

## Partner Fact Sheet - 2022 Academic Year

### Monash University – Monash Abroad

#### Monash Abroad in Australia:

Phone: +61 3 9905 1551

Email: [MonashAbroad.InboundStudents@monash.edu](mailto:MonashAbroad.InboundStudents@monash.edu)

Opening hours: 10:00am - 4:00pm (Monday to Friday) EST  
After hours emergency contact: Monash Security +613 9905 3333

Postal Mailing Address:  
Monash Abroad  
Level 1, 21 Chancellors Walk  
Monash University  
Clayton Campus, VIC 3800, Australia

Australia Inbound student [information](#)

#### Monash Abroad in Malaysia:

Phone: +60 3 5514 6058

Email: [MUM.MonashAbroad@monash.edu](mailto:MUM.MonashAbroad@monash.edu)

Opening hours: Monday – Friday, 8:30 pm – 5:30 pm MYT  
After hours emergency contact: Monash Security +603 5514 6333

Postal Mailing Address:  
Monash Abroad  
Building 2, Level 1  
Monash University Malaysia  
Jalan Lagoon Selatan  
Bandar Sunway  
46150 Selangor Darul Ehsan, Malaysia

Malaysia Inbound student [information](#)

**Note:** All partners and students should contact the Monash Abroad Australia office with any difficulties in completing and/or submitting applications, balances or general questions about studying at Monash University Australia. For other, general questions (not related to completing/submitted applications) about studying at Monash University Malaysia, contact Monash Abroad Malaysia directly.

### Key staff

#### Monash Abroad in Australia

[Stuart Hibberd](#)

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Program Manager, Learning Abroad

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T: +61 3 9905 3076

International Education Coordinator

General Inbound - [monashabroad.inboundstudents@monash.edu](mailto:monashabroad.inboundstudents@monash.edu)

#### Monash Abroad in Malaysia

[Hoo Sze Ling](#)

T: +60 3 5514 6058

Monash Abroad Assistant Manager

General Inbound - [MUM.MonashAbroad@monash.edu](mailto:MUM.MonashAbroad@monash.edu)

**Note:** It is recommended students and staff use the above general email addresses (campus dependent) for the fastest response.

### Exchange or Study Abroad

Students can attend Monash for non-award study as either [Exchange](#) (where there is a reciprocal agreement in place with Monash and tuition fees are paid to the home institution), or [Study Abroad](#) (either nominated through a partner, agent or independently and tuition fees are paid directly to Monash). Regardless of how a student attends they will generally follow the same processes for admission (see below).

### Eligibility

Before students apply for Exchange or Study Abroad, please check that they meet the following entry requirements:

- Have completed at least one full year at their home institution by the time their Exchange or Study Abroad program commences;
- Have achieved one of at least a 60% overall average, or a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale, or a 'C' average in the European Credit Transfer System (ECTS), or the home institution equivalent; and
- Have met our [minimum English language proficiency requirements](#).

Note: the home institution must check that students have met all the pre-requisites of the units they would like to study at Monash University as published in the Handbook.

## Nomination & Application Process including Deadlines

The following guides have been developed to assist with the application process:

### [Inbound Student Applicant Guide](#)

*my.application* is the online portal where students can apply for an Exchange or Study Abroad place at Monash University at our Australian or Malaysian campuses.

Instead of submitting nominations, students attending Monash from partner institutions will have an application created by the partner, where they can complete the minimum information required or desired (e.g. some partners may choose to upload transcripts on behalf of students), before sending to the student via the portal to complete and submit. You will need to complete this process for each individual student.

If you do not yet have access to this system or you are experiencing difficulties creating the student application, please contact

[MonashAbroad.InboundStudents@monash.edu](mailto:MonashAbroad.InboundStudents@monash.edu).

Students from an institution without a study abroad arrangement wanting to study at Monash can submit an application starting [here](#).

All applications must be submitted by the deadline for the relevant commencing semester.

### **Application deadline for students commencing in Semester 2 (July to November), 2022:**

Exchange: 1 April, 2022

Study Abroad: 1 May, 2022

### **Application deadline for students commencing in Semester 1 (February to June), 2023:**

Exchange: 1 November, 2022

Study Abroad: 1 December, 2022

## Next steps

After Monash Abroad receives the completed application the student will receive an application receipt email. Applications are generally processed and an offer sent out within 10 business days of receipt which will include further advice about accepting their offer and supplementary advice regarding matters such as accommodation and next steps.

Once the student accepts the offer by completing the acceptance form, paying for their Overseas Student Health Cover (OSHC) where relevant, and returning the form and evidence of the OSHC to Monash Abroad, they will be issued with a Confirmation of Enrolment (CoE), the document they need to apply for their student visa. Students will also receive other relevant campus specific pre-arrival advice, including enrolment and timetabling which is completed prior to their arrival.

## Housing

Monash Abroad will email students with instructions about accommodation options and how to apply in the Exchange or Study Abroad application acknowledgement email.

### **Australia:**

#### **On-campus accommodation**

Information about on-campus options can be viewed [here](#). **Students do not require an offer for Exchange or Study Abroad to apply for on-campus accommodation**; there is no fee to apply. Once applications open, students can go to the [website](#) to register, and complete an application. During the application process students **must ensure they answer that they are a Monash Abroad applicant**.

If students need or want to arrive earlier than the contract start date, they can contact MRS who may be able to bring the start date forward. Please note applications for 2022 do not open until 1 September. Questions not answered on the website can be directed to Monash Residential Services at [mrs.applications@monash.edu](mailto:mrs.applications@monash.edu).

#### **Off-campus accommodation**

While COVID remains a challenge in the community we encourage students to live on-campus if possible because there is extra support available to them event of a lockdown. You can see the '[students living on-campus](#)' section of our COVID information web pages relating specifically for MRS for those who plan to stay on-campus. If students choose to live off-campus, they can [receive assistance/advice](#) on searching for rental properties, setting up a share house, things to look out for before you sign a contract, an idea of comparable rental costs, how to budget, and how to get the essentials like internet, gas and electricity connected. There are also affiliated and preferred student accommodation providers.

**Malaysia:**

There are many comfortable and affordable accommodation options within walking distance to Monash University Malaysia. You may choose to live in on-campus or off-campus accommodation. Some options are the Sunway-managed residences and other student-friendly accommodation options. Find out more about your options on the [Accommodation web page for Malaysia](#)

**Monash Abroad orientation**

Monash Abroad hosts a compulsory orientation for all Exchange and Study Abroad students each semester in the week prior to the University-wide orientation. **It is important that students advise Monash Abroad if they are unable to arrive by Monash Abroad orientation commencement. Late arrival will be subject to strict approval.**

**Important Dates**

Find out more about [key dates](#). Please ensure your students are aware of these dates, particularly when they should arrive for their program.

**Academic transcripts**

At the end of the semester once academic results have been published, students will be advised via email how to access and download an official digital transcript via [My eEquals](#). They will also have to share, via the system, that electronic transcript with their home institution. If students require a hard copy they will need to contact Monash Connect to order and pay for this. The electronic version is provided free of charge at the end of their program. Refer to the [key dates](#) for when results are published.

**Additional campus specific advice - Australia****Visa**

When the students have their Confirmation of Enrolment (CoE) they apply for a [student visa \(subclass 500\), Non-Award Sector](#). It is important, and the students' responsibility, to understand fully their obligations and responsibilities when applying for a student visa. *Students are advised not to book non-refundable travel until their visa has been issued.*

**Overseas Student Health Cover (OSHC)**

[OSHC](#) is insurance to assist international students in meeting the costs of medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services. It is a condition of student visas that visa-length OSHC be purchased and maintained for the duration of that visa. Failure to do so will result in students being non-compliant with their visa requirements. Students will be required to purchase OSHC when accepting their offer and more information will be provided with the offer

**Travel insurance**

We strongly encourage students to take out comprehensive travel insurance before they leave for Australia as their OSHC will provide only basic medical and hospital cover while in Australia and does not cover any travel related claims. OSHC does not cover students while travelling to or from Australia, their personal belongings or if they have an emergency and need to return home urgently.

**Living costs**

Information about living costs in Melbourne for international students can be found [here](#). This information is primarily for international students completing a full degree at Monash so there may be some variations for Exchange and Study Abroad students. Another source of information about living costs in Melbourne can be found [here](#).

**Employment**

Holders of an Australian student visa can work part-time for up to 40 hours per fortnight, paid or unpaid, during the semester and full-time after exams have concluded. The visa work regulations place no restrictions on the type or nature of work that the student engages in and can be on or off-campus. Most students who work, find part-time work in the service and hospitality industries.

**Additional campus specific advice - Malaysia**

For general information on preparing to study at Monash University Malaysia, please refer to the [International Students](#) webpage (note that some information may not be applicable to exchange and study abroad students).

**Visas**

To learn more about the student visa requirements (known as a Student pass) for Malaysia, please read the [Student Pass and Visas](#) webpage. Once you have accepted your offer, you will be sent information about how to apply for your Student Pass (visa). You can [calculate your application fee for a Student Pass](#) online. Use the following in the calculator:

**Institution Type:** Private Higher Education Institution

**Application Type:** New Mobility Application for IPTS

**Health Insurance:** Own Insurance Policy (contact your Educational Institution)

**i-Kad:** Select-Collect at EMGS

All applications for the Student Pass are lodged through the [Education Malaysia Global Services \(EMGS\) portal](#). Monash will confirm on the EMGS portal that you are a genuine applicant once you have submitted your application.

**Insurance**

The Malaysian Government requires international students to have medical insurance from an approved provider. We will provide detailed instructions about this with your offer, and will arrange the medical insurance on your behalf, after you have made payment. Return the signed acceptance declaration and proof of payment to Monash Abroad via email to [MUM.MonashAbroad@monash.edu](mailto:MUM.MonashAbroad@monash.edu) by the date listed in your letter. You will be sent information about your medical insurance policy.