

## SU-in Melbourne

This document serves as a resource for you to help your student as they prepare to study away. Your student has all of this information.

The semester before your student studies away, they will be provided with information regarding the GO Long Process Overview and a Program-specific resources. These cover the next steps in the GO process.

Students should refer to their acceptance documents for exact program dates. But the typical semester in Australia is different than that of SU. Fall (semester 2) is late July to mid-November; Spring (semester 1) is late February to late June.

Check out term-specific information

here: <https://www.latrobe.edu.au/international/study/australia>

## Application Process

Your student needs to apply directly to La Trobe University as a Study Abroad student. The application is started through a link on their GO portal, and accessed via **ONLINE application**. Students will complete the online application – indicating Susquehanna University as the home/partner institution during their application process to ensure that the La Trobe University that they are an SU student.

**Deadlines: October 1 (Spring study abroad), March 1 (Fall study abroad).**

During the application process they will choose their preferred subjects for pre-approval (ideally six to eight per semester), and can refer to this [LINK](#) for information on courses available, as well as the GO portal page regarding courses at La Trobe.

They will need to submit a *Personal Statement* addressing personal, academic and professional motivations for undertaking study abroad; why they have chosen La Trobe; and what they hope to gain from the experience.

Additional materials include a copy of their passport as well as an official transcript (ordered for a fee [HERE](#)) and should note any courses they are currently completing that aren't listed on your transcript.

## Courses at La Trobe University

Courses are called "subjects". A full course load at La Trobe is considered to be 60 points. Most courses are worth 15 points with a few exceptions. You can find a list of available courses using their website: <https://handbook.latrobe.edu.au/>

Students are required to know if they are eligible for a course, and should:

- Ensure the subject is available to study abroad/exchange students
- Ensure to use the 'Instances' tab to make sure the subject is available in the study period you require (e.g: Semester 1 = Feb-June)
- Ensure the subject is being offered at the campus “Melbourne (Bundoora)”.
  - All courses must be taken on the same campus.
  - They cannot take online-only courses.
- Ensure that you meet the Prerequisites of each subject.
  - Pay attention to any prerequisites needed to take a certain course; a prerequisite may prevent them from taking a course or they may have to get special permission.
- The individual subject description is in the section under “Subject Outline”. Watch out that the subject description and Subject code doesn’t have wording like “not available”.
  - There are 2 ways to determine when a course is offered:
    - Use the syllabus at the bottom of the course description: at the bottom of the syllabus either Semester 1 (spring) or Semester 2 (fall) will be noted.
    - Use the number at the end of the course code.
      - For instance, ACC12 can be broken down as follows: ACC = Accounting; 1 = first year level course; 2 = second semester

Again, it is recommended that they list 8 courses in the application, so they have alternative choices if a course is full or doesn't run. After your student receives their Offer Letter via email, they will not be able to request additional subjects for approval until orientation.

Required Courses (one of the following):

- **ABS1IAA** *Introduction to Aboriginal Australia* (offered Semester 1 (Feb-June) and counts for Central Curriculum as Diversity or Diversity Intensive)
- **SOC1SAC** *Society and Culture: Introduction to Sociology* = **SOCI-101** *Principles of Sociology* (offered Semester 1 (Feb-June) and counts for Central Curriculum as Diversity and Social Interactions)
- **ANT1TLC** *Transforming Local Communities* (offered Semester 2 (July-November) and counts for Central Curriculum as Social Interactions and Diversity or Diversity Intensive Requirement)
- **AST1IIC** *Australia and Asia: Collaboration, Competition and Conflict* (offered Semester 2 (July-November) and counts for Central Curriculum as Social Interactions and Diversity or Diversity Intensive Requirement)

They will also complete the course approval process through GO - there is some information [HERE](#).

## Housing at La Trobe University

Students should read the [Before you Start](#), [How to Apply](#) and [After Applying](#) sections carefully. It is VERY IMPORTANT that they apply for housing as soon as possible, even between applying to La Trobe and receiving your La Trobe acceptance letter, as it is very limited in availability.

Students should keep in mind the following information in completing the application:

- **Accommodation Preferences**
  - o Select: Bundoora (Melbourne)
  - o Select Chisholm College as your first preference. (To proceed with the application, please select Menzies College as your 2nd preference and Glenn College as your 3rd. You will be placed at Chisholm College.)
- **Arrival Date**
  - o Please enter *day/month/year* as your arrival date in the DD/MM/YYYY format.
- **Personal and Contact Details and Course Details**
  - o For Enrolment Status: "Other - Study Abroad student from Susquehanna University"
  - o Institution: "La Trobe University"
  - o Major Area of Study: Please list major at Susquehanna
  - o Course Load: Full Time
  - o Student Type: Undergraduate
  - o Year commencing: (anticipated grad date and class status)
  - o Year of Course Commencement: YEAR of GO Long program
  - o Anticipated Completion Date: La Trobe GO Long Program END DATE

Here is some information about their housing at La Trobe University/[Chisholm College](#)

- Single bedroom/shared bathroom
- Self-catered with a shared kitchen
- Common area with pool tables and a mini-cinema
- Students can provide your own linens, or purchase the "pack" from La Trobe for a nominal, additional fee.

For housing, students will be required to pay, in Australian dollar, an application fee, and a refundable damage deposit for housing - *returned to them after move-out as long as the room is left in good condition with nothing missing.*

**Dining options:** While there is no meal plan at La Trobe, there are many [restaurants](#) on and around campus featuring many different types of cuisine from pizza and sub sandwiches to Asian or Mediterranean restaurants.

\* The housing costs on the budget sheet are confirmed costs. If your student chooses a more expensive housing option, you will be charged the difference.

## Visa Requirements

To study at La Trobe University, your student will need to make sure that they have an Australian student visa to enter the country. It is their responsibility to ensure they obtain and maintain a valid passport and student visa to enter Australia for study purposes.

After your student is accepted, they will be issued with a Confirmation of Enrollment (CoE) with which they can apply for a Subclass 500 student visa through the [Australian Department of Immigration and Border Protection \(DIBP\)](#) website. Apply for the visa at least 8 weeks before the program start date.

As a condition of a student visa, students must have Overseas Student Health Cover (OSHC)

for the duration of the stay. Students will be registered for OSHC by La Trobe University and must receive this registration information before they can start on their visa process.

\*note that visa information is provided based on US citizenship. Students holding a non-US passport should consult with the host consulate for any visa considerations.

## After Acceptance:

All students will be emailed an Offer Acceptance Form, attached to the email with their Offer Letter and Learning Agreement. Students will need to complete their Offer Acceptance Form and Learning Agreement and send them back to La Trobe. Once they send your offer acceptance form and learning agreement back to La Trobe, La Trobe will email you the electronic Confirmation of Enrolment (eCoE), which is needed to apply for the visa. It can take 2-3 weeks after acceptance documents are received for the eCoE to be issued. **Students are strongly encouraged to submit acceptance documents as early as possible to avoid any delays in applying for the visa.**

Besides the room deposit, do not make payment directly to Latrobe, as SU should be billed directly. If you receive a bill, please forward this to the GO Program ([goprogram@susqu.edu](mailto:goprogram@susqu.edu)) right away.

La Trobe local program coordinators will be sending emails with valuable pre-departure information about everything from packing and selecting courses to the airport experience. At the same time the CoE arrives, your student will also be emailed some materials related to pre-departure and planning to travel: <https://www.latrobe.edu.au/international/welcome/pre-departure> and <https://www.latrobe.edu.au/international/welcome/travel-arrival>. Read it very closely, as it includes pertinent information about dates, arrivals, check in, and registration/orientation.

This includes a Pre-Arrival Guide which will give some important information before departure and upon arrival. The first week of the program is reserved for orientation.

## Booking flights and Arrival information:

Students are responsible for booking their own flight to Melbourne and back. They should book the flight after receiving the official acceptance letter from La Trobe and have confirmed program dates. Most times housing is available a week before and after the program dates.

If you'd like to use a travel agent to assist with travel planning, Student Universe ([studentuniverse.com](http://studentuniverse.com)), Travel Time ([trvltime.com](http://trvltime.com)) and STA Travel (<http://statravel.com/airfare-deposit-program.htm>) have been used by students in the past. If not using a travel agent we recommend booking airfare directly with the airline rather than a third-party website.

Students can reach La Trobe University, Melbourne campus, from the airport by:

- book individual pick-up directly with [Togoto](#) (student transfer company)
- taxi

- a shuttle service such as the [SkyBus](#) from the airport to the Southern Cross Railway Station. Then a tram or taxi to the campus. For the tram: At Southern Cross Station, take Tram 86 (RMIT) to Stop 60 (La Trobe University).
- [Public Transport](#)

Additional [arrival information is here](#).

Upon arrival on campus, students will check into their accommodation at the Menzies college residential service office reception. Then they attend Orientation & compulsory sessions – Orientation will help them get adjusted to living and studying in Melbourne. Be sure to attend the orientation activities as they will also include:

- **Registration session to confirm arrival and collect the Welcome Pack**
- **Complete and confirm enrolments online**
- **Get La Trobe student ID card**
- **Order Overseas Student Health Cover (OSHC) card**
- **Update residential address**

## Other Matters:

Packing: Pack all essential items in your carry-on (medicine, jewelry etc.). Refer to the guidelines for bringing liquids in a carry-on (<https://www.tsa.gov/travel/security-screening/liquids-rule>) as well as the airlines' luggage weight limits. We have additional resources posted in your students' application regarding some tips for Traveling and Packing.

Medication: For prescription medicines, students must either bring enough with them for the duration of the semester. Note that some medications are prohibited and therefore students should reach out to a physician to determine a plan of action. We recommend that your student has a written prescription with them as they may be asked for it by customs officials.

Money Matters: We recommend having some local currency. ATMs are readily available throughout Australia and they can withdraw AUD (Australian dollars) from ATMs. Students should inform their bank about all travel plans, and also find out whether the bank and credit card issuers charge international transaction fees.

## Travel Day:

Your student should carry their passport, acceptance letter, student travel visa letter (the letter from La Trobe), Program Contact and Arrival Instructions in their carry-on luggage. **DO NOT CHECK THEM!**

We recommend arriving at least three hours before an international flight is scheduled to board to give time to get through airport security, bag check, etc. If the flight is delayed or cancelled, contact the travel agent or airline where you booked the ticket to be put on the next flight and alert the host program/university of any travel delays.

Public transportation: Melbourne offers extensive bus and tram lines around the city as well as railroad travel around Australia. A Myki smartcard is reload-able card usable on all of Melbourne's public, local city transportation. To make public transportation easier, it's recommended to buy a [Myki card](#). This can be done in person, on campus at the post office, at selected retailers and train stations. The Myki card has no money on it when you buy it. But it is easily reloaded at the campus post office, Seven 11s, at a Myki machine (located at all train

stations), through selected retailers or online. Then, simply 'touch on' when boarding 'touch off' when leaving. This means that you have to touch your card to the green Myki reader machine, located at the entrance to train stations and inside the doors of buses and trams.