

Important Names & Addresses

In the United States

Learning Abroad Center
Study, Work, Intern, Volunteer & Travel Services
University of Minnesota
230 Heller Hall, 271 19th Avenue South
Minneapolis, MN 55455-0430
Phone: 612.626.9000
Fax: 612.626.8009
Toll Free: 888.700.UOFM
Email: UMabroad@umn.edu
Web site: www.Umabroad.umn.edu

Contact Person Prior to Departure & Once Overseas:

Sarah Young, *Program Associate*
612.624.1537
globe3pa@umn.edu

Program Director:

Martha Johnson
612.626.0984
marthaj@umn.edu

Prior to the program, participants should contact the Learning Abroad Center with questions. Friends and family members should NOT contact the Australian coordinators directly, even once you are overseas. In case of emergency, contact the Learning Abroad Center at 612.626.9000 at any time. If it is after business hours, there will be a recording giving you a number to call. The Learning Abroad Center always has staff on-call to deal with emergencies.

In Australia

The University of Melbourne, Study Abroad Unit

International Centre
The University of Melbourne
Parkville, Victoria 3052
Australia
Phone: +61.3.8344.4505
Fax: +61.3.9344.4424
Emergency: +61.3.8344.6666

For Students Living in College Square

YMCA at College Square
560-598 Lygon Street
Carlton, Victoria 3053
Australia
Phone: +613.9349.3600

Time Difference:

When making international calls, please keep in mind that Melbourne is 17 hours ahead of Minneapolis. For example,

at 3:00 pm Central Standard Time it is 8:00 am in Melbourne the next day. You can look up overseas times at www.timezoneconverter.com.

Please make copies of this page to give to your friends and family.

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The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities and employment, without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.

Program Calendar

The calendar can be viewed on-line at <http://www.unimelb.edu.au/unisec/PDates/2004/index.html>

Introduction

Study Abroad in Melbourne provides you with a unique opportunity to integrate fully into the Australian academic system while experiencing life in a cosmopolitan capital city. As an international student at the University of Melbourne, you can expect to be challenged by the academic rigor of a leading Australian university while enjoying the culture and activities of Australia's second largest city. Recently voted "the world's most livable city," Melbourne is known for its cultural diversity and is a dynamic place to live.

Although Australia and the US share many cultural and linguistic similarities, you may be surprised by the many differences in attitudes, language, and culture. It is important that you prepare for your upcoming experience by reading this handbook carefully and by expecting the unexpected while studying abroad. In this handbook, you will find an overview of such topics as arrival, academics, and life at the University of Melbourne. These materials supplement the orientation you will undergo in Melbourne. It is recommended that you take all of these materials, including the *Learning Abroad Center Know Before You Go Guide*, with you to Australia. The better prepared you are, the more quickly you will adjust to, and function effectively in, Australian society.

It should be emphasized that study abroad requires independence and individual initiative. To guide you, the Learning Abroad Center provides a full range of services from preliminary program advising to assistance with re-entry upon return. Please feel free to contact the Learning Abroad Center at any point—staff will do their best to make your study abroad a rewarding and successful experience. While staff at the International Centre in Melbourne and the Learning Abroad Center will provide assistance and support, the ultimate success of this unique opportunity depends on your ability and commitment to make the most of your study abroad and to adjust effectively to the changes you encounter.

Good luck and best wishes for a rewarding and successful study abroad experience!

Preparation & Planning

Documents

Passport

A passport is required to enter Australia. Since passports can take four to eight weeks to process, we urge you to apply IMMEDIATELY if you have not done so already. You can

find information on how to apply for a passport on our web site at www.UMabroad.umn.edu.

You are encouraged to make several photocopies of your passport. Leave one with the Learning Abroad Center, one with a family member, one with your Power of Attorney, and bring one with you to Australia. Having a photocopy of your passport will make it much easier to replace should it get lost or stolen.

If your passport is lost or stolen, contact the local police and the American Consulate General. The phone number of the American Consulate General in Melbourne is 03.9526.5900 and the address is 553 Kilda Road, Melbourne, Victoria 3004. If for any reason you should have legal difficulties while in Australia, the American Consulate cannot intervene on your behalf and you are subject to Australian laws. They will, however, assist you in contacting a lawyer if necessary.

Visa

You must obtain a student visa in order to study at the University of Melbourne. If you are not a US citizen, you must go through a pre-visa assessment process before paperwork required for the visa application can be generated by the University of Melbourne. Since the process can be lengthy, you are encouraged to begin early.

Follow these steps to obtain your visa:

1. Obtain your passport.

If you already have a passport, ensure that it is signed and will be valid for at least three months after your semester abroad ends.

2. Complete the yellow Acceptance Agreement for Study Abroad Form and return it to the Learning Abroad Center.

This form is sent to you after you have been accepted by the University of Melbourne. The Learning Abroad Center will fax it to Melbourne.

3. Receive your Confirmation of Enrollment (COE) from Melbourne.

The University of Melbourne will send a Confirmation of Enrollment directly to you after they receive your completed Acceptance Agreement Form. The COE is an official form generated by the University of Melbourne that confirms you have accepted your offer to study there. You will need this form when you apply for your visa. (If you do not receive the COE four weeks prior to your departure, please contact the Learning Abroad Center.)

4. Determine if you can apply for your visa on-line:

Are you a citizen of the US, Norway or Sweden?

Are you going to Australia for less than 12 months?

Are you studying abroad at the undergraduate level?

5. If you answer yes to all these questions, go to

www.immi.gov.au.

Click on On-line Services (E-visas) for Students.

Under Student Visa Services, click on Initial Student Visa.

6. Read the General Information page.

This page has important information pertaining to the visa and the application process.

7. Optional: after reading the general information, go to www.immi.gov.au/e_visas/onlinetut.htm and complete the on-line visa tutorial.

This will simulate the application process and takes approximately 20-30 minutes to complete.

8. Submit your on-line visa application.

You will need a valid passport, your COE, a credit card, and the correct internet browser ready when you apply. The cost of the visa is approximately US \$307.

You will receive a TRN (Tracking Reference Number) after the bank accepts payment and the Department of Immigration has accepted the application. WRITE THIS NUMBER DOWN. You will be able to use this number if you want to inquire about the status of your application.

It takes approximately two to three days to process the visa application. In some cases, applications may need to be referred to an Australian immigration office for further processing. These applications can take up to four weeks to finalize.

In certain circumstances, the Department may contact you to:

- Request more information
- Undergo a health check that was not identified during the submission of the application
- Arrange an interview

9. Once your visa has been granted, you will receive a visa approval letter.

It will be sent to the email or postal address you nominate in the application.

Your visa is valid for 12 months from the date it is issued.

10. Don't forget to print and keep a copy of the visa approval letter and TRN.

Health & Safety

Please be certain to review the *Know Before You Go Guide*. You will find important information on health precautions, taking prescriptions overseas, and the mandatory insurance policy you will be enrolled in as a program participant. You are also responsible for reviewing the Traveler's Health Information on the CDC website at www.cdc.gov.

No special vaccinations are necessary to enter Australia or re-enter the US after traveling in Australia. However, if you plan to travel in Asia or Oceania prior to, or after Australia, you may need immunizations or to follow other health precautions, and you should consult a medical professional who specializes in travel medicine for advice (you may want

to visit Boynton's Travel Clinic).

It is important to consider safety issues while overseas. You are urged to pay close attention to the discussion on safety during your orientation, and consult the Emergency and Safety Precautions section of the *Know Before You Go Guide*. You should also consult the US State Department Travel advisories for up-to-date information on travel precautions at www.travel.state.gov.

Travel Arrangements

Flight Arrangements

Students make their own flight arrangements to and from Melbourne.

Local Transportation

Melbourne has an excellent tram and bus system. For more information on transportation in Melbourne, visit www.victrip.gov.au.

Travel

Any time you travel for more than a day's outing, you should notify your roommate(s) of your destination and return date. If you are traveling for several days, it is essential that you inform the International Centre of your destinations, planned return date, and addresses where you can be reached in an emergency. As this is an academic program, however, travel is discouraged except during breaks, and before or after the program.

Arrival Logistics

Airport Pick-up

The University of Melbourne offers arrival services to all incoming study abroad and exchange students. You may find more information on airport reception service at www.services.unimelb.edu.au/housing/arrivemelb/airport.html. You must register for this service on-line if you wish to be met at the airport upon your arrival. Your application must be received at least three days before you arrive.

Once you arrive in the Melbourne airport, look for signs for "ToGoTo" and "University of Melbourne." ToGoTo is the agency that will drop you off at your pre-arranged accommodation in a Residential College for the Melbourne Welcome.

The Melbourne Welcome

Unique to the University of Melbourne, the Melbourne Welcome is an exciting orientation program designed for

new study abroad and exchange students. Held at Residential Colleges and organized by Australian students, it provides students with the best possible transition into student and University life.

The program offers five nights accommodation and three meals per day, and introduces you to Australian students and Residential Colleges. This experience gives you a chance to establish friendships before the semester starts. It also shows you the sights, entertainment, and history that the city of Melbourne and the state of Victoria have to offer.

Some examples of past Melbourne Welcome activities include:

- Visiting Healesville Sanctuary: Australian flora and fauna. Over 200 species of native Australian animals
- Formal welcome dinner
- Jazz at dusk at the Melbourne Zoo
- Bush Dance: Enjoy the music of Australian Bush dance and taste Aussie tucker
- Aboriginal Culture: Encounter Aboriginal culture by visiting the Galeena Beek Aboriginal Cultural Centre
- City and campus tours

As a University of Minnesota student, the Melbourne Welcome is included in your program fee and the Learning Abroad Center has confirmed your place on this program. You must schedule your arrival in Melbourne to coincide with the commencement of the Melbourne Welcome Program. The participating Residential Colleges are unable to accommodate late arrivals or late departures. Although your space on the program has been confirmed, you are required to register on-line for this program at: www.services.unimelb.edu.au/housing/knownmelb/melbwelc.html.

Note: do not complete the financial/billing portion of the on-line application.

International Student Enrollment & Orientation

After the Melbourne Welcome, you will participate in the International Student Enrollment and Orientation. During this seven-day orientation, you will become better acquainted with the University of Melbourne and life in Australia. You will also learn how to adjust to the Australian academic system and finalize your course selection.

For a detailed schedule of the program, visit: www.services.unimelb.edu.au/sss/international/onarrival/orientation/program.html.

Practical & Program Information

On-Site Staff

The International Centre at the University of Melbourne serves as the on-site program administration. Their contact information can be found in the front of this guide. They are responsible for housing, general enrollment, orientation to University of Melbourne and to Australia in general, coordination of optional excursions, and can assist you with individual travel suggestions and routine questions. Academic concerns that cannot be addressed with the instructor should also be brought to the attention of the International Centre staff.

Friends and family members should not contact the International Centre directly, as it is difficult to manage overseas calls. Friends and family members should contact the Learning Abroad Center first for any issues that require contact overseas and we will be happy to provide assistance.

Communications

Email & Fax

Students do not have access to fax machines or email at the International Centre. You will have access to computers where you can check your email in computer labs located throughout the campus. There are also many inexpensive cybercafés in Melbourne and other cities throughout Australia.

Telephone

Many students buy telephone cards when they are in Australia. Because there is a lot of competition among the companies, you will be able to find affordable rates—some as low as four cents a minute. Phone cards can be purchased at convenience stores and kiosks all over the city.

When making international calls, keep in mind that Melbourne is 17 hours ahead of Minneapolis.

Housing Considerations

Because finding housing in a large city such as Melbourne can be difficult and stressful, the Learning Abroad Center requires all participants to live in prearranged housing. If you are studying for two semesters in Melbourne, you may arrange your own housing for the second semester. However, you **MUST** inform the International Centre in Melbourne and the Learning Abroad Center of your new housing plans by the end of your first semester.

Each housing option is self-catering, and food is not included in the program fee. Melbourne is, however, a city of culinary delights, and food from both supermarkets and restaurants is of excellent quality and value. The program fee includes the cost of rent and utilities, except for internet and telephone usage.

Students are allowed to move in early and/or stay late at no extra cost. Included in the semester fee is a weekend camp, a formal welcome dinner, and a range of programs designed to enhance the educational, social, and emotional development of students.

You may select your housing from the options outlined below. This information is from:
www.services.unimelb.edu.au/housing/options/saex.html.

College Square Apartments

These self-contained, fully furnished apartments are located in Carlton, a cosmopolitan suburb, which is a short 15-minute walk to campus. Students will share a bedroom with another student. College Square offers modern facilities with self-contained kitchen facilities, a bedroom, common living area, and bathroom. Each apartment is fully furnished, containing a heater, desk and chair, dining table and chairs, refrigerator, cook-top, and oven or microwave. Items such as televisions, videos, and computers are not provided but can be purchased or rented in Melbourne. Apartments are also equipped with a start-up kit that includes linen, bedding, towels, cutlery, dishes, and cooking utensils.

College Square offers a range of leisure activities for their residents. The apartment complex includes a weight room, swimming pool, sauna, basketball, volleyball and badminton courts, and an outdoor barbecue area. Additionally, there is a game room, a bistro/café area, and student lounge. Day trips and various recreational events are organized by College Square staff.

The College Square Apartments offer:

- Full security systems on each floor
- 24-hour reception and security
- Recreational facilities including a pool, basketball court, game/leisure room with TV, video games, pool table, and exercise rooms and equipment
- Webpoint internet kiosk
- YMCA activities program
- Coin operated laundry with dryers
- Bike rack
- Intercom system in each apartment
- Individually controlled heating
- Apartments designed for disabled students
- Sauna
- Seminar/study rooms
- Internet hook-up in each room

Advantages:

- Located in the city center
- Meet other study abroad and international students
- Close to campus

- Independent living
- Control of diet and expenses

Disadvantages:

- Few Australian students live in these apartments

Brookes Gillespie House (BGH)

Located across the street from the University, this 278-room student accommodation houses both local and international students.

BGH offers students their own secure furnished room. Each room is provided with a bed, hand-basin, cupboard, desk, chair, heater, and separate telephone and internet connections. There are kitchens, separate male and female bathrooms, and coin laundries on every floor for students to share. Communal living areas provide a great opportunity to mix with other students.

The Brookes Gillespie House offers:

- 24-hour security and swipe card access
- Separate phone and internet connections in every bedroom
- Rental includes all utility costs for heating, water and electricity
- On-site management provided by the YMCA
- YMCA Community Development workers providing pastoral care
- Study rooms available for group use
- Organized social events and trips
- Game room with cable TV and vending machines
- Wheelchair accessible facilities
- Limited double rooms available (some with own bathroom)

Program Costs & Payments

Carefully read through the section on Financial Arrangements in the *Learning Abroad Center Know Before You Go Guide* for information and policies regarding power of attorney, billing, financial aid, and cancellation.

Cancellations

Any requests for cancellation from the program must be made in writing. Requests should be sent to globes3pa@umn.edu. See our website for full cancellation and refund policy.

Academics

Academic Culture

Understanding the academic culture within Australian universities will be a key factor in your success at the

University of Melbourne. You will be expected to operate more independently than you are used to at the University of Minnesota. Australian universities are geared towards research, and so in a sense, you are expected to function as a researcher within your area of study. You will find that your courses have less contact hours than at the University of Minnesota. Don't mistake this to mean that they are going to be easier! This means that you will be responsible for learning independently outside of the classroom. The structure of the system allows you to take control of your learning—it will be up to you to maintain good study habits, keep up with reading, understand the course material, and complete assignments on time.

There are many resources to help you adjust to this new academic culture, so take advantage of them! More information is included in the books *Beyond the Outback* and *Studying in Australia: The Study Abroad Student's Guide to Success*, both of which you will receive prior to departure. The International Student Enrollment and Orientation will have sessions related to this topic. There are also tutors in many places on campus, and the International Centre will be able to assist you in finding them.

Learning Skills Unit

The Learning Skills Unit can enhance your academic experience at the University of Melbourne. They offer many services, classes, and resources that can assist your adjustment to the University. For more information, visit their website at: www.services.unimelb.edu.au/lisu/aboutus.html.

Academic Planning

All students should meet with their appropriate advisers well in advance about how program courses will count towards degree requirements. Refer to the Academic Planning Form you received in your nomination packet for more information about this process.

Don't forget to document your studies! Students are encouraged to save all coursework and materials while overseas. This may include your tests, quizzes, final exams, papers, and any other projects you worked on in your classes. Syllabi are also helpful in having courses evaluated upon return. In the past, students have even photocopied the cover and content pages of very technical texts they used overseas so that they could refer to it should it be necessary after the semester has ended. Everything you do before you leave, and while overseas, will help make sure that your time abroad has been beneficial and helped you move closer to graduation.

Duluth and Morris students should contact the study abroad coordinator on their campus regarding the academic planning process, including financial aid and registration.

Courses

Your main source of information on available classes (called *subjects* in Australia) is the University of Melbourne Handbook, located at www.unimelb.edu.au/HB. The Handbook will describe majors (called *courses* in Australia), as well as subjects, and when they are offered (Semester 1=University of Minnesota Spring Semester; Semester 2=University of Minnesota Fall Semester). On your application, you indicated interest in the subjects you plan to take; however, you are free to change your mind and select alternate courses during the orientation and registration period prior to the start of the academic term.

Courseload

Students must enroll in four subjects per semester. Each subject is generally worth 12.5 Melbourne credits, which equals 4 University of Minnesota semester credits. Upon completion of the program, all subjects will appear on your University of Minnesota transcript and your grades will count into your overall GPA.

Course Level

In general, Melbourne courses ending in 0XX and 1XX will be the equivalent of a 1000 and 2000 level University of Minnesota course. Melbourne subjects ending in 2XX, 3XX, and 4XX will be the equivalent of 3000-level courses at the University of Minnesota, and usually have prerequisites.

Courses in arts and humanities, however, do not follow this rubric. Be sure to confirm coursework and level on-site to ensure that you have registered for the appropriate level. Note: Credit will not be granted for *Education in Natural Landscapes* because it is not an academically rigorous course. If you choose to take this course, it will appear on the University of Melbourne transcript and as a 1000-level audit course ("V") on your University of Minnesota transcript.

Grades

You are required to take all subjects for a grade (called *marks* in Australia). Taking a subject S/N is not an option for University of Minnesota students while studying abroad. Getting high marks is not easy at the University of Melbourne, so you should be prepared for demanding subjects. Your grades from Melbourne will generally be posted on your University of Minnesota transcript 12-16 weeks after your program ends, so you should not plan to graduate immediately after study abroad.

The following conversion scale shows how your Australian grades will be indicated on your University of Minnesota transcript:

University of Melbourne	Percentage	University of Minnesota
H1	80-100	A
H2A	75-79	A-
H2B	70-74	B+
H3	65-69	B
P	60-64	B-
P	55-59	C+
P	50-54	C
N	45-49	C-
N	40-44	D+
N	35-39	D
N	30-34	D-
N	29 and below	F

While on a study abroad experience, the professor/student relationship can be quite different from the kind of relationship you may be used to in the United States. You may find that your interpersonal relationships with your instructors vary depending on differences in cultural background and teaching style. If you have questions about a class, discuss your questions with the instructor. If you need additional assistance, contact your faculty adviser or the International Centre staff.

Books

Course texts may be purchased once you are in Melbourne. The total cost for books for one semester is estimated at US \$200. You will also have access to library collections in Melbourne. More information on the use of libraries will be provided during orientation once you are on campus.

Course Fees

Some courses at the University of Melbourne may have additional fees related to field trips, materials, etc. These are not included in the cost of the program fee and are your responsibility to cover.

Registration Upon Return

You may need to register for your continuing academic program at the University of Minnesota while you are still overseas. On-line registration should be available to you; however it is always a good idea to have a back-up plan if there are problems. Please keep in mind that it is your responsibility to register for the courses you need. The Learning Abroad Center cannot assist you with this process.

Note: students with reciprocity status must reapply for this upon their return.

Life in Australia

Melbourne

With a population of over three million people, Melbourne is a dynamic and friendly place with nightly live music, neighborhood pubs, and cafés. Melbourne offers a cosmopolitan life-style, and is just minutes away from Australia's famous countryside, beaches, and national parks. For more information on Melbourne, please visit the website for the city of Melbourne at www.melbourne.org.

Cultural Adjustments

You can minimize the stress involved in adjusting to life in Australia and get maximum benefit from your experience abroad by preparing adequately. The cultural differences you encounter can enrich your life by presenting you with a different worldview and new approaches to solving problems. For more information on Australia and Australian culture, be sure to read *Australia: Beyond the Outback*, a guide for North American students studying in Australia. This is included in your Learning Abroad Center orientation folder.

Social Adjustments

As a foreigner in Australia, you will need to take the initiative to meet people. Just as you have established a circle of friends in the United States, Australians also have established friends and habits. Don't be afraid to start a conversation and pursue contact in order to meet new people! There will be many opportunities to meet Australians on campus, both in classes and at social events. You might want to consider joining an on-campus club or getting involved in intramural sports. More than 100 clubs and sports teams meet regularly on the University of Melbourne campus.

On-site staff will try to ease the transition to life in Australia by planning social and educational events for international students to enjoy.

Employment

For information on employment opportunities in Australia, contact the International Centre and the Careers & Employer Liaison Unit on campus. It is not recommended that participants work during the program, as academics alone will be quite demanding. You'll also want to have time to explore Australia!

Emergency Procedures

In case of an emergency, please contact the International Centre staff in Melbourne immediately. They will contact

the Learning Abroad Center and we will proceed with appropriate action. For further information on emergency precautions, please see the section on Safety Precautions in the *Learning Abroad Center Know Before You Go Guide*.

Diversity Information

Students of Color

People of color are generally well received in Australia. Australia is a multi-cultural society, and the Asian influence in particular is evident due to the close proximity to many Asian neighbors.

Students with Disabilities

Participants with disabilities are reminded to plan ahead. With prior notice, the University of Melbourne Disability Liaison Unit may be able offer comprehensive accommodations. Participants with disabilities should contact the Learning Abroad Center in advance to discuss their particular needs. Please see the *Learning Abroad Center Know Before You Go Guide* for more information.

Gay, Lesbian, & Bisexual Issues

In the vast city of Melbourne one will find a flourishing and, at times, eccentric community in which to integrate and enjoy. Melbourne has three local GLBT papers, including the *Melbourne Star Observer*, and many social/political organizations and nightclubs. On campus you will find a fairly open community of faculty, staff, and students. You may have noticed the International Centre's study abroad web page begins with the quote, "At the University of Melbourne Study Abroad program, we strive to create a welcoming and supportive environment in which differences in race, ethnicity, faith, lifestyle and sexual orientation are celebrated, not merely tolerated."

Coming Home

By the time you return home from Australia, you will have grown and changed significantly. You will probably find yourself experiencing reverse culture shock. Many students find that returning home is harder than leaving was!

It is very normal to experience these feelings and you aren't alone. You are encouraged to tap into the resources available in order to make the transition home easier.

To stay connected to your study abroad experience, you may want to:

- Attend a re-entry workshop by the International Center at UniMelb
- Talk with other study abroad participants
- Become a class visit intern

Stop by the Learning Abroad Center office any time. Staff enjoy talking to students who have returned from study abroad, and would love to see any pictures you have!

Appendix

Packing

It is **extremely important** that you pack light, because you will be carrying your luggage yourself during the trip, often for long stretches in airports, busses, and train stations. Take only as much as you can carry easily by yourself. One way to measure what is "easily carried" is to pack everything you would like to take, pick it all up, and walk around the block. If you are not comfortable doing so, you may want to re-evaluate what you've packed. *Important:* Take clothing that needs a minimal amount of care (especially if you plan to do any independent traveling). You may have to go a couple of weeks without doing any laundry, especially at the beginning of the program.

Check out the University of Melbourne's packing list for study abroad and exchange students at: www.unimelb.edu.au/international/studyabroad/index1.html.

Suggested Minimal Clothing to Pack:

Please adjust this according to your own tastes and style!

- 7 or more pair of underwear and socks
- 1-2 pair nylons
- 2 sweaters
- 3 blouses/shirts
- 1 nice outfit (for evening wear) and skirt/sportcoat
- 2 pair jeans or khakis
- 1 pair pajamas
- Comfortable walking shoes
- 1 pair dress shoes
- Jacket for cool weather
- Raincoat
- Slippers
- 1 swim suit
- Sun hat

You will find Melbourne and other Australian cities quite "hip" and you may want to dress up a bit when going out in the evening to restaurants or clubs. Other items you may bring to get you started include: toothpaste, toothbrush, shaving kit, deodorant, comb, washcloth and towel, a temporary supply of soap, shampoo (in unbreakable container), cold-water detergent, aspirin, sewing kit, safety pins, umbrella, and small flashlight. All of these personal items can be found in Australia. You should also consider bringing a full supply of any prescription medication. Please refer to the Health section of the *Learning Abroad Center Know Before You Go Guide* for more information on how to take care of your health while studying abroad.

Checklists

Pre-Departure Checklist

Following is a list of things you need to do before departure, while overseas, and upon your return. Please begin working on this immediately, even if you have not heard that you are definitely admitted to the University of Melbourne.

Confirmation can be slow in coming, and some of these items can take some time to complete.

- APPLY FOR A PASSPORT.** Make a photocopy for yourself, the Learning Abroad Center, and leave a copy with someone at home in case it needs to be reissued (i.e. Power of Attorney).
- ATTEND ORIENTATION.** You are responsible for reading and completing all materials received at this session.
- RETURN ALL PAPERWORK** to the Learning Abroad Center. This includes:
 - Acceptance Agreement for Study Abroad Students
 - Health Information form
 - \$400 Program Deposit
 - Release & Waiver form
 - Academic Planning for Study Abroad form
 - Copy of your travel itinerary

NOTE: You will not receive the necessary visa paperwork from the University of Melbourne until the Acceptance Agreement Form and deposit have been submitted to the Learning Abroad Center. Please do this as soon as possible as it will expedite your student visa.

- STUDENTS USING FINANCIAL AID:** After you have paid the \$400 deposit, call 612.626.9000 for a current schedule of times to pick up a SACE (Study Abroad Cost Estimate).
- MORRIS AND DULUTH STUDENTS:** Contact the Study Abroad Coordinator on your campus regarding the academic planning process, including financial aid and registration
- APPLY FOR A VISA.** It is your responsibility to obtain a visa or any other documents required to enter Australia. Please refer to page 5 of this guide for details.
- APPLY ON-LINE FOR HOUSING IN MELBOURNE** at www.services.unimelb.edu.au/housing/options/saex.html
- APPLY ON-LINE FOR THE MELBOURNE WELCOME** at www.services.unimelb.edu.au/housing/knowmelb/melbwelc.html
- COMPLETE THE ACADEMIC PLANNING** process as outlined in the materials you received with the application.

KNOW YOUR PROGRAM. You can start by reading this handbook, *The Learning Abroad Center Know Before You Go Guide*, and *Australia: Beyond the Outback*. You are responsible for the information contained in these handbooks.

LEARN ABOUT AUSTRALIA. You can start by visiting the Australian Embassy website at www.austemb.org, visiting the US State Department website at www.state.gov/www/background_notes/index.html, talking to past study abroad participants to Australia, visiting your library, and searching the internet for information on Australia.

BOOK YOUR AIRLINE TICKET once you know you have been admitted and know the date on which you are to arrive. Inform Learning Abroad Center of your flight information.

ARRANGE YOUR AIRPORT PICK UP by registering on-line.

CLEAR HOLDS. Be sure to clear your record of any holds so that you can register yourself for your study abroad.

FINANCIAL AID. Complete the Financial Aid Checklist that you received at orientation if you are using financial aid.

REVIEW YOUR INSURANCE policies and purchase additional health insurance and/or liability insurance, if desired. Be sure you take your insurance information and a claim form with you to Australia.

PLAN FOR EMERGENCY FUND transfers by setting up a bank account that allows cash withdrawal from an ATM. In addition, make plans with someone here in case you need emergency funds.

DESIGNATE SOMEONE AS YOUR POWER OF ATTORNEY to handle financial-related situations, such as paying your program fee which will become due after you have departed for Australia.

ARRANGE FOR HOUSING UPON YOUR RETURN. Check with the Housing Office regarding their application timeline. Make other logistical arrangements for your return (financial aid application, for example).

NOTIFY THE LEARNING ABROAD CENTER OF ANY CHANGE IN ADDRESS and update your account on www.onestop.umn.edu, so bills are sent to the correct address.

REGISTER YOURSELF for your study abroad according to the instructions you received at orientation.

IF YOU ARE TAKING ANY PRESCRIPTION

MEDICATIONS, make sure you have enough to last during your time abroad.

Once You Arrive in Australia

- VISIT THE INTERNATIONAL STUDENT RECEPTION CENTRE at the International Centre for a welcome packet and information on orientation.
- CORRESPOND WITH AN ACADEMIC ADVISER in your department, as needed, regarding the courses for which you wish to register.
- KEEP A RECORD of important resources, addresses, and pertinent advice regarding your study abroad in Melbourne.
- REVIEW THE UNIVERSITY OF MELBOURNE CHECKLIST:
www.services.unimelb.edu.au/mro/students/studyabroad/pack.html.

Once You Return to the United States

- INFORM THE LEARNING ABROAD CENTER OF YOUR NEW ADDRESS and telephone number within two weeks of your return.
- COMPLETE A LEARNING ABROAD CENTER EVALUATION FORM.
- IF YOU HAD RECIPROCITY STATUS, you must reapply for this at the Admissions Office upon your return.
- APPLY YOUR COURSEWORK TOWARDS SPECIFIC DEGREE REQUIREMENTS once the credit has been posted to your University of Minnesota transcript.

Key Websites

Study Abroad and Exchange Student Main Page

www.services.unimelb.edu.au/mro/students/studyabroad/index1.html

University of Melbourne On-line Handbook

www.unimelb.edu.au/HB/

E-Visa Tutorial

www.immi.gov.au/e_visa/onlinetut.htm#