commence. The date your welfare arrangements commence is the welfare start date RMIT University International Services has nominated on the Confirmation of Appropriate Accommodation/ Welfare Arrangements (CAAW) letter (except 576). If there are any changes to these arrangements you must inform DIAC. If RMIT approved your arrangements, any changes must first be approved by RMIT University International Services.
8533	All	You must advise RMIT of your home address within seven days of arriving in Australia. If you change your address, you must advise RMIT within seven days.
8534	570; 572; 573; 574; 575 Assessment level 3 and 4 applications only, where the course duration is 10 months or less.	You are not entitled to be granted a further substantive visa (no further stay). There are exceptions: please check with DIAC.
8535	576	You are not entitled to be granted a further substantive visa (no further stay). There are exceptions: please check with DIAC.
<p># A week begins on a Monday and ends on the following Sunday.</p> <p>* CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students, see http://cricos.deewr.gov.au.</p> <p>This information was correct at the time of printing. To ensure you have the most up-to-date details please refer to the web site: www.immi.gov.au/students/visa-conditions-students.htm.</p>		

Employment

International students studying in Australia on a student visa are able to work in Australia. Students can work up to 20 hours per week during study blocks and full-time during semester breaks.

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



How to find a job

RMIT Career Development and Employment can help students find and apply for casual and part-time work, including on-campus, vacation work and cooperative positions.

www.rmit.edu.au/careers

Health cover

Overseas Student Health Cover

The Australian Government requires all international students studying on a student visa to be covered for medical and health care with an approved Overseas Student Health Cover (OSHC) provider during their stay in Australia.

Students studying for less than three months on a visitors or tourist visa are not eligible for OSHC and are advised to purchase private overseas health cover either in their home country or after their arrival in Melbourne.

OSHC must be paid upon a student accepting an offer. Students will not be eligible for a student visa until they pay OSHC.

OSHC helps pay for student medical and hospital care while studying in Australia. Additionally it will contribute towards the cost of most prescription pharmaceuticals and emergency ambulance transport return. Please keep in mind OSHC may not cover:

- » dental
- » physiotherapy
- » optical (glasses and contact lenses)
- » treatment required when travelling to and from Australia
- » treatment for pre-existing illness or disability until the student has been in Australia for 18 months
- » specialists (if not referred by a doctor)
- » pregnancy-related services if the length of stay is three months or less
- » treatment for any of the student's children over 18 years of age
- » treatment not considered medically necessary, e.g. cosmetic surgery
- » pharmaceuticals under the value of AU\$20 per item.

After arriving in Australia, students may wish to be covered for the above extra expenses by paying for 'extras' insurance.

www.medibank.com.au

www.rmit.edu.au/programs/applications/health

Finances

Preparing finances

Most students need between AU\$20 000 and AU\$23 000 (excluding tuition fees) each year to cover their living expenses. It is advisable that students have money in cash and traveller's cheques for the initial expenses upon arrival. Currency exchange is available at Melbourne airport. Do not carry large amounts of cash; it is preferable that students carry the balance of their funds as traveller's cheques or a bank draft.

Currency exchange

All banks will change money during banking hours. Currency exchange is also available at American Express and Travelex offices throughout the city.

Fees and charges

Students may be required to pay fees for materials and services such as art supplies, field trips, after hours access cards and library fines.

Refund

If students change their mind about studying at RMIT University after they have paid their tuition fees, they may be eligible for a refund. Full details of the refund policy can be found at the web site below.

www.rmit.edu.au/policies/refunds

Banking

Banks are generally open 9.30 am–4.00 pm (weekdays), and are closed on Saturday and Sunday (with some exceptions) and public holidays. Automatic teller machines (ATM) are available throughout Australia and are open 24 hours. Visa and MasterCard are the most widely accepted credit cards.

Opening a bank account

The most effective way to receive money from overseas is via a bank account; therefore, students must open a bank account as soon as possible once they arrive in Melbourne.

To open a bank account the following identification will be required:

- » passport
- » birth certificate
- » credit cards (if applicable)
- » student identification card
- » tax file number (if applicable).

Other supporting identification that can be used includes:

- » airline ticket/boarding pass
- » RMIT offer letter
- » international driver's licence
- » overseas bank statement
- » tenancy agreement.

Australian banks in Melbourne

All of Australia's major banks have branches operating across Melbourne (including Bundoora and Brunswick). Banks available include:

- » ANZ
- » Commonwealth Bank
- » National Australia Bank
- » Westpac.

Foreign currency

Money from overseas can be transferred into Australia via the following methods:

- » draft or mail transfer (please allow approximately 10 days)
- » telegraphic transfer (please allow approximately 3–4 days).

It is important to note that some countries have restrictions on currency export.

The Commonwealth Bank offers a service to international students interested in opening a bank account before arriving in Australia.

www.commbank.com.au/personal/youth-students/overseas-students/default.aspx

www.commbank.com.au/movingtoaustralia

Tax file numbers

International students living in Australia for more than six months, or who will earn money or interest from bank accounts, must obtain a tax file number. Tax file numbers can be obtained from the Australian Taxation Office (ATO). Please log on to the ATO web site (address below) for instructions on how to apply for a tax file number.

When opening a bank account, the bank will request a tax file number. It is not compulsory to have a tax file number, however, if it is not provided, any income earned will be taxed at the maximum rate.

www.ato.gov.au

Goods and services tax (GST)

Australia utilises a goods and services tax (GST) of 10%. Fresh food (not served in a cafe or restaurant) is exempt from this tax. This tax should be clearly detailed on all invoices.

Cost of living

Living costs vary according to the type of accommodation, the number of people living in the accommodation, and the location. Listed below are estimates of living costs for one year of study (excluding tuition fees).

COST OF LIVING	Apartment/flat/house (Unfurnished, 2 people sharing)		Homestay (Some meals included)		Hostel (Some meals included)	
	per week	per year	per week	per year	per year	per year
Establishment costs (AU\$):						
Placement/arrangement fee				160*		
Accommodation establishment costs (rental bond, ^ furniture, etc.)		1 905*				875*
Recurrent costs (AU\$):						
Rent for accommodation	165	8 580	245	12 740	245	12 740
Overseas Student Health Cover (OSHC)		355		355		355
Telephone, gas, electricity, water	45	2 340	25	1 300	25	1 300
Travel (up to 10 km from city)	35	1 820	35	1 820		
Books and stationery		845		845		845
Food	65	3 380	35	1 820	35	1 820
Personal expenses	85	4 420	85	4 420	85	4 420
Total estimated costs (AU\$)		AU\$23 645		AU\$23 460		AU\$22 355

★ These costs are generally paid once when first setting up accommodation.

▲ Bond is equivalent to four weeks rent.

All prices are estimates for 2009/2010.

Arriving in Melbourne

RMIT arrival service

RMIT University, International Services can arrange for students to be met at Melbourne International Airport and transferred to pre-arranged Melbourne accommodation. To request this service, students must complete the Arrival Services Form. A fee of AU\$80 applies only to students studying English language at RMIT English Worldwide (REW).^{*} All other RMIT University students can use this service for free (subject to completion of the Arrival Services Form).

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

Allied Chauffeured Cars Australia operate this service for RMIT University, International Services. Once students have been cleared by customs, they should look for a representative holding an RMIT sign. If the sign cannot be found, students must make their way to the International Arrivals Information Desk and ask the staff to locate Allied Chauffeured Cars Australia. If a student is delayed in customs or their flight has been delayed, the student should contact Allied Chauffeured Cars Australia.

➔ See 'Helpful Contacts' page 32

Students can make their own way to Melbourne's city centre via the Skybus service (approximately AU\$16.00 one way/AU\$26.00 return/two trips), or a metered taxi (costing approximately AU\$50–AU\$55 to the city centre). Melbourne's International Airport is located 25 kilometres, or 30 minutes drive from the centre of Melbourne.

www.skybus.com.au

i During the flight to Australia passengers need to complete an immigration card. Upon disembarking from the aircraft, students must ensure they hold the completed immigration card, passport, airline ticket and luggage tags.

'Meet and greet' service

Upon arrival in Melbourne, RMIT University can assist students with navigating their way around Melbourne, finding accommodation and establishing bank accounts and tax file numbers (please refer to pages 9 and 10), via the 'Meet and Greet' service. This service is free to RMIT's international students, and is run Monday to Friday prior to semester commencement. For further information, or to register for this service, students should contact their campus Hub.

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

➔ See 'Helpful Contacts' page 32

Temporary accommodation

Some students may require between one and two weeks of temporary accommodation. If RMIT University, International Services has arranged temporary accommodation for a student, upon arrival students will be required to check in and pay for the number of nights they wish to stay before obtaining a key for their room. The weekly room rate is cheaper than paying for each day separately.

Please note: Students under the age of 18 must organise their permanent accommodation prior to applying for their visa. The accommodation must be approved by RMIT.

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

➔ See 'Accommodation' page 12

Study Melbourne

To find out more about what it is like to study in Melbourne as an international student, visit the following web site:
www.studymelbourne.com.au.

^{*}Students who combine their REW studies with another RMIT University program, that is they are on a package, do not need to pay for this service.

Accommodation

Finding accommodation

Deciding where to live is one of the most important decisions a student will make. A number of options can be considered.

Share and rental accommodation

In share houses, each person usually has their own bedroom and shares the kitchen, bathroom and living areas. Rental costs range from AU\$140–AU\$240 per person per week, depending on location and facilities. Other expenses include: food, gas, electricity, transport, telephone and Internet.

Real estate agents offer a variety of rental accommodations, including houses, flats and apartments. The average weekly rent ranges from AU\$250–AU\$350 for a one bedroom flat, and AU\$300–AU\$450 for a two bedroom flat. Other expenses include: food, gas, electricity, transport, telephone and Internet.

It is recommended that students arrange share or rental accommodation after they arrive in Melbourne, as this is a major decision and a legally binding contract must be signed. Occupants of share or rental accommodation may also need to buy furniture and other household goods (most rental properties are unfurnished), in addition to providing a rental bond. A bond is a security deposit, which is held until the tenancy is completed. It will usually be refunded fully if the tenants have no rental arrears or have not caused any damage to the premises.

www.realestate.com.au
www.domain.com.au

Private student hostel accommodation

There are many private hostels close to RMIT, offering a furnished bedroom, shared bathroom, living and leisure areas. Some hostels provide meals, while others provide kitchen facilities. Computer facilities may also be available. Weekly prices range from AU\$240–AU\$480 (extra costs may include payment of a bond).

Accommodation is usually offered on a three-, six- (one semester) or 12-month basis. Students are advised to arrange hostel accommodation once they arrive in Australia.

www.rmit.edu.au/housing

Homestay/full board

Homestay is a great choice for students wanting to experience living in an Australian home, while at the same time improving their English language skills. Students generally have their own furnished bedroom and share living spaces with their homestay family. Weekly rates are approximately AU\$230. Meals are included; however, telephone calls and travel expenses are not. All homestay hosts live within 30 to 40 minutes of Melbourne's Central Business District (CBD) where RMIT University's City campus is located. The host family will advise on the best way to university via public transport. Students can arrange homestay accommodation prior to arrival in Australia by completing the Homestay option on the RMIT English Worldwide (REW) Arrival Services Form (Section 2). The booking cost is AU\$160.

Student apartment complexes

Student apartment complexes are fully furnished and allow students to live independently in a secure and supportive residential environment. As these complexes are very popular there is a high demand when vacancies are advertised. Utility costs are not usually included in the rental price. Rent can vary from AU\$300–AU\$400 per week.

www.rmit.edu.au/housing
www.rmitvillageom.com.au

Temporary accommodation

New students often prefer to stay in temporary accommodation when they first arrive in Melbourne. This allows time to become familiar with the city and to find suitable permanent accommodation. RMIT can organise temporary accommodation, students need to complete the Arrival Services Form. There is no cost for this service; however, students will be required to pay for their accommodation upon arrival.

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

When renting a house, apartment or unit it is important to understand the rules and regulations that govern the real estate industry. As a tenant, you must be aware of lease agreements, rental bonds, inspections, residential contracts, body corporates, repairs and maintenance.

www.consumer.vic.gov.au

Settling In

Moving in

Telephone – To connect an existing telephone line costs approximately AU\$60. A new line and telephone costs between AU\$290–AU\$350, depending on the connection required. Expect to receive bills every month; these can be paid electronically, by phone banking, or at the post office. To connect a telephone simply contact a telecommunications supplier, e.g Telstra.

➔ See 'Helpful Contacts' page 32

Utilities and water – To connect water, electricity and gas, tenants should request the accommodation provider (real estate agent or apartment management) for the relevant company details. All bills can be paid electronically, by phone banking or at the post office. There are several providers for each; compare their prices before you sign.

Buying household goods

Depending on budgets, furniture and household goods may be rented, bought new or second-hand. There are a wide variety of furniture and household goods stores across Melbourne, many of which offer home delivery.

www.rmit.edu.au/housing/info

Postal services

Australia Post operates Australia's postal service. Hours of operation are 9.00 am–5.00 pm weekdays and 9.00 am–12.00 pm on Saturdays.

Telephone

Most public telephones accept coins or pre-paid phonecards. Phonecards can be purchased in post offices, newsagents and many other outlets to the value of AU\$5, AU\$10 and AU\$20. Phonecards can be used for local, interstate and overseas calls.

The cost of a local call from a public phone is 50 cents and 15–30 cents from a home phone. There is no time limit on a local call; however, calling a mobile phone is more expensive. Long distance calls outside of the metropolitan area (including interstate and international calls) are charged at various rates per minute. For international calls dial 0011, then the country code, the area code and then the telephone number.

➔ See 'Helpful Contacts' page 32

Mobile phones – There are several major mobile service providers that offer pre-paid or contract services.

Note: Not all overseas mobile phones work in Australia. Before bringing a mobile phone into Australia, check that it is compatible with Australian networks.

Internet

➔ See 'Information Technology Services' page 21

➔ See 'Computing—the Learning Centre' page 22

Smoking

Smoking is banned in government buildings, on public transport (including domestic and international flights), theatres, shopping centres and all indoor and many outdoor public meeting places. Many restaurants have a smoking area as well as a non-smoking area. Always ask for permission to smoke.



RMIT Village Old Melbourne

Enrolment & Orientation

Students must enrol in their program on the date specified in their RMIT offer letter. The date, time and location of enrolment will be sent prior to program commencement. This information, together with orientation and commencement dates, can also be found at the web site below:

www.rmit.edu.au/students/enrolment/international

Students should bring the following items to enrolment:

- » passport and visa
- » acceptance letter
- » electronic confirmation of enrolment (eCoE) printout
- » change of address details (if applicable).

Note: Student will only be permitted to enrol if they have paid their deposit and OSHC fee. Required fees payable by students will be outlined in the RMIT offer letter. Please refer to the following web site for information about payment options.

www.rmit.edu.au/programs/applications/payment

RMIT International College (RMIT College) students' enrolment procedures are slightly different. Students should refer to their welcome letter or contact RMIT College for further information.

➔ See 'Helpful Contacts' page 32

Security on campus is of paramount importance to RMIT University. Security staff patrol the University's grounds 24 hours a day and provide an after-hours service, escorting staff and students between buildings.

➔ See 'Helpful Contacts' page 32

Checklist

1. Read this publication thoroughly
2. Check offer letter
3. Defer acceptance (if applicable)
4. Become familiar with RMIT terminology
5. Check for eligibility of course exemptions; i.e. Advanced Standing and Recognition of Prior Learning (RPL)/Credit transfer
6. Understand student responsibilities
7. Seek academic advice and enrol
8. Collect RMIT Diary and Student Card
9. Check important dates
10. Become familiar with student services
11. Attend orientation activities
12. Ask any questions in person at The Hub

The following explains checklist numbers 3–11:

3. Defer acceptance (if applicable)

If a student chooses to defer their acceptance, they will be issued with a new offer letter and will be required to accept this new offer. The deposit already paid will be transferred to the new acceptance. Students will need to accept this new offer via the Offer Acceptance Form.

www.rmit.edu.au/programs/applications/international/defer

4. Become familiar with RMIT terminology

Program = Course (i.e. Bachelor of Business (Accounting))

Course = Subject (i.e. Introductory Accounting)

A course refers to a component of an RMIT study program. For example, the course 'Macroeconomics 1' forms part of the Bachelor of Business (Economics and Finance) program.

5. Check for eligibility of course exemptions

Advanced Standing and Recognition of Prior Learning (RPL)/Credit transfer

Most international students will have applied for RPL or credit transfer. If eligible for RPL or credit transfer, students are advised at the time of offer and will need to complete the appropriate documentation at enrolment. If not, students should apply at the school during enrolment. Exemption affects the program duration, therefore the student's eCoE will be adjusted and this will alter the expected completion date for visa purposes.

Application forms

The Credit Transfer and Recognition of Prior Learning application forms for both TAFE and higher education can be downloaded from: www.rmit.edu.au/students/forms. Each form has additional information indicating the credit type and the circumstances in which the particular credit application form is to be used. Students must read this information carefully in order to ensure that the appropriate application is used.

For further information, students should contact their school or refer to the following web site:
www.rmit.edu.au/programs/applications/credit.

6. Understand student responsibilities

When a student enrolls at RMIT University, they are required to read and accept a privacy statement and statement of student responsibilities.

Privacy statement

RMIT University is committed to maintaining the confidentiality of your personal information in accordance with the RMIT Privacy Policy and government legislation. When you enrol you must read and accept the privacy statement prior to proceeding with your enrolment.

www.rmit.edu.au/privacy

Statement of student responsibilities

As an RMIT University student, you are required to comply with all university regulations and requirements related to your program. You must ensure the information you provide when enrolling is accurate so RMIT can fully and properly administer your enrolment.

When a student enrolls they must read and accept the statement of student responsibilities prior to proceeding with their enrolment.

www.rmit.edu.au/students/enrolment

i Study load

International students on a student visa must maintain sufficient study load in order to complete their program within the given duration (i.e. students cannot elect to undertake a lighter study load that would lengthen duration).

Mailing address

International students must provide and maintain accurate address details (particularly during holiday periods). Otherwise important information relating to program administration, results and in some instances, the retention of a place may not be received.

7. Seek academic advice and enrol

Prior to enrolling in a program, students will be required to attend the relevant program information session. This is where students can seek advice regarding their course selection and confirm enrolment procedures. Students will also be provided with the appropriate step-by-step guide to assist them with their enrolment.

Information session details can be found on the enrolment timetable located at:
www.rmit.edu.au/students/enrolment/international.

Late enrolment

International students must enrol in person. They are not permitted a proxy enrolment for their first enrolment at RMIT. If a student is unable to attend their scheduled enrolment they should contact RMIT University International Services when they arrive in Melbourne.

Important note: Students who enrol late have a limited choice of timetable and may not be permitted to enrol if they arrive more than TWO WEEKS after the official commencement date.

i International students may study only up to 25 per cent of their total program by distance and/or online courses. However, you must also be enrolled in at least one face-to-face course in any compulsory study period.

Cancellation of enrolment

Should a student wish to cancel their enrolment, it is their responsibility to do so prior to the census date in each semester. Failure to do so will result in a student having to pay fees for the semester, even if they do not wish to continue with their studies.

➔ See 'Refunds' page 17

8. Collect RMIT diary and student card

Once students have completed their enrolment they will need to request their Confirmation of Enrolment (CoE). They can either download this from Enrolment Online or request it at The Hub. Students will need to present their CoE to The Hub in order to get a student card and student diary.

Student email account

All RMIT students are provided with a student email account that they are required to check regularly as agreed to in the statement of student responsibilities. The student email account is the university's primary communication tool to keep students up to date on news, events, fees and important information about the administration of their program.

www.rmit.edu.au/students

9. Check important dates

As part of the student responsibilities, all students should be aware of important administration dates and deadlines, in particular program census dates. These dates and deadlines are listed in the RMIT Student Diary and are available online.

www.rmit.edu.au/students/importantdates

10. Become familiar with student services

All students are encouraged to acquaint themselves with the services provided by the university.

➔ See 'RMIT Services' page 20 ➔

11. Attend orientation activities

'O Week' is traditionally held at the start of semester and is all about helping students find their way around RMIT University. RMIT research shows that students with strong social and academic contacts are more likely to succeed at university. Therefore all students are encouraged to make the most of their orientation activities.

During orientation there is an academic and social program that is filled with helpful workshops, including information on study programs and student life involving the arts, sports, clubs and societies. Free food, entertainment and heaps of giveaways are also available.

Orientation is a great opportunity to:

- » meet students and staff
- » get to know RMIT's campuses and locate key resources and services
- » discover what student services are available to support students during their student life
- » join one or more of the many clubs and societies
- » become involved in special programs like RMIT LEAD and the Student Leadership Program
- » gain a better understanding of programs, assessment requirements and academic expectations.

The highlight of the activities is definitely the festival, one not to be missed! To find out more information about specific dates and times of the activities available at each campus go to: www.rmit.edu.au/orientation.

12. Ask any questions in person at The Hub

➔ See 'Helpful Contacts' page 32

myRMIT
24/7

This on-line student portal allows students to access emails, enrolment details and announcements with one login, 24 hours a day, 7 days a week.

www.rmit.edu.au/students/aboutmyrmit

Fees

Payment of fees

International students pay a deposit when they accept their program. After enrolment, students will receive a tax invoice for the remaining tuition fees.

In each following semester students will receive a tax invoice for tuition fees and any other fees or charges they have agreed to. Students are required to pay all fees and charges by the due date indicated on the invoice. RMIT aims to give all students 30 days to make payment. Payment options are detailed on the tax invoice.

If payment is not received students can incur a late payment penalty. RMIT University reserves the right to provide student details to an external agent for the purpose of collecting any debts. Any additional costs associated with this process are payable by the student.

www.rmit.edu.au/programs/fees

Fees and charges

The Approved Schedule of Fees and Charges outlines all fees that may be charged to students. This document is published annually under the authority of the RMIT University Council. Detailed information about fees and charges, including the Approved Schedule of Fees and Charges is available at the web site below.

www.rmit.edu.au/fs/studentfees/schedules

In each semester students will receive an online tax invoice for tuition fees and any other fees or charges they have agreed to. New (commencing) students can expect to receive their first invoice no later than eight weeks after enrolling in classes. Future invoices will not be sent earlier than January (in first semester) and May (in second semester). For information about payment options, please refer to the invoice.

www.rmit.edu.au/programs/applications/payment

Refunds

The refund guidelines for RMIT University observe the *Education Services for Overseas Students (ESOS) Act 2000* and the *ESOS Regulations 2001*. The RMIT refund guidelines apply to all new and re-enrolling students, unless otherwise stated. New students need to refer to the policy section for commencing international students.

www.rmit.edu.au/policies/refunds

Materials fees

There are various fees associated with courses and programs offered at RMIT. Examples include: field trips; goods or services used to create items which become the property of students; uniforms, etc. In most cases the charges are not compulsory but are strongly recommended. Students may elect to not pay this fee, but if they do so, they will not be entitled to use materials supplied in class.

www.rmit.edu.au/programs/fees/other

Need financial assistance?

RMIT provides a range of services to assist students with their financial matters. It is important that when a student first experiences financial difficulties, or they have questions relating to their finances, they don't feel alone. RMIT can help. RMIT will assist to answer all questions, advise on financial assistance packages and provide students with information, support and referrals. Loans for payment of emergency course-related and living costs may also be made available to assist students experiencing severe financial hardship. For help and referrals, please contact The Hub.

➔ See 'Helpful Contacts' page 32

Preparing to Study at RMIT

Learning environment

All RMIT University lectures and classes are taught in English, via a combination of lectures (seminars), tutorials (discussion groups) and practical/laboratory sessions.

Lectures – The majority of course information is taught via lectures, or seminars. A lecturer presents course information to students, who in turn take notes.

Tutorials – Small tutorial groups, usually a breakdown of lecture groups, allow the students to discuss the lecture material in greater detail.

Laboratory classes – Students studying science, engineering, technology and language courses will also have laboratory classes.

Practical sessions – These are applicable to art and design courses.

Australian academic environment

The Australian academic environment may be different from the academic environment in other countries:

- » Students at Australian universities and TAFE colleges usually attend 3–4 lectures or tutorials each day, Monday to Friday. Each class can last from one to three hours. Classes in some courses, particularly at postgraduate level, can be held in the evening.
- » Courses in some disciplines (e.g. social sciences) require students to do more individual reading and research and may have fewer class hours.
- » Each school has its own teaching and assessment methods. Lecturers and tutors are required to inform students of assessment methods once classes commence.
- » Students are encouraged to participate in class. They may be required to answer questions, put forward their own ideas in a general discussion, or make a presentation to their class.
- » Students are expected to be self-motivated and the problem-solving approach is the usual method of teaching and learning.
- » The relationship between students and staff is generally informal and relaxed. Students should always ask for assistance, particularly when they do not understand something that was said.

- » Plagiarism is an offence. Students must not use another person's thoughts, writing or invention as their own. Instead, they are expected to acknowledge the original sources and use these as a basis for developing their own ideas.
- » Most lecturers and tutors require essays and assignments to be typed rather than hand-written. RMIT University has computer laboratories on its main campuses and students are encouraged to use them for their study.

➔ See 'RMIT Services' page 20 and 'RMIT Facilities' page 22

Assessment

Assessment of students' work may include written assignments, seminar presentations, design folios and examinations.

Academic year

The Australian academic year is in the main divided into two* semesters:

- » Semester 1 begins late February/early March and finishes in late June.
- » Semester 2 begins mid July and is completed by mid November.

Current enrolment, orientation and commencement dates can be found at: www.rmit.edu.au/students/enrolment/international.

* MBA program is delivered across three study sessions each year: Semester 1, Semester 2 and Summer semester.

Learning online

There are many online systems available at RMIT, designed to enhance your learning experience. To find out more, visit the following web site: www.rmit.edu.au/orientation/students/learningonline.

Education & Travel

RMIT students do not wait until after graduation to engage with the world academically, culturally and professionally. The opportunity for international travel and learning exists in many RMIT programs. Mobility options include:

- » International exchange programs of one or two semesters. Choose from 4 continents, 30 countries and more than 120 partner institutions.
- » Intercampus exchange at RMIT International University Vietnam (RMIT Vietnam) for one or two semesters. Study at the Hanoi or Ho Chi Minh City campus, or a semester at each.
- » Study tours of between two and six weeks. Travel to destinations such as Shanghai, Milan, Paris, New York, Prague, Bangkok and Vietnam.
- » Overseas clinical or work placements, fieldwork, and internships of three to 12 months.

International study can be an exciting, life-changing experience that may give you the competitive edge you need in landing that dream job.

All RMIT students are eligible to apply. Financial support is available for many programs and you can still complete your RMIT program in the same amount of time. For further information go to the web site listed below.

www.rmit.edu.au/globalpassport/educationabroad

Global passport

RMIT aims to provide education that is more global in its reach through a combination of semester exchanges, group study tours, international work placements and research projects. In pursuit of this, RMIT has links with more than 120 partner organisations throughout the world, including other leading universities, companies and community groups.

www.rmit.edu.au/globalpassport



'The courses gave me a new perspective in journalism as I gained insights into another country's media functions. This was an invaluable life experience. My broadcasting teacher was the special events producer for CBC. He arranged for our class to go on a backstage tour of CBC, where we met and chatted with Peter Mansbridge (Canada's Kerry O'Brien). These sorts of opportunities are what makes exchange so important and so beneficial.

'The life experience as well as professional experience gained has been amazing. Thanks to the John Memorial Jr. Scholarship for supporting me in what turned out to be the best semester of my life.'

**Tessa Mudge, BA (Communications)
Exchange student
Ryerson University, Canada**

RMIT Services

RMIT's aim is to enhance the experience of students, by creating opportunities for involvement, new experiences and for building skills. Some of the services available to students are listed below.

Arrival service

RMIT University can arrange for students to be met at Melbourne International Airport and transferred to pre-arranged Melbourne accommodation.

➔ See 'Arriving in Melbourne' page 11

'Meet and greet' service

Upon arrival in Melbourne, RMIT University can assist students with navigating their way around Melbourne, finding accommodation and establishing bank accounts.

➔ See 'Arriving in Melbourne' page 11

International Student Services Centre

The International Student Services Centre assists international students with useful information regarding study opportunities, application procedures, entry requirements, fee and visa enquiries, and scholarships available at RMIT University.

www.rmit.edu.au/programs/international

International Student Information and Support

RMIT University's International Student Information and Support (ISIS) provides international students with a range of services and facilities, including: counselling (both academic and personal); dedicated international student lounges; and orientation and leaving programs for completing students. International Student Advisors are also on hand to:

- » provide general advice on all aspects of student life
- » represent international student interests in the university
- » provide advice on leadership and mentor programs
- » advocate on behalf of students on both academic and welfare issues
- » provide support, referral and information.

www.rmit.edu.au/isis



The Hub in Building 12, City campus

The Hub

The Hub is a one-stop-shop for RMIT students to access services, advice and information, including:

- » international student support
- » assistance with obtaining new or replacement student cards
- » purchasing academic transcripts
- » seeking directions and supply of campus maps
- » referrals to other support services at RMIT, such as the RMIT Counselling Service, Career Development and Employment, Housing Advisory Service, Study and Learning Centre and the Disability Liaison Unit.

www.rmit.edu.au/students/aboutthehub

Career Development and Employment

RMIT's Career Development and Employment centre provides a range of services that assist and support successful graduate employment outcomes and effective career management skills. Services available include: careers counselling and advice, preparation for employment programs, application and resume assistance and checking, local and international employment opportunities, and online employment vacancies.

www.rmit.edu.au/careers

Counselling services

RMIT University offers a free and confidential counselling service to all students, covering both personal and academic issues. University can be a challenging and stressful beginning for many students, least of all international students who also have to contend with beginning life in a new country. RMIT's Counselling Service can assist international students, with among many things: settling in and returning home.

www.rmit.edu.au/counselling

Disability Liaison Unit

The Disability Liaison Unit (DLU) provides services to students with varying disabilities. The form of assistance available includes the provision of note-takers, sign interpreters, special tutors, alternative formats and a safe area where students can 'chill out'. Any student interested in utilising this service should contact the DLU early in the year. This will allow enough time for the DLU to put the necessary supports in place before program commencement.

www.rmit.edu.au/disability

Housing Advisory Unit

Although RMIT does not have on-campus accommodation, the Housing Advisory Unit provides information, advice and assistance on finding off-campus accommodation.

A free tenancy service is also available to assist students with issues such as starting a tenancy, lease agreements, condition reports, bonds and the bond assistance scheme, your rights and responsibilities as a tenant, breaking or ending a lease, getting the bond back and any other tenancy problems that students may encounter.

www.rmit.edu.au/housing

Information Technology Services

Information Technology Services (ITS) is RMIT's primary IT service department, supporting staff and students with central computing and communications technology. Services for students include resource centres for on-campus personal computing and

Internet access. There is provision for email, wireless access and remote modem dial-in access to RMIT. High-performance computing services are available on approved research applications.

www.rmit.edu.au/its/student

Study and Learning Centre

The Study and Learning Centre is available to assist students with:

- » planning, structuring, referencing assignments
- » exam preparation and strategies
- » critical reading strategies
- » note-taking and presentation skills
- » time management
- » numeracy and literacy assessments
- » Online Learning Lab.

www.rmit.edu.au/studyandlearningcentre

Student Legal Service

This service offers free and confidential advice and referrals to all currently enrolled RMIT University students.

www.rmit.edu.au/students/legal

Complaints

RMIT University is strongly committed to ensuring that all students have a positive relationship with the University and its staff members. RMIT works to ensure that student complaints are resolved quickly and fairly.

www.rmit.edu.au/students/complaints

RMIT LEAD Program

RMIT LEAD provides students with the opportunity to get more out of their student life. In addition to meeting new people and learning new skills, participants will also be rewarded with training and official recognition on both their academic transcript and a certificate signed by the Vice-Chancellor.

www.rmit.edu.au/lead

RMIT Facilities

RMIT is equipped with some of the most advanced facilities in the country, including:

Library

RMIT University Library is much more than a collection of books. Many of RMIT's library resources are electronic (e-resources) that can be accessed via RMIT's web site. Every subject has an information expert who conducts training in research skills relating to specific courses. The library also conducts orientation sessions for new students.

RMIT students have 24-hour access to most of the library's e-resources from off-campus (including offshore), as well as from on-campus, during university and library opening hours. More than 300 separate databases are available through the web site. Liaison Librarians provide training to help students make the most of the great range of e-resources available.

www.rmit.edu.au/library

Financial Markets Trading Simulator

The Financial Markets Trading Simulator (FMST) is the largest tertiary-based facility of its type in Australia and the only facility of its size that receives live data from the world's leading provider of financial markets data and news—Moneyline Telerate.



RMIT's Treasury Training Facility

Computing—the Learning Centre

Learning Centre facilities are available in a number of open access areas within the library. These centres provide the RMIT community with access to networked PC and Macintosh workstations and printing/scanning facilities during normal library hours, including evenings, weekends and semester breaks. From these computers, students are able to: check their email; access files held on local networks; download exam papers; search the Internet, access online databases and the library catalogue.

www.rmit.edu.au/library/computers

Biosciences Building

RMIT University's purpose-built Biosciences building houses teaching and research facilities and a hi-tech laboratory complex. The building provides an ideal teaching and learning environment through the use of world class equipment; collaborative, multi-disciplinary research areas; and flexible learning spaces.

Childcare

RMIT University has two childcare centres: the Children's Centre (located at the City Campus) and the Numdaji Kwei Children's Centre (at the Bundoora Campus). Childcare places are provided for staff and students. It is recommended that those interested in utilising this service book in advance (the centres keep a waiting list).

International students wishing to bring their spouse and/or children to Australia must first prove they can support them financially. It is important to bear in mind that education is compulsory (and must be paid) for all children in Victoria from the age of 5 to 15 years. Contact an Australian diplomatic post for further information. Some provisions have been made for funding for the education of children of postgraduate by research candidates.

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

RMIT City Fitness

The RMIT Fitness Centre is located at the City campus. All facilities are open to the public—RMIT students and staff receive reduced rates. The centre features the latest in cardio equipment and functional exercise equipment. Additionally, a full range of group fitness classes are offered. Other services include aerobics, massage therapy, health and wellbeing programs, fitness assessments, personalised programming and personal training. RMIT trainers are university degree qualified, and adopt the most informed, up-to-date approach to help participants achieve their goals, whether that is weight loss, body building, strength or fitness.

www.launch.rmit.edu.au/cityfitness.html

Sport and recreation

RMIT students can join a broad range of sporting and recreation clubs; compete at regional and national university sporting events; form their own RMIT team to participate in local community competitions; and participate in trips.

www.launch.rmit.edu.au/sportrecreation.html

SYN FM

SYN FM is RMIT's very own radio station. Launched in January 2003, SYN broadcasts on one of the largest community radio licences in Victoria and can be heard throughout Melbourne, Geelong and in parts of regional Victoria on 90.7 FM. SYN is one of the largest youth projects in Australia and has over 1 000 volunteers.

RMITV

RMITV is Australia's leading community television production house. Each month, several hours of television programming for community television networks across Australia is produced. RMITV



SYN FM, RMIT's youth radio station

operates on a 'by students—for students' policy. RMITV's mission is to enable students from every course and faculty across Australia to envision their television and new media concepts and ideas.

Chaplaincy

RMIT Chaplaincy is a resource and drop-in centre that services all religious denominations and faiths. Students and staff are welcome for counselling, cross-cultural assistance and volunteer community service. A wide range of pastoral, theological and recreational activities are catered for.

www.rmit.edu.au/chaplaincy

Prayer rooms

Prayer rooms are available for RMIT's Muslim students at the following locations:

City campus

Building 108, Level 3, Room 24 (male)
Building 108, Level 3, Room 23 (female)

Spiritual Centre

Building 11, Level 3, Room 1
Building 11, Level 3, Room 16
Building 11, Level 3, Room 03A
Building 11, Level 2, Room 4

Separate male and female rooms are available. Please refer to the web site below for further information.

Brunswick campus

Building 514, Level 4, Room 7 (male)
Building 514, Level 2, Room 6 (female)

Bundoora East campus

Building 251, Level 3, Room 41 (male)
Building 251, Level 3, Room 41A (female)

Bundoora West campus

Building 202, Level 4, Room 29 (male)
Building 202, Level 4, Room 1 (female)

www.rmit.edu.au/chaplaincy/spiritualcentre/prayerrooms





The Hub offers current RMIT students service, advice and information.
www.rmit.edu.au/students/aboutthehub



★ **the Hub at City—Swanston Street Building 12, Level 4**
 394 Swanston Street

Opening hours: 9 am–6 pm

★ **the Hub at City—Bourke Street Building 108, Level 4**
 239 Bourke Street

Opening hours: 9 am–6 pm

★ **RMIT Bookshop**

www.rmitbookshop.com.au

17–25 Little La Trobe St

Opening hours:

Monday–Friday: 8.45 am–6.30 pm

Saturday: 11 am–3 pm

★ **RMIT Business Bookshop**

Shop 21, Tivoli Arcade, Building 108
 239 Bourke Street

Opening hours:

Monday–Thursday: 8.45 am–6 pm

Friday: 8.45 am–5.30 pm

Saturday: 11 am–3 pm

★ **City Fitness Centre**

Building 8, Level 3
 360 Swanston Street

★ **International Student Service Centre**

Email: ISServices@rmit.com.au

Legend

 RMIT building

 Tram line

 Train station

 Place of interest

 Garden/Park

 Major shops

Map not to scale

RMIT Clubs & Associations

Student Union

RMIT Student Union contains a wide variety of special interest clubs and societies. These clubs and societies provide students with a great opportunity to expand their social networks. Options available include:

- » academic clubs
- » spiritual clubs
- » cultural clubs
- » recreational clubs
- » arts clubs.

www.su.rmit.edu.au/clubs

RMIT Association of International Students

The RMIT Association of International Students (RAIS) is a student association that represents approximately 9000 international students at RMIT. One of the most important functions of RAIS is to act as an advocate for international students.

www.su.rmit.edu.au/international

RMIT Islamic Society

The RMIT Islamic Society (RMITIS) has approximately 200 members. Membership includes people from Iran, Iraq, Lebanon, Saudi Arabia, Qatar, Kuwait, Pakistan, India, Indonesia, Malaysia, Somalia, Ethiopia, Sudan, Egypt and Palestine. The Islamic Society is open to Muslims and non-Muslims who want to get involved and learn more about Islam or just make new friends.

www.rmitis.org.au

RMIT Union

RMIT Union aims to enrich the quality of life and experience of university for all students. Operating on all campuses and sites, RMIT Union offers a wide range of services, facilities and programs. RMIT Union strives to foster a sense of community within the student body. Students are encouraged to get involved with RMIT Union clubs, associations, committees and student employment. The skills that students develop through an involvement with RMIT Union are considered valuable graduate attributes.

www.union.rmit.edu.au



RMIT Postgraduate Association

The RMIT Postgraduate Association (RPA) department provides advocacy, academic, social and welfare services. A quarterly newsletter and yearly postgraduate handbook are also produced as well as movie nights, day trips and postgraduate-related events in each semester.

www.rpa.rmit.edu.au

Melbourne, Australia

About Australia

Aboriginal history

For more than 50 000 years, Australia's Aboriginal people have lived and thrived in Australia's unique and challenging natural environment. Australia's rich vegetation and native wildlife helped them establish their presence on the land. Today it is believed the Aboriginals are one of the world's oldest civilisations.

Discovery

'Terra Australis' was the last landmass to be discovered by European explorers. Talk of this mystical land and the riches it held inspired explorers to sail into the unknown. It wasn't until Captain James Cook arrived in Botany Bay in 1770 that the great southern land was officially discovered by Europeans.

Overcrowded prisons in England and disruption caused by the American Revolution were two key reasons for the first shipment of convicts to Australia. It was the explorer and botanist Joseph Banks who, in 1779, suggested that New South Wales would be a fine site for a penal colony.

Australian politics and government

Australia became a nation after the six self-governing colonies voted to unite and accept the Constitution which established the Commonwealth of Australia. With the agreement of the British Parliament, the Commonwealth of Australia was created on 1 January 1901. The colonies became states of the Commonwealth of Australia, a federal government. Bound by one parliament, one constitution and one flag, Australia celebrated its Centenary of Federation in 2001.

Australia's system of government is based on representative or parliamentary democracy. This means that the Australian people elect representatives to make important decisions for them and govern on their behalf.

Elections are held regularly for the Australian and state or territory parliaments. Voting is compulsory in Australia and all Australian citizens who are 18 years and older are required to vote. The democratic process is transparent and accountable, and the right to vote and change governments is taken very seriously.

www.australia.gov.au



Yarra River, Melbourne

Australia today

The majority of Australia's 21 million residents live in the cities located on the east coast. Australia has six states and two territories, each with their own capital city and parliament.

Australian time zones

Australia is divided into six states: Victoria, New South Wales, Queensland, South Australia, Western Australia and Tasmania; and two territories: the Australian Capital Territory (ACT) and the Northern Territory.

There are three time zones in Australia:

- » Eastern Standard Time (EST) exists in Victoria, New South Wales, the Australian Capital Territory, Tasmania and Queensland
- » Central Standard Time (CST) operates in South Australia and the Northern Territory
- » Western Standard Time (WST) exists in Western Australia.

All Australian states (except for the Northern Territory and Queensland) use daylight saving during the summer months (this involves adjusting clocks by one hour).

Australian society

Culture and behaviour

Australians are known for their open and friendly manner, and their belief in an equal society without social classes.

Addressing people

In formal situations, it is customary for men and women to shake hands when greeting each other.

Australians usually have two or three names. The first and second are given names with the first name being

used more frequently. The last name is the family or surname. The family name is used formally with Dr, Miss, Ms, Mr or Mrs. Australians generally prefer to be called by their first names, including lecturers and teachers. People will generally introduce themselves to you by the name that they prefer to be called.

Queuing up

People form queues when waiting for a bank teller, to get on a train or bus, buying tickets or waiting to purchase something. It is considered impolite to push ahead of someone in the queue.

Saying 'excuse me', 'please' and 'thank you'

'Excuse me' is used most commonly when speaking to someone who is not expecting you to speak to them.

'Please' is used when requesting anything and 'thank you' when something is handed to you or if someone assists you.

Punctuality

Being on time is important in Australia, so make sure you check meeting times and places.

Discrimination

In Australia, it is illegal to discriminate against someone because of their race, sex, sexual preference, disability, social, political or religious beliefs. Racial vilification (slandering or defaming someone on racial grounds) is also illegal.

Conversation

Conversation topics about politics, relationships, sex, religion, or how much a person earns should be approached carefully. Women in Australia are generally independent and open in conversation and may discuss a variety of issues openly. A wide variety of issues are discussed freely by most people and in the media.

'Tipping'

Tipping is not compulsory or expected. Individuals tip only when they feel that the service they have received has been particularly good. When eating in a restaurant, a group of friends might each put in money as a tip to the waiter.

Culture shock

Studying in another country can be exciting and challenging; however, some new students may experience culture shock. It may take a while for you to adjust to life in Australia; however, there are many support networks available to assist you, including international student advisors, student clubs and organisations.

www.rmit.edu.au/students/services

Australian laws

There are Australian laws against:

- » swearing, spitting or urinating in a public place
- » drinking alcohol or being drunk in a public place. Those under 18 years of age are not permitted to purchase or drink alcohol
- » smoking in buildings, including many indoor and outdoor public meeting places. All restaurants are non-smoking but may have designated smoking areas available
- » sexual harassment is not acceptable behaviour in Australia
- » bribery is not part of the Australian culture
- » excessive noise. These laws are in place to prevent individuals making loud noise before 7.00 am and after 10.00 pm.

About Melbourne

Melbourne is famous for its mix of the old and the new. Historic buildings sit side-by-side with modern architecture, creating a unique and beautiful cityscape. Melbourne is a city passionate about art, culture and sport, with striking public buildings, a thriving café culture and a relaxed, outdoor lifestyle.

Melbourne is a multicultural city built with the knowledge and skills of people from many nations. The inner Melbourne area has more than 480 hectares of parks and gardens, a greater proportion of open space than any other major city in the world. Melbourne parks offer a range of leisure opportunities including walking, cycling and boating, as well as active sports such as cricket, football, tennis and golf.

Melbourne is considered Australia's most sophisticated city, with more than 100 art galleries, the Arts Centre and a diverse range of live music venues, nightclubs, jazz bars and grand theatres.

Melbourne is also addicted to sport, regularly hosting international and national sporting events. Major events include the Australian Open (tennis), the Australian Formula One Grand Prix, motor cycle racing, cricket, the Melbourne Cup (horse racing), rugby, soccer and Australian Rules football.

www.melbourne.vic.gov.au

Melbourne, Victoria

Victoria is approximately the same size as the United Kingdom. It is a geographically diverse state with beaches, mountains and national parks. The capital city of Victoria is Melbourne with a population of just over three million people. The city is situated on Port Phillip Bay along the Yarra River and has a temperate climate.

Melbourne's attractions include:

- » Melbourne Aquarium
www.melbourneaquarium.com.au
- » Melbourne Cricket Ground (MCG)
www.mcg.org.au
- » Melbourne Museum
museumvictoria.com.au/melbournemuseum
- » Melbourne Observation Deck
www.melbournedeck.com.au
- » National Gallery of Victoria
www.ngv.vic.gov.au
- » Old Melbourne Gaol
www.nattrust.com.au
- » Royal Botanic Gardens
www.rbg.vic.gov.au
- » Melbourne Zoo
www.zoo.org.au
- » Shrine of Remembrance
www.shrine.org.au

- » Australian Centre for the Moving Image
www.acmi.net.au
- » Great Ocean Road
www.greatoceanrd.org.au
- » Federation Square
www.federationsquare.com.au

www.thatsmelbourne.com.au
www.melbourne.citysearch.com.au
www.visitvictoria.com

Victorian climate

Victoria enjoys four distinct seasons. Summer (December to February) has plenty of warm, sunny days averaging 28°C (however, it can reach 40°C at the peak of summer). Spring (September to November) is fresh and invigorating, and autumn (March to May) is a superb time to visit with the changing leaves and moderate temperatures. Winter (June to August) can be cold, averaging 13°C—however, alpine snowfields are just three hours from Melbourne by car, a perfect opportunity to enjoy some snow skiing!

www.bom.gov.au

Food

You will find that Melbourne has many large shopping centres, department stores, markets, discount stores and supermarkets. Trading hours vary, with a number of supermarkets open 24 hours a day. Markets sell

Food Districts of Melbourne

- » Italian: Lygon St, Carlton
- » Greek: Lonsdale St, Melbourne
- » Spanish: Johnston St, Fitzroy
- » Chinatown: Little Bourke St, Melbourne
- » Vietnamese: Victoria St, Richmond
- » Russian and Kosher: Carlisle St, Balaclava
- » Middle Eastern: Sydney Rd, Brunswick



fresh fruit, vegetables, meat, fish and many other items. The historic Queen Victoria Market is just a few minutes walk from RMIT City campus and is very popular with locals. There are many specialised food stores from a wide variety of cultures, including European, Asian, Indian and Middle Eastern. These goods can often be found in local supermarkets as well. Melbourne's 3000 restaurants, cafés and bars are always busy, catering for family lunches, leisurely weekend breakfasts, drinks after work and evening meals.

Halal

RMIT students, especially those studying at RMIT City and Brunswick campuses, have access to a wide variety of halal food. The RMIT Muslim Students handbook offers an extensive list of halal restaurants and take-away outlets, butchers and grocery stores. This brochure is readily available from The Hub.

➔ See 'Helpful Contacts' page 32

Travelling around Melbourne

Melbourne is easy to navigate, with a wide range of transport options available.

Public Transport

Trams, trains and buses are frequent and run from 6.00 am until midnight (with extra services on weekends to cater for midnight to 6.00 am commuters).

www.metlinkmelbourne.com.au

➔ See 'Maps' page 24, 42–43

Metcard

Melbourne's extensive public transport network operates on one ticket, known as a Metcard. The Metcard allows customers to travel on trains, trams and buses. Remember that you must validate your Metcard each time you catch a different tram, train or bus. Zone 1 tickets will be suitable for most areas (there are two zones). There are regular ticket inspections on all modes of public transport and fines are regularly issued to fare evaders (commuters who travel without a valid ticket). At the time of publication, international students are not eligible for student transport concession in Melbourne.



Underground train station in Swanston Street, Melbourne

Metcards can be pre-purchased from:

- customer service centres at train stations (not all)
- retail outlets displaying the blue Metcard sign
- the MetShop at the Melbourne Town Hall (corner of Swanston and Little Collins streets)
- Metcard ticket machines at train stations, on-board buses or on trams. (Please note trams operate coin only machines).

www.metlinkmelbourne.com.au/fares-tickets

Taxis

Melbourne's yellow taxis are easy to locate and can either be flagged down at the kerb, or caught from one of the many city taxi ranks. Taxis are vacant when their rooftop dome sign is illuminated; the orange lights indicate the taxi is not for hire. Taxis can also be pre-booked by phone.

www.yellowcabs.com.au

Emergencies

If you are faced with a life-threatening emergency, you should dial 000 on the telephone. The operator will ask you if you need fire, police or ambulance services before transferring your call.

Australian road laws

Australia has strict laws that apply to all road users. It is compulsory for all passengers travelling in a car to wear a seat belt, including specific child seats for small children and babies. Cyclists are required to wear an approved helmet. Maximum speed zones are also marked on major roads and highways.

Cycling

Melbourne has many bike tracks, shared footways and bike parking facilities. Many of Melbourne's major parks are connected by bike tracks. For further information about bike paths, please refer to the Bicycle Victoria web site.

www.bv.com.au

Driving

Students with a valid driver's licence will find Melbourne an easy city to navigate, serviced by freeways and multi-lane highways. Travel is on the left hand side of the road. If you have a current overseas licence you may drive using this, provided it is written in English, or it is accompanied by an English translation. An international driver's licence can be used, provided the home country licence is valid.

On-campus parking is available at RMIT's Brunswick and Bundoora campuses; however, it is not available at RMIT City campus. There are commercial car parks throughout central Melbourne.

Interstate travel

Interstate travel is available by many public transport modes including train, bus and plane.

www.trainways.com.au

www.webjet.com.au

Personal safety

Australia is a safe and secure study destination. However, as with anywhere you travel, you should always take steps to keep yourself safe:

- always tell someone when you are going out, where you are going and when you expect to return
- take care travelling at night on your own
- make use of campus security escorts and bus services where available
- never leave personal belongings unattended
- always carry either a mobile phone, change for a pay phone or a phonecard
- it is always wise to take note of any security guidelines provided by your place of study
- avoid giving your personal information to strangers
- lock your doors and windows before going out.

Helpful Contacts

EXTERNAL CONTACTS

Allied Chauffeured Cars

 +61 3 1800 350 850 (Toll free number)

 www.alliedcars.com.au

Australian Education International

 www.aei.gov.au

Australian Taxation Office

 +61 3 132 861

 www.ato.gov.au

Department of Foreign Affairs and Trade (DFAT)

 www.dfat.gov.au

Department of Immigration and Citizenship (DIAC)

 +61 3 131 881

 www.immi.gov.au

Emergency Services

 000 (or extension 0 000 from any RMIT phone)

Maps and Locations

 www.whereis.com.au

Medibank

 +61 3 132 331

 www.medibank.com.au

Newspapers

 www.theage.com.au
www.news.com.au/heraldsun
www.theaustralian.news.com.au

Study Melbourne

 www.studymelbourne.com.au

Telephone Directory

 +61 3 1223 (local and interstate)
 +61 3 1225 (overseas operator)

 (residential): www.whitepages.com.au/wp
 (commercial): www.yellowpages.com.au

Telephone Interpreter Service

This is a free service, operating 24 hours a day, offering assistance in communication in over 80 languages.

 +61 3 131 450

Telstra

 +61 3 132 200

 www.telstra.com.au

RMIT CONTACTS

RMIT Association of International Students (RAIS)

@ raisresident@rmit.edu.au

 www.su.rmit.edu.au/international/index.html

RMIT Career Development and Employment

@ careers@rmit.edu.au

 www.rmit.edu.au/careers

City campus

 Building 14, Level 4

 +61 3 9925 2078

Bundoora West campus

 Building 202, Level 3

 +61 3 9925 7280

Brunswick campus Building 514, Level 2 +61 3 9925 2078**RMIT Chaplaincy** chaplaincy@rmit.edu.au www.rmit.edu.au/chaplaincy**City campus** Building 11 +61 3 9925 2043**Childcare** www.rmit.edu.au/ssg/childcare**RMIT Counselling Services** +61 3 9925 4365 counselling@rmit.edu.au www.rmit.edu.au/counselling**City campus** Building 43**Brunswick campus** Building 514, Level 1**Bundoora West campus** Building 202, Level 3**RMIT Disability Liaison Unit** +61 3 9925 1089
TTY: 9925 3673 dlu@rmit.edu.au www.rmit.edu.au/disability**City campus** Building 10, Level 4**Brunswick campus** Building 514, Level 2**Bundoora West campus** Building 202, Level 3**Education Abroad Office** +61 3 9925 3947 eao@rmit.edu.au www.rmit.edu.au/globalpassport/educationabroad**RMIT Emergency Assistance****RMIT Security** +61 3 9925 3333 (or extension 53333 from any RMIT phone)**After hours emergency assistance** +61 3 9925 3895 www.rmit.edu.au/security**RMIT English Worldwide (REW)****City campus** Level 6, 393 Swanston Street +61 3 9657 5800 englishworldwide@mit.edu.au www.rmitenglishworldwide.com**RMIT Health Service** +61 3 9925 2297 health.service@rmit.edu.au www.rmit.edu.au/healthservice**RMIT Housing Advisory Unit** housing@rmit.edu.au www.rmit.edu.au/housing**City/Brunswick campus** Building 14, Level 4 +61 3 9925 2963**Bundoora West campus** Building 202, Level 3 +61 3 9925 7280

RMIT International College (RMIT College)

 www.rmit.edu.au/internationalcollege

City campus

 Building 97, Level 1

 +61 3 9925 4190

 international.college@rmit.edu.au

International Student Services Centre

 ISSservices@rmit.edu.au

 www.rmit.edu.au/id/issc

City campus

 Building 108, Level 4

 +61 3 9925 5156

 www.rmit.edu.au/programs/international/support
Refer to International Student Services Centre on page 20

RMIT International Student Information and Support (ISIS)

 isis.advisor@rmit.edu.au

 www.rmit.edu.au/isis

City campus

 Building 14, Level 4

 +61 3 9925 2963

Bundoora West campus

 Building 202, Level 3

 +61 3 9925 7280

Brunswick campus

 Building 514, Level 1, Room 20

 +61 3 9925 9104

Refer to International Student Information and Support (ISIS) on page 20

RMIT International Student Scholarships

City campus

 Building 108, Level 4

 +61 3 9925 5135/1348

 ISScholarships@rmit.edu.au

 www.rmit.edu.au/students/scholarships/international

RMIT LEAD Program

 lead@rmit.edu.au

 www.rmit.edu.au/lead

City campus

 Building 57, Level 4, Room 13B

 +61 3 9925 4196/4199

RMIT Library

 www.rmit.edu.au/library

City campus

Business Library

 Building 108, Level 5

 +61 3 9925 5692

Carlton Library

 Building 94, Level 3

 +61 3 9925 4258

Swanston Library

 Building 8, Level 5

 +61 3 9925 2068

Brunswick campus

 Building 514, Level 2

 +61 3 9925 9415

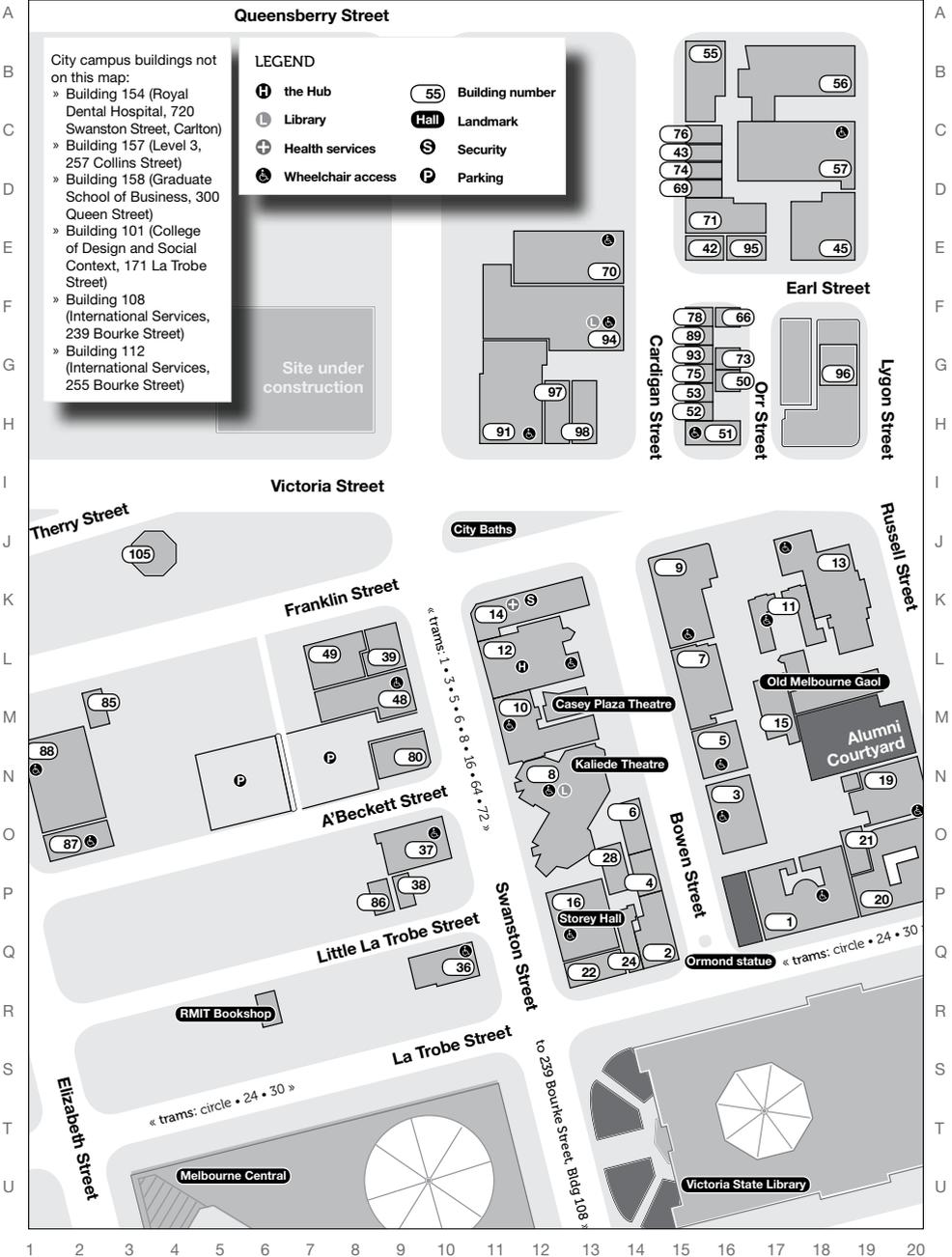
Bundoora West campus

 Building 210

 +61 3 9925 7544

Bundoora East campus Building 251, Level 2 +61 3 9925 6070**RMIT Postgraduate Association** rpa@mit.edu.au www.rpa.rmit.edu.au**City campus** Building 28, Level 3 +61 3 9925 1812**RMIT Student Union** +61 3 9925 2473 www.su.rmit.edu.au**City campus** Building 8, Level 3 +61 3 9925 5004 Building 108, Level 3 +61 3 9925 5647**Brunswick campus** Building 514, Level 2 +61 3 9925 9478**Bundoora Campus** Building 202, Level 2 +61 3 9925 7226**Carlton (TAFE) office** Building 57, Level 4 +61 3 9925 4769**RMIT Study and Learning Centre** studyandlearningcentre@mit.edu.au www.rmit.edu.au/studyandlearningcentre
www.dlsweb.rmit.edu.au/lsu**City campus** Building 12, Level 4, Room 20 +61 3 9925 3600**RMIT Business campus** Building 108, Level 4, Room 23 +61 3 9925 5188/1420**Bundoora campus** Building 220, Level 2, Room 3 +61 3 9925 7525**Brunswick campus** Building 514, Level 1, Room 19 +61 3 9925 3600**RMIT Union** www.union.rmit.edu.au**RMIT Union Fitness Centre****RMIT City Fitness** fitness@mit.edu.au www.launch.rmit.edu.au/cityfitness.html**City campus** Building 8, Level 3 +61 3 9925 2874**The Hub** www.rmit.edu.au/students/aboutthehub**City campus** Building 12, Level 4
Building 108, Level 4**Brunswick campus** Building 514, Level 1, Room 7**Bundoora West campus** Building 202, Level 2, Room 36

RMIT City Campus Map

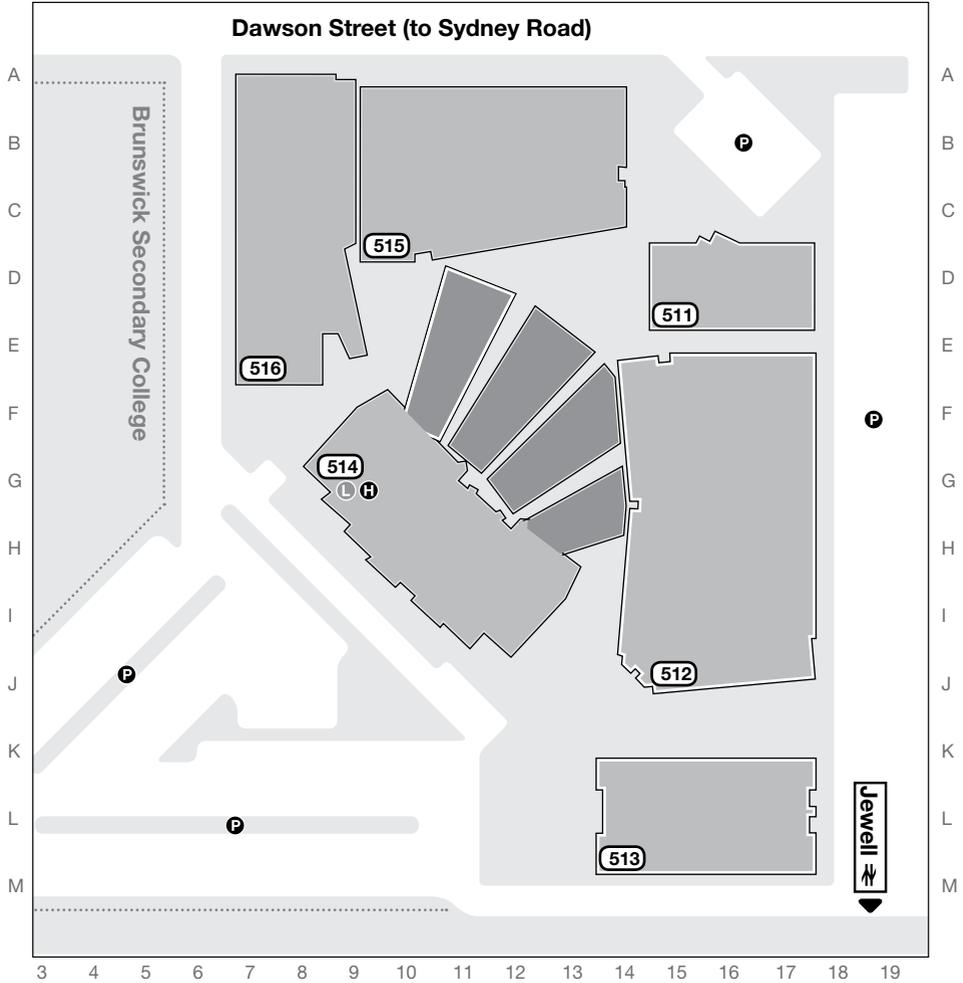


RMIT City campus: 124 La Trobe Street, Melbourne 3000

CAMPUS DIRECTORY

Service/office	Building.Level	Grid Ref	Service/office	Building.Level	Grid Ref
Accounting and Law	108.15		Graduate School of Business	158	
Admissions—Prospective Students	88.9	J2	International Services	108.4	
Aerospace, Mechanical and Manufacturing Engineering	57.5	C10	International Students Lounge	10.4	I6
Alumni Courtyard	18	H9	Kaleide Theatre RMIT Union	8.2	J6
Alumni Relations	96.2	E10	Library—Business	108.5	
Applied Communication	6.3	I7	Library—Carlton	94.3	D7
Applied Science	3.1	I8	Library—Swanston	8.5	J7
Architecture and Design	8.12	J7	Life and Physical Science	51.6	E8
Art	24.2	K8	Lost Property (Security Office), Franklin Street	14.3	G6
Business Information Technology	108.17	M9	Mail Room	12.3	H6
Business TAFE	108.13		Main Cafeteria	8.4	I7
Café 57	57.4	C9	Management	108.16	
Caffeine at Re: Vault Bar	16.1	K7	Mathematical and Geospatial Science	8.9	J7
Casey Plaza Lecture Theatre and Video Conference Centre	10.4	H7	Muslim Prayer Room	11.3	G8
Centre for International Students and Scholars (CISS)	15.1	H8		108.3	
Chancellery	21.2	J9	New Enterprise Incentive Scheme (NEIS)	108.6	
Chaplaincy	11.1	G8	Ngarara Willim Indigenous Centre	14.2	G5
Child Care Centre, 97–105 Franklin St	85.2	I2	Project Space Gallery	94.2	D7
Civil and Chemical Engineering	10.12	H5	Property Construction and Project Management	8.8	J7
Clubs and Societies	8.3	J7	Property Services	105.10	F3
College of Business	108.11	M9	RMIT Association of International Students (RAIS)	8.4	J7
College of Design and Social Context	101.7	J11	RMIT Book Shop	108.2	
College of Science, Engineering and Health	14.12	H5	RMIT Book Shop (Little La Trobe St)		L4
Commonwealth Bank (Swanston St)	8.2	J7	RMIT Career Development and Employment	14.4	G6
Computer Science and Information Technology	14.8	I6	RMIT Counselling Service	43.1	C8
Copy Centre	10.4	I6	RMIT Gallery	16.2	K7
Creative Media	36.3	L5	RMIT Postgraduate Association (RPA)	28.3	J6
Design TAFE	94.4	D7	RMIT Printing Services	8.4	J6
Disability Liaison Unit	10.4	I6	RMIT Publishing	96.2	E10
Economics, Finance and Marketing	108.12		RMIT Training Pty Ltd	105.9	F3
Education Aboard Unit	15.1	H8	RMIT Union Administration Office	8.3	J7
Edward Jackson Room	57.4	C9	Second Hand Bookshop (Student Union)	8.3	J7
Electrical and Computer Engineering	10.7	I6	Security—Franklin St	14.3	G6
Engineering TAFE	57.5	C10	Spiritual Centre	11.3	G8
English Language Programs	36.6	K6	Sport and Recreation	8.3	J7
First Site RMIT Union Student Gallery	16.1	K7	STA Travel	112.4	H6
Fitness Centre	8.3	J7	Storey Hall	16.2	K7
Global Studies, Social Science and Planning	37.2	J5	Student Union Activities Office	10.4	I6
			Student Union Council (SUC)	8.3	J7
			The Hub	12.4	H6
				108.4	M11
			University Secretariat	20.1	J10

RMIT Brunswick Campus Map



Produced by University Marketing from information supplied by Property Services. City campus map ver 12 Jun 09.

RMIT Brunswick campus: 25 Dawson Street, Brunswick 3056

CAMPUS DIRECTORY

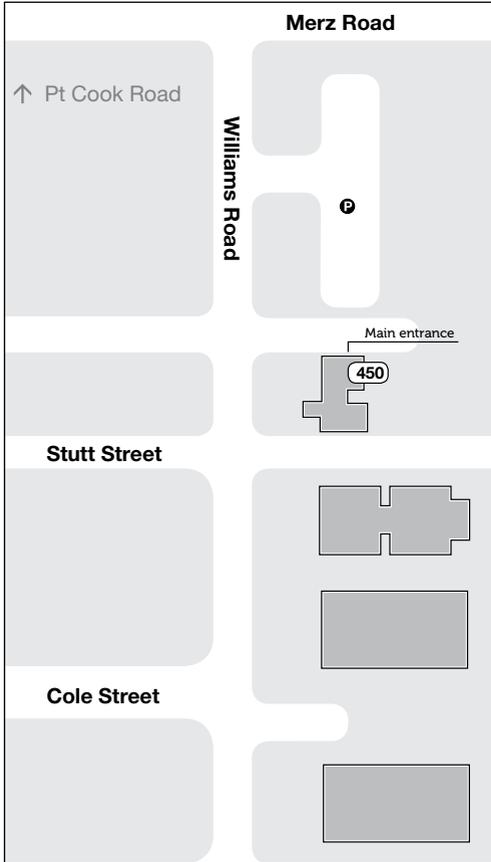
Service/office	Building	Level	Grid Ref
Fashion and Textiles	511		D15
International Centre of Graphic Technology	515.1		C11
RMIT Print Services	515.1		C11
School of Design TAFE	515		C11
The Hub, Brunswick campus	514.2		G10

LEGEND

- H the Hub
- L Library
- 514 Building number
- P Parking

RMIT Point Cook Site Map

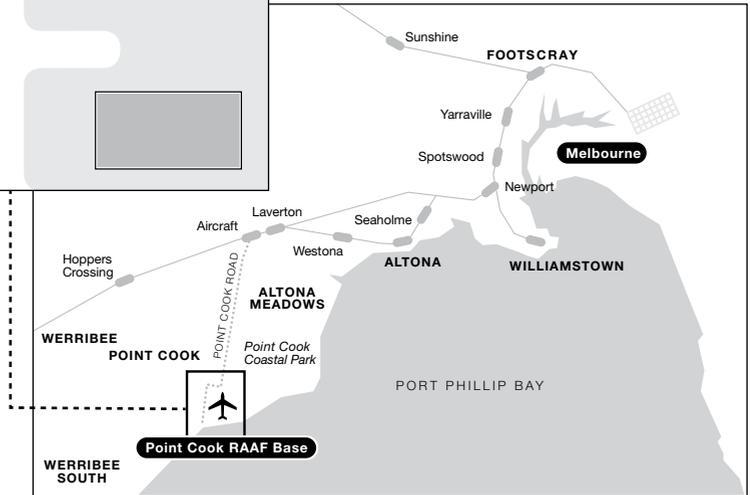
Produced by University Marketing from information supplied by Property Services. City campus map ver 12Jun09.



RMIT Pt Cook Site: RAAF Williams Base
Point Cook Airfield
Point Cook VIC 3030

LEGEND

-  Building number
-  Parking



RMIT Bundoora campus: Plenty Road, Bundoora 3083

CAMPUS DIRECTORY

Service/office	Building.Level	Grid Ref
Aerospace, Mechanical and Manufacturing Engineering	Bundoora East	
Bundoora Netball and Sports Centre	203.1	L8
Cafes	251.2	C14
	201.2	N7
	220.2	M14
Child Care–Numdaji Kwei		
Children's Centre	208	J6
Counselling Service	202.3	N13
Disability Liaison Unit	202.3	N13
Education	220.4	M14
EPIC Centre	217.1	L4
Health Sciences	201.6	N7
International Students Information Service (ISIS)	202.3	N13
Libraries.....	210	N11
	251.2.4	C14
Life and Physical Sciences	201	N7
Mecical Sciences	223.2	L10
RMIT Bookshop	202.2	N13
RMIT Printing Services.....	202.1	N13
RMIT Union	202.3	N13
Security	216	P18
	256	F18
Study and Learning Centre	220.2.3	M18
The Hub	202.2	N13



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MAP NOT TO SCALE
Effective October 2007

Information



Premium Station:
Customer service centre is staffed from first train to last, seven days a week.

Hotel Station:
Customer service staff at station during morning peak

For train, tram and bus information
call 131 638 / (TTY) 9619 2727 or
visit metlinkmelbourne.com.au

*Flagstaff Station is closed on weekends and public holidays.

†Line to Showgrounds and Flemington Racecourse is only open for special events.

Campus Information

City campus

RMIT University's main campus is located in the centre of Melbourne, at the corner of Swanston and La Trobe streets. RMIT City campus, as it is known, is easily accessible via public transport (bus, train or tram) or private vehicle.

Brunswick campus

The Brunswick campus is approximately 4 kilometres north of Melbourne's Central Business District (CBD) and is easily accessible by train and tram.

Bundoora campus

The Bundoora West and Bundoora East campuses are located approximately 20 kilometres north of Melbourne's CBD. The campus is accessible by tram.

Hamilton site

Located in Victoria's western district, the Hamilton site does not offer programs to international students.

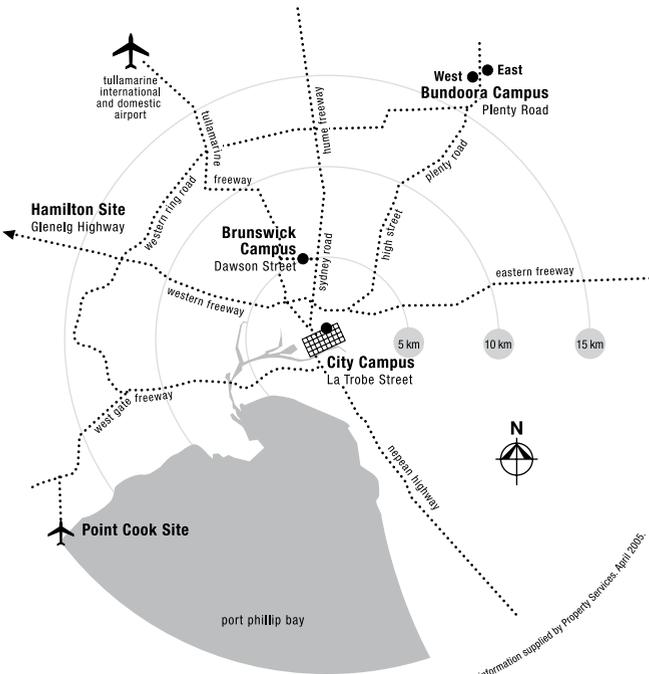
Point Cook site

Point Cook is home to RMIT Flight Training. Located 20 kilometres south-west of central Melbourne (25 minutes by car), the site is accessible by train.

RMIT Vietnam

RMIT Vietnam is Vietnam's first and only fully owned university. Established in 2001, RMIT Vietnam delivers internationally recognised degrees from campuses in both Hanoi and Ho Chi Minh City.

www.rmit.edu.vn



Produced by Marketing Services from information supplied by Property Services, April 2005.

Section 1 NAME AND CONTACT DETAILS

All students must complete this section.

Family name: Given names:

Date of birth: Male Female File number:

Contact details: Area code Telephone Email

Representative: Name Telephone

RMIT campus: City Bundoora Brunswick Point Cook

RMIT University would like to welcome you to Melbourne by meeting you at Melbourne International Airport and transferring you to your temporary accommodation or to your prearranged destination. (This service is only available for new students.)

HOW TO COMPLETE THIS FORM

1. Complete all sections.
2. Sign declaration (section 5).
3. Send form to RMIT University International Services. (Immediately notify RMIT University International Services if your arrival details change.)

RETURN FORM TO:

RMIT University
International Services
GPO Box 2476
Melbourne VIC 3001
AUSTRALIA
Tel: +(61) 3 9925 5156
Fax: +(61) 3 9663 6925
Email: ISarrival@rmit.edu.au
www.rmit.edu.au

RMIT University CRICOS
Provider Code: 00122A
RMIT English Worldwide (REW)
CRICOS Provider Code: 01912G

Section 2 SERVICES REQUIRED

Indicate which services you require.

If you request airport pick-up, an RMIT representative from Allied Chauffeured Cars will meet you at Melbourne Airport.

If you cannot see them, go to the meeting point in international arrivals.

Allied Chauffeured Cars contact details:
Tel: 1800 350 850
24-hour number (free call)

Please meet me at Melbourne Airport Yes No

I require Homestay accommodation (placement fee applies) Yes No

I require temporary accommodation (Note: not available to students under 18 years of age) Yes No

I have arranged my own accommodation Yes No

I will be accompanied by another person who also requires these services Yes No

Please tick: Parent/s Relation Friend

Name 1: Name 2:

Section 3 ARRIVAL INFORMATION

Complete your confirmed departure and arrival details.

Note: you must notify RMIT University International Services immediately if your flight details change.

Departure: (Home country) Date Day Month Year Time (24-hour clock)

Arrival: (Melbourne) Date Day Month Year Time (24-hour clock) Flight No.

Please attach a copy of your flight itinerary/ticket.

Section 4 DESTINATION FROM AIRPORT

Please tick option A, B or C:

A. Temporary accommodation

This accommodation is for short-term stay only.

Students under 18 years of age may only apply for options B or C and their choice must be approved by RMIT International Services.

Accommodation preferences 1. 2.

Type of room: Single Twin/double Triple Dormitory

Private bathroom: Yes No

Approximate length of stay:

Students usually require at least one week

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

Some temporary accommodations may require credit card details to secure a booking.

Credit card details: Visa Mastercard Card number: Expiry date:

Name on credit card: Signature:

B. Homestay

An AU\$160 placement fee applies. When selecting your homestay, RMIT will take into consideration all special requests; however, this may not always be possible.

Start date: Day Month Year Length of stay:

Special requirements:

Medical conditions:

C. Prearranged address

Complete if you have arranged your own accommodation and are requesting airport pick-up.

Address: Number and street name City/suburb

Postcode Telephone

Section 5 CONDITIONS OF SERVICE AND DECLARATION

Please allow three working days to receive your official arrival service confirmation.

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 SEVEN 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.
6. If temporary accommodation has been confirmed and you do not notify us of any cancellation, you will be charged 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, subject to privacy legislation. (For more detailed information on RMIT's privacy policy, please visit: www.rmit.edu.au/privacy)

Signature: Date:



RMIT Village Old Melbourne is your best accommodation solution!

No need to worry about house hunting and dealing with landlords. RMIT Village provides you with self catered, stylish, fully furnished apartments located just 5 minutes by tram to RMIT University! All apartments at the Village include a modern bathroom, wardrobe, storage facilities, telephone and broadband internet lines and swivel-mounted flat screen monitors cabled for PC/Mac, DVD and TV use.

What's more the Village also features:

- heated swimming pool
- regular social events
- gym
- café

Enjoy living in one of Australia's newly refurbished, ultra modern, uniquely designed student accommodation Villages.

 **RMIT Village Old Melbourne** Melbourne, Australia

5-17 Flemington Rd, North Melbourne VIC 3051 Australia t. +61 3 8330 2000

Apply online today! www.rmitvillageom.com.au

www.rmit.edu.au/programs/international

For more information

RMIT University
International Services
Level 6, 255 Bourke Street
Melbourne, Victoria 3000, Australia
Postal address: GPO Box 2476
Melbourne Victoria 3001 Australia
Tel: +(61 3) 9925 5156
Fax: +(61 3) 9663 6925
www.rmit.edu.au/programs/international

Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to the RMIT University web site before lodging your application.

RMIT University Provider Code: 00122A
Date of issue: August 2009

Photos courtesy of the City of Melbourne and RMIT image bank.
Melbourne Train and Tram Network courtesy of Metlink Victoria Pty Ltd.

