



# Curtin University Application Instructions & Checklist

## Congratulations!

We are excited that you are applying for Curtin University’s Study Abroad and Exchange program.

Below are the steps you need to follow and the documentation you need to submit to progress your application.

We’ve also included some arrival information to help you plan 😊.

**IMPORTANT:** Please read all the information in full before submitting your application.

Application form	Your application and supporting documents should be submitted using the online form link below: <a href="#">Curtin University Inbound Student Application</a>
Application deadlines	Semester 1 Exchange (February to June): Your application must be received by <b>October 15</b> in the year prior to your placement.  Semester 2 Exchange (July to November): Your application must be received by <b>April 15</b> in the year of your placement.
Important dates	Check <a href="#">important dates</a> and the <a href="#">Curtin Academic Calendar</a> for all the relevant semester dates.
Email communication	Please use your home university provided email to communicate with Curtin University during your exchange application process.  You will receive a Curtin generated email once you have been accepted and you will be required to communicate to us using your Curtin provided email at the enrolment stage.
Application documents required	We are unable to accept partially completed applications so please ensure the following documents are available to upload at time of submitting your application. Applications will be processed as we receive them and priority will be given to complete applications. <ol style="list-style-type: none"><li><b>Academic Transcript/s:</b> An up-to-date Official Academic Transcript/s in English is required. We are unable to accept unofficial transcripts or screenshots of transcripts.</li><li><b>Valid Passport:</b> The passport submitted is linked to the student visa, so it must be the valid passport being used to enter Australia. If your passport has expired or is due to expire, it must be renewed before applying.</li></ol>


	<ol style="list-style-type: none"> <li>3. <b>English Entry Requirements:</b> Please carefully read the English entry requirements (<i>see below</i>). We are unable to make exceptions to English entry requirements. If the required level of English proficiency is not met students can apply to enrol into a Curtin English program to help improve English language skills and meet entry (fees apply).</li> <li>4. <b>Unit Selection Form:</b> Ensure you have received credit transfer approval from your Home University before submitting your unit selections. It is <b>not possible</b> to change your unit selections during the application process, so please ensure you choose carefully (<i>see below information – Unit selections</i>).</li> <li>5. <b>Course/Module Syllabus (if applicable):</b> If you are applying to enrol into units that have pre-requisites, please submit the syllabus for the course/module you have taken that meets the pre-requisite with your application.</li> </ol>
<b>English Entry Requirements</b>	<p>Courses at Curtin campuses are delivered in English and students must meet <a href="#">English language entry requirements</a>. Documentation must be submitted with your application as we are unable to progress your application if you do not meet the requirements.</p> <p>If you are unable to meet the English language entry requirements, you could apply to enrol into a Curtin English program prior to your program to help you improve your English language skills and meet entry (<i>fees apply</i>). Please advise at the time of applying if you wish to apply for a <a href="#">Curtin English program</a>.</p> <p><b>Note:</b> If you have met Curtin University English language entry requirements, you may still need to provide evidence of your English language skills with your visa application and meet <a href="#">Department of Home Affairs</a> (DHA) requirements.</p>
<b>Unit selections</b>	<p>Subjects at Curtin are called units (you may call them courses or modules).</p> <p>Generally, one unit is worth 25 credits. However, some units may be worth 12.5 credits or 50 credits.</p> <p>The minimum enrolment is 75 credits per semester and the maximum is 100 credits per semester.</p> <p>You can select units from across any faculty, however Go Global needs to seek approval from the school/faculty to ensure you have met the prerequisites for each unit before your enrolment can be confirmed.</p> <p>Undergraduate students are not able to select post-graduate (masters) units.</p> <p>Undergraduate unit codes are 100-400 (ie MKTG<u>2</u>003 is a 2<sup>nd</sup> year unit)</p> <p>Postgraduate unit codes are 500-600 (ie MKTG<u>5</u>006 is a 5<sup>th</sup> year unit)</p> <p>All units are taught in English.</p> <p>We recommend that where possible, students select <a href="#">HERI2002 Australian Studies</a> as one of their units. This unit will provide students with a good understanding of Australian history &amp; culture. (<i>Places are limited</i>).</p> <p>Please complete and submit the <b>Curtin University Selection Form</b> with your application.</p> <p>We request that you select at least 8 units on your unit selection form.</p>

	<p>This form must be signed by your Home University Study Abroad Office confirming that credit transfer is approved or that you are not seeking credit for your study abroad program.</p> <p>If you are requesting units that have pre-requisites, you must submit the course/module syllabus with your application to evidence the pre-requisite has been met.</p> <p>Your unit selections will be assessed by Go Global. If pre-requisites need to be met, your request will be submitted to the relevant faculty for approval. Faculty unit approvals may take 2-3 weeks to be processed.</p> <p>You will be advised via email which units have been approved and you will be asked to <b>select 4 units</b> from the approved units to enrol into.</p> <p>Enrolment into any unit is subject to availability and is at the discretion of the faculty.</p>
<p><b>Curtin course handbook</b></p>	<p>The Curtin course handbook is the tool you use to select units at Curtin. We have compiled a <a href="#">short video</a> to assist you in selecting your units.</p> <p><b>Before selecting your units:</b></p> <ul style="list-style-type: none"> <li>• Read the Curtin unit description.</li> <li>• Carefully check the prerequisites for the units that interest you and/or check you have sufficient background to study the unit(s) as some may presume prior knowledge.</li> <li>• Check the units are offered in the semester you intend to study at Curtin, are offered internally and are offered at Curtin’s Perth Campus.</li> <li>• Ensure your home university approves your study choices before submitting your application. It is your responsibility to arrange credit transfer with your home university.</li> </ul>
<p><b>Changing units</b></p>	<p>It is <b>not possible</b> to change your unit selections during the application process, so please ensure you choose carefully.</p> <p>You may make changes to your unit selection if your classes have a timetable clash and/or if during the first week of classes if the class is not suitable.</p>
<p><b>Pre-approved units</b></p>	<p>A list of popular units that are <a href="#">pre-approved</a> for exchange and study abroad students are listed according to faculty. These do not require faculty approval and your application will be processed quickly.</p> <p>Please check that you have sufficient background to study the unit(s) as some may presume prior knowledge.</p> <p>Enrolment into any unit is subject to availability and is at the discretion of the faculty.</p>
<p><b>Letter of Offer</b></p>	<p>Your application will be assessed and processed upon receipt of your application and supporting documents.</p> <p>If your application is successful, you will receive a Letter of Offer.</p>

	You must carefully read the Letter of Offer and accompanying email as it contains important information.
<b>Student ID number</b>	Your Letter of Offer will contain your Student ID number.  You must reference your Student ID number and name in the subject heading of all your email correspondence.
<b>Accept your place at Curtin</b>	Confirm your place at Curtin by accepting your Letter of Offer. To do this, email the following documents to <a href="mailto:goglobal@curtin.edu.au">goglobal@curtin.edu.au</a> :  <ol style="list-style-type: none"> <li>1. Signed acceptance form</li> <li>2. Evidence of Overseas Student Health Cover (OSHC) policy – <i>please note exceptions below.</i></li> <li>3. Tuition fee payment receipt (<i>if applicable</i>)</li> </ol>
<b>Overseas Student Health Cover (OSHC) is compulsory</b>	<p><a href="#">OSHC</a> is a health insurance/cover designed to help international students to cover the costs of medical and hospital treatment whilst studying and living in Australia (<i>students are responsible for ensuring they have the correct cover and disclose any pre-existing disabilities and/or medical conditions</i>).</p> <p>OSHC is a <b>mandatory requirement</b> of your student visa, and you must maintain your policy for the duration of your student visa (<i>unless you fall in one of the exemption categories below</i>).</p> <p>You <b><u>do not</u></b> need OSHC cover if you are:</p> <ul style="list-style-type: none"> <li>• a Norwegian student covered by the Norwegian National Insurance Scheme</li> <li>• a Swedish student covered by the National Board of Student Aid or by Kammarkollegiet</li> <li>• a Belgian student covered under the Reciprocal Health Care Agreement with Australia</li> </ul> <p>Curtin’s preferred OSHC provider is <a href="#">BUPA</a> and Curtin has a BUPA representative available to assist students on-campus. If you are using BUPA, please contact <a href="mailto:oshcwa@bupa.com.au">oshcwa@bupa.com.au</a> with any queries.</p> <p>Other government approved providers are:</p> <ul style="list-style-type: none"> <li>• <a href="#">Allianz Care</a></li> <li>• <a href="#">Australian Health Management</a></li> <li>• <a href="#">Medibank</a></li> <li>• <a href="#">Nib</a></li> </ul> <p>As your student visa will be aligned to your OSHC policy dates you <b>must</b> purchase coverage as indicated in your Letter of Offer. If your OSHC is short by even a day, you will be asked to extend it, and this will cause delays in your application process.</p> <p>You may be entitled to a refund from your OSHC provider for any outstanding premium balance if you leave Australia before you originally intended, provided there is at least one month remaining before your health cover expires. (<i>Check with your OSHC provider for their policy regarding refunds</i>)</p>

<p><b>Student visa and Electronic Confirmation of Enrolment (eCoE)</b></p>	<p>Once you have accepted your Letter of Offer (<i>refer to “Accept your place at Curtin” above</i>), you will receive an electronic Confirmation of Enrolment (eCoE) via email. You need this document to apply for a student visa.</p> <p>To avoid delays in receiving your student visa, <u>you must apply</u> for a student visa as soon as you receive your eCoE.</p> <p>It is recommended that you don’t purchase your flights until you have received your student visa.</p> <p>Some tips when applying for your student visa:</p> <ul style="list-style-type: none"> <li>• You need to apply for <a href="#">Student Visa - Subclass 500</a></li> <li>• <a href="#">Tips</a> to help you apply</li> <li>• <a href="#">“Check twice, submit once”</a> – get it right the first time for a faster visa process!</li> </ul>
<p><b>Enrolment into units</b></p>	<p>Exchange and Study Abroad students are not able to self-enrol or self-withdraw from units.</p> <p>The Go Global team will enrol you into your selected units and we will then advise you how to complete your timetable.</p> <p>If you have timetable clashes, you will need to email <a href="mailto:goglobal@curtin.edu.au">goglobal@curtin.edu.au</a> and select an alternative unit from your approved unit list and/or from the pre-approved list of units.</p> <p>The minimum enrolment is 75 credits (3 units) per semester and the maximum is 100 credits (4 units) per semester.</p> <p>We encourage you to enrol into 4 units to begin with and then if you wish to withdraw from one of them you will have the opportunity to do this during the first few weeks of semester.</p> <p>If you have applied for 2 semesters, you only need to submit your enrolment form for your first semester of exchange. We will email you during semester to request your second semester unit selections and approval.</p> <p><i>Note: Enrolment into units are subject to availability and at the discretion of the Host campus.</i></p>
<p><b>How to apply for on-campus accommodation</b></p>	<p>There are a diverse range of <a href="#">on-campus accommodation</a> options available at Curtin Perth (Bentley campus), all located within a five-to-ten-minute walk to the centre of campus.</p> <p>Included in weekly rent tariffs are utility costs, as well as off-peak gym membership at <a href="#">Curtin Stadium</a> and all Curtin students have access to free wi-fi.</p> <p>Applications for Semester 1 open: October Applications for Semester 2 open: June</p> <p><b>How to apply:</b></p> <ol style="list-style-type: none"> <li>1. Select the house you wish to apply for</li> <li>2. Submit your application (indicate that you are a Curtin student)</li> <li>3. Accept your housing offer before the deadline date indicated on the housing offer and pay the application fee</li> </ol> <p><b>Contract dates:</b> Housing contracts are fixed and are unable to be negotiated to allow for arrival dates.</p> <p><b>Apply early:</b></p>

	<p>We encourage you to apply early as demand is high and Curtin is not able to guarantee rooms for exchange/study abroad students.</p> <p>Failure to accept your housing offer and make the appropriate payment by the deadline can impact your accommodation allocation.</p> <p>IMPORTANT: It is recommended that you don't request to be waitlisted for a room type as it is unlikely a room will be become available.</p> <p><b>Application fee:</b> There is no fee to apply but you will be asked to pay a small initial fee to secure your booking. The housing team will provide you with a "housing offer" and it is important you accept your housing offer by the date indicated. Keep an eye on your clutter and junk folders for your housing offer!</p> <p><b>Off campus options:</b> Perth's student accommodation is in high demand with Perth currently experiencing a housing rental shortage, so it is recommended that you live on-campus, however if you do wish to live off-campus please be wary of potential scammers. It is good practice to ensure you view a property before paying any rent or bonds. Requests for up-front payments, particularly in cash are very suspicious and could be a scam. Always get a receipt for any money paid.</p> <p><a href="#">Study Perth</a> website has some good off-campus suggestions and links!</p> <p>The <a href="#">Nesuto Hotel</a> is located on-campus and is an option for guests or short-term accommodation.</p> <p>If you have any questions about housing email <a href="mailto:reservations@curtin.edu.au">reservations@curtin.edu.au</a>.</p> <p>Agricola is the on-campus accommodation at Kalgoorlie campus and you can view accommodation options and <a href="#">apply here</a>.</p>
<p><b>Arrival information</b></p>	<p>If you are living on-campus, please ensure you read the arrival information provided by your Housing Manager.</p> <p>If you will be arriving outside office hours, it is important you email <a href="mailto:reservations@curtin.edu.au">reservations@curtin.edu.au</a> and let them know your arrival date and time so they can provide you with after-hours arrival information and confirmation that someone will be able to greet you upon your arrival.</p> <p>Perth Airport is close to campus, and after arriving it is recommended that you catch a taxi or Uber to campus.</p> <p>Make sure you have the address of your accommodation in your hand luggage so you can give the details to your driver. Curtin is a BIG campus and there are various accommodation hubs around campus!</p> <p>Review the <a href="#">full pre-departure guide</a> and <a href="#">arrival information</a> for more information.</p> <p>The Safer Community Team offer 24-hour service and you can call them on: +61 8 9266 4444 if you need assistance.</p> <p>Remember, you must arrive in time for Orientation Week as indicated in your Letter of Offer.</p>
<p><b>Study Perth Welcome Service</b></p>	<p>Study Perth Welcome Services operates during key times throughout the year. Lookout for the <a href="#">Welcome Kiosk</a> at terminal 1 - just look out for the welcome sign!</p>

	<p>International students visiting Study Perth's Welcome Kiosk will receive a Welcome Pack. The packs are designed to help you get started upon your arrival in Perth. If you arrive outside Welcome Service operating hours you can <a href="#">submit your details</a> to arrange collection or have it posted to you.</p> 
<p><b>Student ID card</b></p>	<p>When you arrive, you will need to order a <a href="#">Curtin Student ID card</a> online through Student OASIS. Your card will be posted to your Australian address.</p> <p>Follow these instructions to <a href="#">apply</a>!</p>
<p><b>Using public transport</b></p>	<p>Perth's Public Transport system is called <a href="#">TransPerth</a> and includes bus, train and ferry services. <a href="#">Curtin Central bus station</a> has 12 bus stands and is a busy terminal.</p> <p>You can purchase a ticket using cash at ticket machines or from bus drivers but the cheapest and most convenient way to travel with Transperth is using a <a href="#">Tertiary SmartRider card</a>.</p> <p>In Western Australia university students are eligible for student fares. To obtain the discounted fares, you will need a Student ID card before purchasing your Tertiary SmartRider card and then <a href="#">follow the instructions</a> on how to apply.</p> <p>You can also utilise the Curtin Access Bus Service (<a href="#">CABS</a>) free of charge.</p>
<p><b>Cycling to campus</b></p>	<p>There's a fantastic network of shared paths in and around the university to make it safe for you to cycle and a wide selection of places to <a href="#">park your bike</a> while you're on campus.</p>
<p><b>Learning agreements</b></p>	<p>If your university requires you to submit a signed Learning Agreement or arrival certificate, the Go Global team can sign these for you.</p> <p>Please email your Learning Agreement to <a href="mailto:goglobal@curtin.edu.au">goglobal@curtin.edu.au</a> using your Curtin allocated email address once you have arrived in Perth and commenced classes.</p> <p>We are not able to sign them before you commence classes.</p>
<p><b>Welcome &amp; Orientation Events</b></p>	<p>Curtin's Orientation Week (O-Week) is a fun-filled, week-long timetable of activities and information sessions that prepare you for your studies and allow you to familiarise yourself with Curtin's main campus in Bentley.</p> <p>There are social opportunities to meet other students and have fun together, and you'll receive information about visa conditions, overseas student health cover, enrolment, on-campus services and much more.</p> <p><b>Compulsory Sessions:</b></p> <ul style="list-style-type: none"> <li>Official Welcome</li> <li>Curtin Go Global Welcome</li> <li>International Orientation</li> </ul>

	<p>OASIS, Blackboard &amp; IT Essentials</p> <p>Academic Integrity &amp; Plagiarism</p> <p><b>Recommended Sessions:</b></p> <p>Guild O-Day</p> <p>Curtin Student Guild survival guide</p> <p>Gathering Information for your first assignment</p> <p>Respectful relationships</p> <p>Referencing the right way</p> <p>The Library - what you need to know</p> <p>Be well at Curtin</p> <p>Speed friending</p> <p>Housing games &amp; other social events</p> <p>It is Mandatory for students to arrive in time for O-Week as this is your opportunity to find your way around, explore support services and connect with peers and key staff.</p> <p>Semester 1, 2023: O-Week commences 20 February</p> <p>Semester 2, 2023: O-Week commences 17 July</p>
<b>Events during the semester</b>	<p>Go Global will host the following events and we encourage all students to join in!</p> <p>Picnic Mingle</p> <p>Go Global Expo</p> <p>Farewell Event</p>
<b>Exams</b>	<p>The <a href="#">exam</a> timetable won't be released until approx. 6 weeks before the end of semester. It's important you don't make travel plans until you know when your exams are.</p> <p>You can view your examination timetable through the online exams timetable portal on OASIS.</p> <p>Before you attend your face to face or online assessments and examinations it is important that <a href="#">you are prepared</a> and know what is expected of you during this time.</p> <p>Curtin does not permit re-sit exams.</p>
<b>Curtin transcript</b>	<p>When you complete your exchange/study abroad program Curtin will provide a complementary official digital transcript via <a href="#">My eQuals</a>.</p>
<b>Useful resources</b>	<p><b>About Perth &amp; Western Australia</b></p> <p><a href="#">Study Abroad &amp; Student Exchange Electronic Brochure</a></p> <p><a href="#">Study Abroad &amp; Student Exchange Fact Sheet</a></p> <p><a href="#">About Curtin</a> - video</p> <p><a href="#">Why Curtin</a> – video</p> <p><a href="#">Sebastian's Australian Adventure</a> – video</p> <p><a href="#">Ryan &amp; Stewart's Exchange Experience</a> – video</p>



	<p><a href="#">Curtin Stadium</a> – video</p> <p><a href="#">Curtin Stadium</a> - website</p> <p><a href="#">Curtin Wellbeing Services</a> – website</p> <p><a href="#">Curtin Safety</a> - website</p> <p><a href="#">Curtin Volunteers</a> – website</p>
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