

Monash Abroad application form

Incoming Exchange and Study Abroad – (All campuses)

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

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

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

Eligibility

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

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

How to apply

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

Where to send your application

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

Exchange students

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

Study abroad students (fee-paying)

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

If lodging through your home university or an agent

Lodge your application with that office.

Institut Ranke-Heinemann
Berlin, Essen, München, Stuttgart
oder Wien. Adressen unter:

www.ranke-heinemann.de oder
www.ranke-heinemann.at

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

Monash closing dates

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

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

You can apply for one or two semesters.

Exchange Students

Check with your home university if you have deadlines to submit documentation to your International Office.

Study Abroad

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

Key dates

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

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

South Africa: www.monash.ac.za/about/important-dates

How to apply

Step 1

Research your university's requirements

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

Step 2

Ensure you meet the Monash English language requirements

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

Step 3

Carefully read the Course Information section of the Monash website

www.monash.edu/international/studyabroad/course-info

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

Step 4

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

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

Step 5

Have your application endorsed by your home university or agent.

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

Step 6

Pre-approval of your study plan

- After your application is received by Monash Abroad your study plan will be sent to the relevant faculty for approval of the units you have selected.

Continued in next column

Step 6 continued

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

Monash Malaysia applicants only: Step 7

Passport copy

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

Note: You need to pay a non-refundable Student Pass application fee of RM 1860 directly to Monash University Malaysia when accepting your offer.

This application fee includes a medical examination, Student Pass fee, Processing fee and Medical insurance.

Step 8

Passport photos

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

Step 9

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

This is a mandatory requirement for your student pass and must be included with your application form. Details and the NOC can be found at www.monash.edu.my/study/entry-requirements/international-students/pass (see Sub-Saharan students)



Monash office use only
Student ID:
Commencing semester:
Number of semesters:

Monash Abroad application form

Incoming Exchange and Study Abroad students

1. Program information

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

When do you plan to commence with Monash University? Commencing year:

Semester one (February–June) Semester two (July–November)

How many semesters do you plan to stay? One Two

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

Australia: Clayton Caulfield Berwick Peninsula Parkville

Malaysia South Africa

2. Personal information (same as your passport)

Title: Mr Miss Ms Mrs Other (specify):

First name:

Last name:

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

Country of citizenship:

In which country outside of Australia will you be applying for your visa to enter Australia:

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

If yes, how does this impact your studies?

Postal address for correspondence

Number and street: Suburb:

State: Country: Postcode:

Telephone (include country code):

Mobile/Cell (include country code):

Your student email address (essential):

Your personal email:

Emergency contact details

Name:

Relationship to student (e.g. father):

Home telephone (include country code):

Work telephone (include country code):

Mobile/Cell (include country code):

Email:

3. Qualifications

Provide details of your current study.

First name: Last name:

Home university: Country:

Degree program (eg. Bachelor of Arts):

Major/main subject area:

Year level: Cumulative GPA:

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

Unit code	Unit title	Credits

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

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

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

5. English language proficiency

Please tick the box that best describes you:

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

6. Student declaration

I hereby declare that the information provided on this application is correct and complete. I understand that misrepresentation of these details may result in my registration at Monash University being cancelled. I authorise Monash University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

I understand that Monash Abroad may pass my name and email address to Monash students for the purpose of promoting the exchange between Monash and my home university. In an emergency, I hereby grant Monash University staff the authority to contact the nominated emergency contact on my behalf.

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

General privacy statement The information on this form is primarily used to assess your application for entry to a Monash University program. It is also used to create an enrolment record on the student database, to prepare statistical analysis, and to inform you about your program and other University courses/events. If you do not complete all the questions on this form, it may not be possible for Monash to process your application. Personal information may be collected from, or disclosed to, relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies, as required by legislation (e.g. The Department of Immigration and Border Protection (DIBP)) for your visa application and to Monash University for assessment of your application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have a right to access personal information that Monash University holds about you, subject to legislation. If you wish to access, or inquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011. Privacy legislation only applies to students who study in Australia.

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

I approve the applicant's study plan. The student will receive credit transfer upon receipt of an official Monash University transcript showing successful completion of those units.

Coordinator's name: Position:

Email:

Signature: Date:

Checklist

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

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

Monash Malaysia applicants only:

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

How to lodge your Monash Abroad application

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

Closing dates

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

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

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
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Tel.: 0049-201-252552
info@ranke-heinemann.de
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Institut Ranke-Heinemann
Friedrichstrasse 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Silberburgstraße 112
70176 Stuttgart
Deutschland
Tel.: 0049-711-99338627
stuttgart@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Türkenstr. 70
80799 München
Deutschland
Tel.: 0049-89-80954030
muenchen@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Grindelallee 91/ Martin-Luther-King-Platz 1
20146 Hamburg
Deutschland
Tel.: 0049-40-43091358
hamburg@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.de
www.ranke-heinemann.at

Fees

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

If you are a study abroad student and you are required to pay tuition fees to Monash University.

Tuition fees for study abroad students who apply directly to Monash must be paid in full when you accept your offer of a study abroad place at Monash.

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

- Australia: www.monash.edu/international/studyabroad/fees/studyabroad.html
- Malaysia: www.monash.edu.my/study/study-abroad-exchange/inbound/financial
- South Africa: www.monash.ac.za/our-campus/accommodation

Accommodation

University accommodation is available at all Monash campuses (except Parkville in Australia).

Australia: Monash University, Australia has on-campus accommodation at all campuses except Parkville in Melbourne. Every effort is made to place those students who apply for on-campus accommodation at their choice of location, however it is competitive and we cannot guarantee exchange students will be offered housing. Caulfield campus has very limited places and you may not be approved for this location. However, if you are studying at Caulfield you can stay on-campus at Clayton and catch the free Monash shuttle bus between the two campuses. The bus takes approximately 15 minutes. You can find out more information on the following website www.mrs.monash.edu

Do not apply directly to MRS at this stage. The Monash Abroad Office will send you instructions on how to apply on line at the time they send you offer letter.

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

South Africa: You will be required to live in the on-campus accommodation. This will be organised for you prior to your arrival and information regarding your accommodation will be sent to you upon being approved for the program: www.monash.ac.za/prospective/accommodation

Off-campus accommodation in Melbourne

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

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

Insurance

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

Australia: Organised by Monash Abroad. www.monash.edu/international/studyabroad/visas/health.html

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

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

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

Visa

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

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

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

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

All international students coming to Malaysia are required to apply for an entry visa at the nearest Malaysian Embassy when they receive their Visa Approval Letter.

You will be advised of this when your Visa Approval Letter is sent to you.

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

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

South Africa: monash.ac.za/study/apply/visas-health-insurance

Travel

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

Contact details

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel. 0049-201-252552
info@ranke-heinemann.de
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Information online

About Monash University

Monash University www.monash.edu

Study Abroad www.monash.edu/studyabroad

Study units www.monash.edu/pubs/handbooks

Course Finder www.monash.edu/study/coursefinder

Useful websites

Visit Melbourne www.visitmelbourne.com

Visit Victoria www.visitvictoria.com

Visit Malaysia www.tourism.gov.my

Visit South Africa www.southafrica.net/sat/content/en/au/australia-home