



INSTRUCTIONS FOR CASA MELBOURNE ONLINE APPLICATION

Please read this step-by-step guide carefully. Follow this guide as you are filling out your online application.

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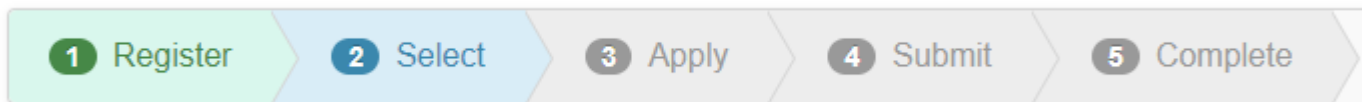
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Before you begin your application:

1. Check your [eligibility](#) and information about the CASA Melbourne program [here](#).
2. You will need electronic copies of the following supporting documents to proceed with the online application:
 - Official Academic transcript/s
 - Passport
 - Evidence of [Language proficiency](#) (*all incoming SAEX students are assessed against UG level requirements*)
 - [Your study plan](#)

Application Process Overview:

The application process is in four parts and **each part must be submitted** to ensure your application is received correctly:



1. Register
2. Select
3. Apply
4. Submit

Important to Note:

You have the option of exiting the application after registering your account (Part 1) and logging back in at a later stage. After you register, you will be emailed a user ID and a link to create your password to the email you provided in the ‘Email & Phone Details’ section. **PLEASE SAVE THIS EMAIL and remember the password you have created.**

Do not submit multiple applications. This will create multiple student ID’s and result in a delay in processing your application.



Starting Your Application

Application Link – Course and Scholarships Application

[CLICK HERE](#) to begin your new application.

You are most likely a First Time Applicant so click on the “Apply as a new Student” button.

Apply as a new student

Important: Current or previous students / applicants should **not** use this option. Doing so will delay the processing of your application.

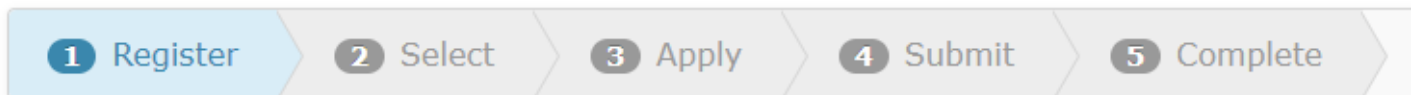
[Apply as a new Student](#)

If you have previously applied to the University of Melbourne and cannot remember your log in details use the following links for assistance.

Forgot username or password?

- If you are a current student or recent graduate, [reset your account password](#)
- If you studied at the University more than 12 months ago or have applied previously, [reset your applicant password](#)

PART 1: REGISTER



1.1 Personal Details

List your personal details as they appear in your passport.

1.2 Email & Phone Details

Use your home University email address (*preferred*) as this will be the main point for correspondence until you arrive at the University of Melbourne. This is the email your offer letter will be emailed to.

Please list at least one telephone number including the country and area codes.

1.3 Address Details

Provide the complete address of your current residence.

1.4 Citizenship and Residency Details

Once you select the value relevant to you (in most cases this will be *Student Visa or other Temporary Resident Visa (holds or intends to apply)*), additional information will appear as in the next screenshot.

Citizenship & Residency Details

Please indicate your current citizenship. If you are planning to study onshore in Australia under a student visa or other temporary visa, select 'International student with a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas'.

- Australian Citizen
- New Zealand Citizen
- Permanent Resident of Australia (but not an Australian citizen)
- Holder of a Permanent Humanitarian Visa, or intend to apply for a Permanent Humanitarian Visa
- International student with a student visa, temporary resident visa or visitor visa, or intend to apply for one of these visas
- Overseas student **not intending to study in Australia**

If you have dual citizenship, please provide details of your other country of citizenship below.

Country of Dual Citizenship

You can list your citizenship on this extended section. Where you are a citizen of more than one country, **list the country whose passport you will be entering Australia with.**

The Permanent Overseas Address Details can be the same as those provided on the 'Address Details' page above (and will need to be re-entered) but can also be a different address.

Citizenship & Residency Details *

Please indicate your current citizenship status. If you do not currently hold a visa but intend to apply for one, please indicate your citizenship status based on the visa you intend to apply for.

- Australian Citizen
- New Zealand Citizen
- Australian Permanent Resident Visa (holds)
- Permanent Humanitarian Visa (holds or intends to apply)
- Student Visa or other Temporary Resident Visa (holds or intends to apply)

Country of Citizenship *

Permanent Overseas Address Details

Address Line 1 *

Address Line 2

Address Line 3

Suburb/Town *

State

Postcode

Country *

- Overseas student **not intending to study in Australia**

1.5 Submission Country

Specify which country you are applying from.

Submission Country

Please provide the country this application is being submitted from.

Submission Country

1.6 Student-Agent Relationship – STUDY ABROAD ONLY

Leave this section blank.

1.6 Cultural Details

These details are required for Australian government reporting purposes, and you will be asked to confirm them when

you arrive and enrol here:

- **Country of Birth** - Note that your country of birth may be different to your country of citizenship, which was asked about in the previous section.
- **Year of Entry to Australia** - Leave this section blank. When you select a country other than 'Australia', the screen will expand to ask for your year of entry to Australia as in the screen shot below.
- **Main Language spoken at home**
- **Aboriginal or Torres Strait Islander Status** – This is a mandatory field and if you do not identify as Aboriginal or Torres Strait Islander, you may select 'no' or 'not answered'.

Cultural Details

Please provide your cultural and heritage details including the country in which you were born and the main language spoken at home.

Country of Birth * ?

Year of Entry to Australia ?

Main Language spoken at home *

Aboriginal or Torres Strait Islander Status ?

For information about support services offered to Aboriginal and Torres Strait Islander students, see <http://www.murruvbarak.unimelb.edu.au/>

1.7 Previous Student Details

In this section, while not mandatory, it is useful to know in advance if you have studied at the University of Melbourne previously.

Previous Student Details

If you are currently enrolled at the University of Melbourne you must apply for courses and scholarships through [my.unimelb](#).

If you are a University of Melbourne graduate please login using your student number and password. If you require assistance retrieving your student number, or resetting your password please contact the ISIS Helpdesk.

Have you previously studied at The University of Melbourne?

1.8 Disability Details

This section provides us with useful information in advance if you think you might need any of the support or welfare services of the University.

If you respond 'yes' to the first question, the screen will expand to ask you define what sort of disability, impairment, or condition you have. Please select which applies to you and you may select multiple options. The information you provide will remain confidential.

If you are interested in information about disability support, services, equipment, and facilities please respond 'yes' and select the support options you require. (You can select multiple options)

Further information on the support services available is here: <https://students.unimelb.edu.au/explore/student-equity>

Disability Details

Please indicate any disabilities you may have even if you do not require assistance. Further information about available support can be provided on request.

Do you have a disability, impairment or long term medical condition? [?](#)

- Hard of hearing/deaf/Deaf Specific learning disability Physical disability
 Low vision/Blind Medical condition Other disability
 Intellectual disability Acquired brain injury Neurological condition
 Mental health condition

Are you interested in information about disability support services, equipment and facilities?

I require the following support...

- Accessible crse info Exam Support Not Entered
 Assistive technology Flexible assessment Special Consider'n
 Accessible venues Flexible attendance Wellbeing services
 Default In-class support

1.9 Terms and Conditions

These are the Information Technology (IT) terms and conditions. You must agree to them before proceeding with your application.

Terms & Conditions

I agree to the displayed

[Terms & Conditions](#)

University of Melbourne Information Technology (IT) Terms and Conditions

- I understand that access to use this system is granted solely for the purpose of applying for study at the University of Melbourne.
- By using this system I agree to abide by the University of Melbourne Student IT policy, as published at <http://www.studentit.unimelb.edu.au/goodtoknow/guidelines.html>

Click "Proceed with Registration"

[Proceed with Registration](#)

1.10 Australian Year 12 (or equivalent) Details

Please select 'Year 12' for 'Highest School Level Completed' and leave the other fields blank.

Australian (or equivalent) Study Details

Please provide completion details of your Australian (or equivalent) Year 12 study.

This information is for government reporting and planning purposes only.

Please provide completion details of your Australian (or equivalent) study.

Highest School Level Completed * [?](#) **The highest level of school you completed.**

Year

Student Id

State

School

Year 12 Result Type

1.11 Highest Level of Education

List "Incomplete Bachelor" and then list the current year.

Highest Level of Education

Please provide details of the highest level of participation that you have achieved in further studies, including any further studies which you undertook but did not complete.

Level

Year

1.12 Previous Study Details

Please select 'Add a record of Previous Study' to include the program you are currently enrolled in at your home institution.

Previous Study Details

Please select 'Add a record of Previous Study' to enter details of any previous study that you have undertaken. You are able to add multiple records if you have studied more than one qualification or if you studied at more than one institution.

You will be asked to upload transcripts of these studies as part of this application.

[Add a record of Previous Study](#)

List the country you are currently studying in, your home institution and the name of program you are currently enrolled in. Then select 'confirm'.

Previous Study Details

Please select 'Add a record of Previous Study' to enter details of any previous study that you have undertaken. You are able to add multiple records if you have studied more than one qualification or if you studied at more than one institution.

You will be asked to upload transcripts of these studies as part of this application.

Institution

You must provide an Institution Name. Select from the drop-down list. If your institution is not listed, enter the name of the institution in the free text field below the drop-down list.

Country * ?

Institution Name ?

Or enter details ?

Qualification

Name of Qualification

Student Id ?

Duration of Study ? ?

Qualification Type * ?

Qualification Completion Level * ?

Qualification Completed * ?

[Confirm](#) [Cancel](#)

1.13 Proceed with Registration

Click 'Proceed with Registration' to view a summary of the entered information. If everything is correct, click '**Procced with Registration**' again.

[Proceed with Registration](#)

Congratulations! You have successfully registered an account.

You have now been registered to use the University of Melbourne online application system.

An email has been sent to **your.address@email.com** containing details of your new username and password.

You can now continue with your online application.

If you prefer you can return to your application at another time. You will need to login using your username and password.



Cancel

Proceed with Application

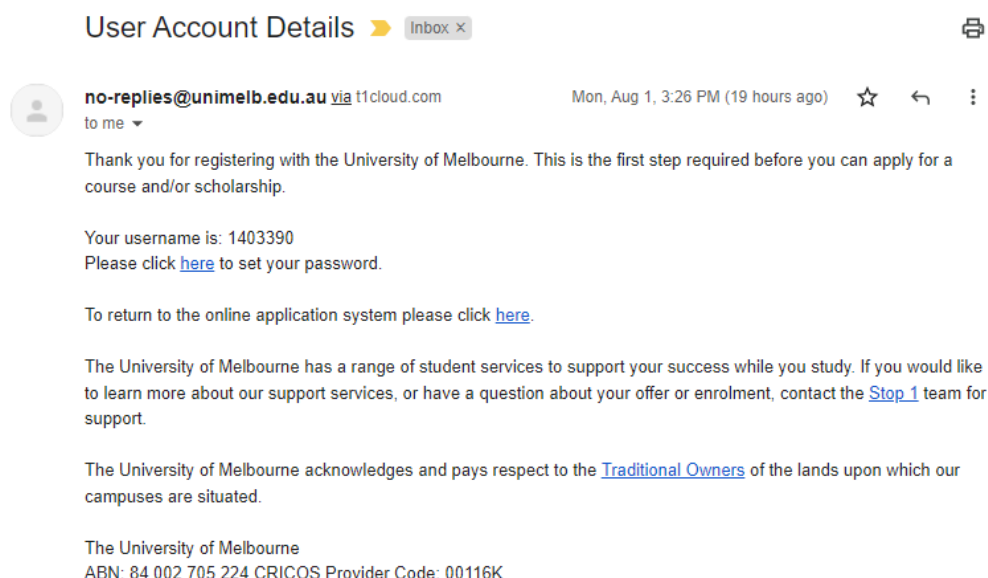
You now need to submit an actual application.

If you would like to exit the process after registering your account, you will need to set your password so you can log in to complete your application. Please follow the steps below to set your password:

Registration Email Confirmation – User Account Details

Shortly after you will receive an email from 'no-replies@unimelb.edu.au' with your username, which is your Student ID, and a link to set your password. If you do not see the email in your in-box, please check your junk mail folder.

If it is not in your junk mail folder, and you still have not received the email shortly after registering, please email studyabroad-exchange@unimelb.edu.au to notify our team.



Applicant Password Reset

Once you receive the email, please:

- Click the link to reset your password. A new browser window will open.
- Use the username provided to you in the email and type it into to 'Student ID/Application Username'.
- Type in the same email address you used to register under 'Email Address'.
- Click on Submit Details.

Applicant Password Reset

This form is for **former students and applicants who no longer have an active University of Melbourne user account** to reset their password for the Course Application system.

If you are a current student or recent graduate with an active University of Melbourne user account, you must reset your password using the [Student Account Management page](#).

Enter your **student ID or application username** and your **personal email address** below. These details must match what was recorded against your previous application or enrolment at the University. A verification email will be sent to the email address, so if you no longer have access to this email account you will need to [submit a request providing additional identification details](#).

Student ID / Application Username

Email Address

Submit Details

Once you submit the details, you will be asked to provide a verification code. Please select 'Request Verification Code'. Your unique verification code will be emailed to the email address you provided to register. Enter in the unique code that was emailed to you in the 'Enter your Verification Code' box and select 'Verify'.

A verification code has been emailed to the address above. Enter the code below.

Enter your Verification Code

Verify

You will then be asked to create your password and type it into 'Enter Password' and 'Confirm Password'. **Please remember to write this down somewhere for future reference.** Select 'Submit Password Change' to confirm your password.

Please note that your password will need to be between 8 and 12 characters in length, contain upper and lower case characters and numbers.

Enter Password

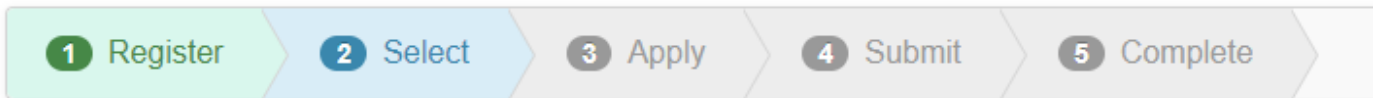
Confirm Password

Submit Password Change

Once your password has been confirmed, you will see the below message and you will receive an email confirmation.

Your password has been updated.

PART 2- SELECT



2.1 Login if Required

If you are required to log back in after you registered your account, please return to the [application webpage](#) and Log in under the 'Already Registered?' section with the username that was emailed to you and the password you created (Steps 1.15-1.16)

ARE YOU NEW?

If you do not have a user name and password you will need to register to apply for a course.

1 Register

Register yourself as a user. Once you have registered you will be given a user name and a password to allow you to log back in without identifying yourself over again.

2 Apply

After registering you can submit an application to study a course.

[Register and Apply](#)

Already registered?

If you have already registered or been issued with a user name and password enter them below:

User Name

Password

[Login](#)

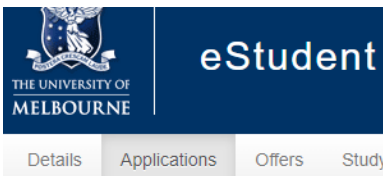
Before you apply you'll need to know

- What you are going to study.
- Information about your qualifications (Copies of Transcripts, Certificates etc).
- What the entry requirements are.

What happens after you submit your application online

- You'll receive a confirmation email on completion of the online application process.
- You can monitor the progress of your application and upload supporting documentation using the user name and password emailed to you.
- You can continue to upload supporting documentation.
- We will assess the application and notify you of the outcome.

Once you are logged in, you will see your personal details. You can then select 'Applications' from the top menu.



Then, select 'Add New' Application.

You have no Applications.

[Add New](#)

And 'Proceed with Application.'

[Proceed with Application](#)

2.2 Select your Course (Exchange or Study Abroad)

Our terminology may be different to your Home University.

- The 'course' refers to the overall program you are admitted to, **not individual subjects or classes**.
- Students coming from a CASA member who is not an exchange partner with UniMelb will need to apply for the study abroad undergraduate course. CASA study abroad students will be admitted to the **SA-CASAUG** course.
- If the University of Melbourne has an exchange partnership agreement with a [CASA member](#), it is preferred those students apply for the exchange undergraduate program. CASA Exchange students will be admitted to the **EX-CASAUG** course.

To select your course please follow these steps:

1. Enter one of the following course codes into the search box and then select 'Search'

SA-CASAUG (Study Abroad CASA)

EX-CASAUG (Exchange CASA)



PLEASE DO NOT APPLY FOR A FULL DEGREE (FOR EXAMPLE A BACHELOR OF ARTS) IN THIS SECTION! ENSURE YOU ARE ONLY APPLYING FOR ONE OF THE TWO COURSES LISTED ABOVE. (EXCHANGE OR STUDY ABROAD)

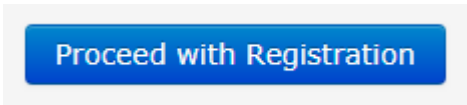
2. Depending on which course code you type, the information about your course will appear, select Add if the course listed is correct.

Add only one intake even if you will be studying for two semesters (*the intake refers to the period which you will be commencing your course*) - start-year intake commences in February and mid-year intake commences in July.

Here is an example of an undergraduate exchange course:


Exchange Undergraduate - EX-UG							Exchange Course
Year	Location	Study Period	Liability	Load Category	Attendance Mode	Study Mode	
2022	Parkville	Mid Year Intake	Fee Exempt	Full Time	On Campus	Mobility In	<input type="button" value="Add"/>
<small>Mid Year Intake</small>							

3. Check the correct course is listed and then click 'Proceed with Registration'

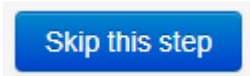


2.2 Scholarships

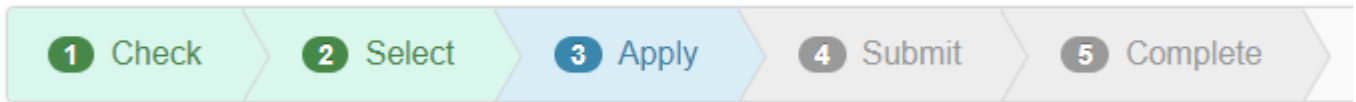
There are no scholarships available to incoming study abroad and exchange students. Choose "Skip this step" to proceed to the next screen.



Course and scholarships applications



PART 3 – APPLY



Application Summary

This is a summary of your application. You can make changes by using the 'Back' button to access the course, scholarship and advanced standing screens. Go back to add and remove courses and scholarships, indicate you will apply for advanced standing and to change course preferences.

Once you are happy with your selections, use the 'Proceed with Application' button to continue with your application.

Course preferences may be updated after you submit your application.

Course Category	Course	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category	Preference
Exchange Course	EX-PG - Exchange Postgraduate	2016	Start Year Intake	Parkville	Full Time	On Campus	Mobility In	Fee Exempt	1

Buttons: Back to Advanced Standing Selection, Cancel, Proceed with Application

Click “Proceed with Application” and you will be able to begin filling out the application form.

Application Requirements

3.1 Requirement – Institutional or Agent/Representative Nomination

We will only process your application once your home university or provider has nominated you through the University’s CASA Program nomination form. This was provided to all CASA member institutions. Before submitting your application, please check with your home university or provider to confirm you have been nominated.

Application Requirements

Requirement - Institutional or agent/ representative nomination

Required for EX-PG - Exchange Postgraduate

In order for your application to be processed, we must have a nomination form from your home institution (or agent/ representative if you are a study abroad student using the services of one) confirming support for your application.

The nomination form can be downloaded from the [Melbourne Global Mobility](#) website.

Your advisor or representative should already know about this, but a gentle reminder to them will be useful.

We cannot process your application without the nomination form and a copy of your official results sent by your home institution or representative.

3.2 Requirement – Home Institution Details

List the official name and details of your home institution in English.

Requirement - Home institution details

Required for EX-PG - Exchange Postgraduate

Please enter the details of your home institution.

Institution Name *

Postal Address *

City/ Town *

State/ Province

Country *

Website

3.3 Requirement – Final Results

Enter today's date for the Final Results section.

Requirement - Final Results

Required for EX-UG - Exchange Undergraduate

If you are still studying please indicate the approximate date when your final senior secondary school results (e.g. Year 12, IB, A-levels, High School Diploma) will be available. If you have completed study you can use today's date. Please enter the date in the following format dd/mm/yyyy.

NOTE: You need to provide at least 1 answer before you can submit your application.

Date * 

3.4 Requirement – Academic transcripts for prior tertiary studies

- Upload scanned copies of all **official transcripts** from previous and current tertiary study.
- Only Official e-transcripts are accepted. We cannot accept unofficial print outs or screen shots.
- All documents must be in English or accompanied with an English translation, signed & stamped by your home institution.

Requirement - Academic transcripts for prior tertiary studies

Required for EX-PG - Exchange Postgraduate

Please upload copies of your official academic transcripts for all undergraduate and postgraduate university, or other tertiary studies you have completed, are currently completing, or have attempted to complete, e.g. Bachelor's Degree, Diploma, Certificate, Master's Degree, Doctorate, including an official explanation of the grading system. Transcripts issued in a language other than English must be accompanied by an official English translation. If you have completed a degree but your transcript does not state this, please provide evidence of degree completion.

Supporting Documentation

Please upload the required information.

(Limit of 6MB per document. Supported file types: TXT, DOC, DOCX, PDF, JPG, JPEG, XLS, XLSX, TIFF)

NOTE: This document requirement is a mandatory requirement and must be completed before you can submit your application.

Document Attachments

[Upload a new file ...](#)

3.5 Requirement- Country of last Education

Select the country from the drop-down list where your home institution is located.

Requirement - Country of last education

Required for EX-UG - Exchange Undergraduate

Please indicate the country/region where you have most recently studied or are still studying.

NOTE: You need to provide at least 1 answer before you can submit your application.

Country * 

3.6 Requirement – Passport Details

- Select your country of citizenship and confirm you will be using the passport listed to enter Australia. **As a rule, your passport must have at least six months validity from the date your Australian student visa will end.**
- Please use the text boxes to enter your passport details.
- Upload a scanned copy of the details page of your passport(s).
- If you have held multiple citizenships, please list each country by selecting 'add answer'. Only select 'yes'

to the passport you use to apply for your student visa.

Here is an example of listing multiple Citizenships:

Answer 1

Country of Citizenship *

I will be using this passport to enter Australia

Answer 2

Country of Citizenship *

I will be using this passport to enter Australia

to 'Passport details'

3.7 Requirement – English Language Proficiency

- All students must demonstrate how they meet the University of Melbourne’s English language requirements. Student’s coming from an English-speaking institution can use their academic transcript (already uploaded in the above section).
- Where you do not come from an English language tertiary institution, you must provide further proof as to how you meet the English requirement. All incoming SAEX students are assessed at the Undergraduate English level requirement.
- [View this link](#) for all the ways to demonstrate your English proficiency.

3.8 Requirement – Duration of Program

List the length of time that you intend to study at the University of Melbourne. There are only two choices: one or two semesters. (*Ensure this matches the nomination form received from your home institution*).

Requirement - Duration of program

Required for EX-UG - Exchange Undergraduate

Please indicate the number of semesters your studies with this university will cover

*

Please indicate the number of semesters your studies with this university will cover must be entered.

3.9 Requirement – Study Plan

- [Download the Proposed Study Plan template here.](#)
- Research the subjects you wish to take on exchange in the [Handbook](#) . You should consider researching a total of between 4-10 subjects per semester (***even though you will eventually only enroll in either three or four subjects***).
- You are required to list undergraduate subjects (that have a prerequisite entry requirement) and any postgraduate subjects you want to take while in Melbourne on your Proposed study plan
- [Undergraduate subjects with no prerequisite](#) are not required to be listed.

3.10 Requirement – Faculty-specific Requirements

- Most students will answer “No”.
- Students wanting to take subjects at the Faculty of Fine Arts & Music may need to submit an audition piece or portfolio of works. Some placement subjects require a police check.
- View the full list of special faculty specific requirements [here](#).

3.11 Requirement – **Study Abroad ONLY** – Assistance with Preparing Application

-
- Leave this section blank.

Requirement 9 - Assistance with Preparing Application

If you are applying to study at the University of Melbourne with the assistance of an agent or representative of the University of Melbourne, please select the agent or representative who is assisting you from the list below.

Agent or Representative

Part 4: SUBMIT

Submitting your application

1. Read and agree to the Terms & Conditions.

Conditions of Application And Applicant Declaration

I agree to the displayed

[Terms & Conditions](#)

2. Review all the information you have entered. If you need to make amendments, click on “Back to Application Requirements”

[Back to Application Requirements](#)

3. Otherwise, if everything is correct click “Submit the Application”.

[Submit the Application](#)

If you receive the below confirmation, then you have successfully submitted your application. You will receive an acknowledgment email within a few hours.

Your application has been submitted.

Thank you, your application has been submitted. You can log in at any time to review your application.

You can review the contents of your application, add documents and change course preferences on the Application Summary screen. Select 'Application Summary' at the bottom of this page to access this screen.

Please note: Most communication regarding your application will be by email and these system-generated emails can sometimes be directed automatically to the 'junk' folder of your email. If you do not seem to be receiving emails about your application please check your junk folder.

Your application status is: Application Review in Progress