



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**

YOUR NEXT STEPS

**YOUR GUIDE TO COMPLETING OR
CONTINUING YOUR STUDIES**



MESSAGE

FROM THE VICE-CHANCELLOR

On behalf of all of us at Victoria University (VU), I congratulate you on the completion of your study. It is always a great achievement to be awarded a degree or diploma, but to do so in a foreign country away from your familiar surroundings and your family and friends is something to be particularly proud of.

We are honoured to have had the opportunity of welcoming you to Australia and providing you with an education that combines both knowledge and critical enquiry with practical experience. With VU's firmly held reputation for producing graduates who are work-ready, I am sure that your studies at VU have given you the skills and confidence to enable you to take the next step in your life.

VU is continuing to strengthen its focus as an international university that is uniquely responsive to the changing nature of work and the workplace. Our vision reinforces our standing as a university that makes a real difference to the lives of people in Melbourne and enables knowledge transfer between here and the rest of the world.

I urge you to think of this time not as an ending but as the beginning of a new and exciting journey. You have already demonstrated that ideas stretch beyond borders, that learning is portable, and that growth in knowledge is valued internationally and across cultural barriers. The completion of your study program will mean the continuing discovery of knowledge, either through further study at VU or in the world around you as you develop your skills within your chosen career.

If you are planning to stay, we will be delighted to welcome you into further study to ensure that you are fully equipped for your future career pathway.

Should you decide to return home, we encourage you to maintain your links with the university by keeping in touch and becoming a member of our international alumni community.

I wish you every success in whatever lies ahead.



Professor Elizabeth Harman
Vice-Chancellor and President



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ABOUT THIS GUIDE

Disclaimer: This guide has been prepared for the benefit of international students. Information in this booklet is current at the date of publication and may be subject to change. Victoria University accepts no responsibility of any error, which may follow from any persons use of the information provided.

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ANY QUESTIONS?

To contact Victoria University International, please refer to the address details on the back page of this guide.



FINISHING YOUR STUDIES

CONGRATULATIONS

Congratulations from everyone at Victoria University International (VUI) on the completion of your study program.

The International Student Support team have prepared this guide to help you with the next phase in your life. You may have decided to return to your home country and pursue your chosen career, or you may be thinking about continuing at VU and enrolling in another course. Perhaps you would like to stay in Australia to live and work, or you may still be undecided as your mind is full of a variety of options.

To complete any degree is a fantastic achievement, but to do so in a foreign country away from your

family and friends is a huge achievement and something you should be extremely proud of.

Finishing your degree also signifies the end of one chapter of your life and the beginning of the next. At VU we have been privileged to provide you with the knowledge, experiences and wisdom that you will use to take up the new and exciting challenges that await.

Please keep in contact with us, as the staff at VUI will be eager and proud to hear of your future achievements. You can always keep us updated by sending an email to **iss@vu.edu.au**

Congratulations and good luck and may you always stay connected to VU!



APPLYING FOR AN AWARD

If you have completed (or nearly completed) all the requirements of your course, you must apply to receive your certificate or testamur either at a graduation or 'in absentia' (in absence). You can apply online via the myVU Portal:

1. Log in to the myVU Portal at www.vu.edu.au/graduating
2. Select the Graduation tab.
3. Follow the instructions and submit your application.
4. Retain the email confirmation for your records.

You can also apply by completing an Application for an Award form and lodging it at any Student Service Centre (see page 39).

For more information about graduating, including application dates and graduation costs, or to download an Application for an Award form, go to:

Web: www.vu.edu.au/graduations

Phone: +61 3 9919 2846

Email: graduate@vu.edu.au



GRADUATING

Graduation ceremonies are held in Melbourne in May and October, and offshore in Malaysia and Hong Kong in March of each year, and China in June. If you apply for an award and your faculty/school advises that you are eligible, you will be sent an Official Letter of Completion, a Graduation Attendance Form, and other information about graduating approximately six weeks before the scheduled ceremony. If you do not wish to attend the graduation ceremony and choose to have the award conferred 'in absentia', the award will be sent to you after the graduation ceremony. If you do not return the Graduation Attendance Form, the award will be held at VU until you contact us.

If you do not graduate at the Melbourne graduation ceremonies, you can register to participate in an offshore ceremony. Please note that if you graduate at the Melbourne ceremony, you cannot participate in another ceremony for the same award.

GRADUATION CEREMONY – ACADEMIC DRESS

Wearing academic dress at graduation is one of the traditions attached to universities. VU's academic dress is based on the Oxford style and consists of a gown, a cap or bonnet, and a coloured hood or stole that represents the discipline of the award. The graduation attendance fee includes academic dress hire and must be paid prior to attending the ceremony. Your relevant academic dress will be provided at the graduation venue before the ceremony.

It is recommended that you wear light clothing as the academic gowns are heavy and can become quite warm. It is also a good idea to wear appropriate footwear to the ceremony as you will need to go up and down stairs to the stage.

For more information, go to:
www.vu.edu.au/graduations

HIRE OF ACADEMIC DRESS – MELBOURNE

Students who are eligible to graduate and will not be in Australia at the time of the graduation ceremony can hire academic dress for photos.

For more details, please email
graduate@vu.edu.au



ACADEMIC TRANSCRIPTS

Graduating VU students can obtain one free Academic Transcript up to four weeks after their graduation date. All other students can obtain one free Academic Transcript up to four weeks after the official release date of the relevant semester results.

For more information please go to:

www.vu.edu.au/Current_Students/Student_Administration/Examinations/Academic_Transcripts/index.aspx

To obtain your free Academic Transcript, you can present your Student ID Card at any Student Service Centre, or send a request with your name, address, date of birth and student ID number by email to examinations@vu.edu.au

At any other time you must complete an Academic Transcript Request Form, which is available at any Student Service Centre, and you will be required to pay a fee. You can also download the form at:

www.vu.edu.au/current_students/student_administration/commonly_used_forms

CERTIFIED STATEMENT OF RESULTS

Once your results are published, you will be able to print a Certified Statement of Results from myVU. This is an official VU document that can be used to provide evidence of your results. There is no limit on when and how often you can access this information.

A Certified Statement of Results can be obtained through either myVU or the myVU Portal:

1. Log in to myVU: www.myvu.vu.edu.au
2. Select 'Your Exam Results' from the left-hand menu.
3. Print the page.

OR

1. Log in to myVU Portal: myvuportal.vu.edu.au
2. Select the Student tab.
3. In the Results Statement channel, click on the Results link.
4. Select 'Download in PDF Format' at the bottom of the page.
5. Print the page.

Please note that some institutions may not accept a Certified Statement and you may be required to present an Academic Transcript.

In some situations you may require an Official Letter of Completion. For information on obtaining a Letter of Completion, go to:

www.vu.edu.au/current_students/student_administration/graduation/general_information

EXCHANGE AND STUDY ABROAD STUDENTS

If you are an Exchange or Study Abroad student, your Academic Transcript will be forwarded to your home institution when semester results are released.



CELEBRATE YOUR SUCCESS

VUI's International Student Support (ISS) team will host a lunch to congratulate you on the completion of your award. This will give you the chance to celebrate your achievements with your family, friends and those who have had a positive influence on your learning experience at VU.

If you would like us to invite staff members who have helped you on your journey to graduation, please send their name to us and we will be happy to invite them on your behalf.

Please also invite any family members and friends who may also like to join you at lunch.

We look forward to seeing you at 'Your Next Steps' to celebrate your success together with your family and friends.

For updated program and registration details visit the following website:
www.vu.edu.au/International/Life_At_VU/Finishing_Your_Studies/



YOUR NEXT STEPS PROGRAM

The 'Your Next Steps' program is designed to provide and assist you with all the information you need to make clear choices and to help you make a smooth transition either back to your home country or onto the pathway of a new exciting adventure.

It is a great opportunity for you to celebrate if you are unable to stay for your official graduation ceremony, and has always been a fun and popular event with our students.

'Your Next Steps' is run by ISS from the Footscray Park campus. It is free for all students who are completing their studies and includes a congratulatory lunch as well as advice on how to apply to graduate and joining VU's alumni community. Program information is as follows:

PROGRAM 1:

GOING HOME

This session will address some of the issues you may face before your departure:

- packing and despatching your belongings
- deciding what to do with the things you don't want to keep
- resolving accommodation and financial matters
- organising your travel plans.

It will also focus on the challenges you may encounter when returning home:

- dealing with the stress involved in the transition of going back home
- readjusting to life in your home country and dealing with 'reverse transition shock'
- determining how best to utilise your new skills

PROGRAM 2:

YOUR OPTIONS FOR GENERAL SKILLED MIGRATION (PERMANENT RESIDENCY)

A representative from the Department of Immigration and Citizenship (DIAC) will address issues on General Skilled Migration (GSM). At the end of the session, VU's English language specialists will introduce the IELTS Preparation Workshop.

IELTS PREPARATION

This session will provide information on how to improve your IELTS results and to better prepare yourself if you plan on taking this test as a component of your GSM.

PROGRAM 3:

TRANSITION FOR ALL VE/TAFE STUDENTS

This session will address the transition issues of starting your higher education program that will focus on:

- tips and advice from faculty staff
- methods and ways that will enable you to make the most effective start to your studies

ANY QUESTIONS?

Do you have any queries about preparing to complete your studies at VU and moving back home? If so, please contact the ISS team on **+61 3 9919 4953**.

YOUR ALUMNI

We strongly encourage you to keep in touch with the university. A great way to do this is to become a member of our alumni community. It is a truly international community, and a valuable means of creating personal and professional networks, which will support your career progress in the years to come. VU has alumni groups in Bangladesh, China, Hong Kong, Malaysia, Singapore, Thailand and Vietnam.

Join the VU alumni community for a great way to expand your networks and update your personal and professional skills.

OTHER BENEFITS INCLUDE:

- the VU alumni e-Newsletter 'Your VU'
- e-journal access to more than 4,500 resources from a wide range of business and academic disciplines for alumni who become financial alumni members
- information about upcoming events

For more information visit the Alumni Relations

Website: www.vu.edu.au/alumni

Or **Email:** alumni@vu.edu.au



TRANSITION SHOCKS

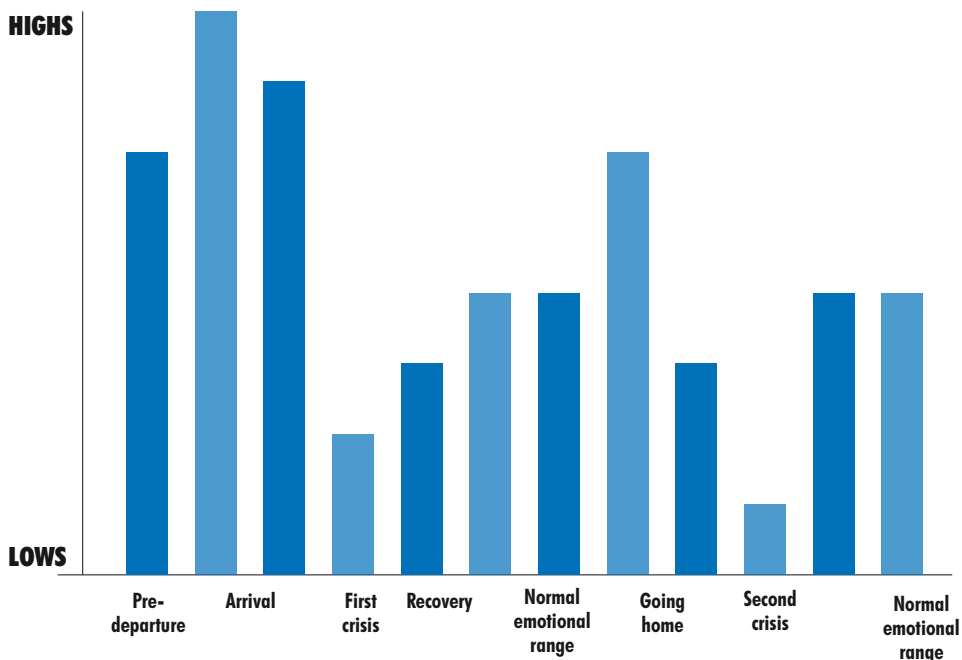
Whether you are going home or staying in Australia to work or continue your education, graduating from VU will initiate a time of great change in your life. Some aspects of this change will be welcome, while others may be very difficult. To prepare for this change we want you to remember your feelings when you were first accepted into VU, began planning to move to Australia, and your arrival. There was a period of great excitement, which may have increased when you first arrived and tasted the

freedom of living in Melbourne, attending classes and enjoying the life of an international student. However, there were also times when being away from home, your friends, family and mother tongue, missing your favourite foods, and a variety of other things made being in Australia very difficult. Some of you may even have contemplated going home early, but you found some way to get through these difficult times to succeed in your studies.

PATTERN OF EMOTIONAL HIGHS AND LOWS

Now that you are graduating from VU this same pattern of emotional highs and lows is probably going to repeat itself, as shown in the accompanying graph.

EMOTIONAL HIGHS AND LOWS





Right now you are almost certainly excited about beginning the next phase of your life, starting a new career or a new phase of your education, whether at home or here in Australia. But just like the emotional low periods you experienced in your first months in Melbourne, you will most likely experience some degree of sorrow in the next few months over the loss of the life you have built as a VU student. These feelings are perfectly normal and are experienced by people from every culture in the world when they go through a major transition such as going home or starting a new phase of life.

TRANSITION SHOCK

Sometimes this process of going through emotional highs and lows is called 'culture shock' or 'transition shock'. The word 'shock' is used because the symptoms people feel often resemble sickness. Some examples are:

- tiredness
- insomnia
- anxiety
- sadness
- frustration or anger
- overeating or loss of appetite
- drinking or smoking too much
- depression.

Do not be discouraged if and when you experience transition shock. It is perfectly normal for anyone experiencing great change and can be dealt with in ways that are already familiar to you. Think back to the other times when you have experienced significant transition, such as when you first arrived in Australia, and use some of the strategies that were successful at that time.

RECOVERY

When people are in the midst of transition shock it is usually very difficult for them to think of strategies to get out of it. Therefore, you need to plan in advance for transition shock and its accompanying symptoms. This will make it much easier to begin the process of healing and moving forward into your new life.

Some popular strategies for dealing with transition shock are:

- exercise
- exploring a new neighbourhood
- listening to or playing music
- cooking
- keeping a journal
- meditation
- playing video games
- joining a club or sports team
- reading.



Perhaps none of these strategies will be useful to you, but having a plan about what activities will help you when you experience transition shock will allow you to get through it much more quickly. Just make sure that you don't let the remedy for transition shock become the centre of your life, preventing you from adapting to your new situation.

GOOD LUCK!

The reason people experience transition shock when they move into a new situation is that they have been successful in their previous situation. We at VU know that you will do well in whatever you do next. You have worked hard, adapted to life in Australia, and are ready to move forward into the next phase of your life and career. We want to wish you the best of luck in these endeavours and encourage you to stay in touch with us through the VU Alumni Relations.



**RETURNING
HOME**

PREPARING TO LEAVE

The move back to your home country can be just as complex and daunting as when you commenced your journey to VU. You will be faced with a wide variety of arrangements to organise and readjustment issues to face, just like when you first arrived in Australia.

Leaving VU and going home will be an exciting but difficult time for most of you. On the one hand, you have the excitement of seeing your home, friends and family for the first time in many months or years. You will be able to use your mother tongue more regularly and have access to all your favourite foods and places. On the other hand, you will be leaving behind the friends you made at VU. Some of you will lose much of the independence you had as a university student in Australia in order to take up the role of son or daughter, wife or husband, mother or father. You will also lose your special place in Australia as someone international and unique, only to go home and be like everybody else, at least on the surface.

TWO TRANSITIONS AT ONCE

While this transition from Australia to home will be difficult, there are some things you can do to make it easier. The first thing is to remember that there are actually two separate events taking place at this time: departure from Australia and arrival at home. Both of these events require planning and preparation in order to minimise the effects of transition shock and any feelings of loss and alienation.

SAYING GOODBYE

Leaving VU and Australia means having to say a proper goodbye to all the people you have become close to during your time here. Make sure you find out how these people want to organise their farewell to you: a large party, a small gathering, one-on-one, by exchanging gifts, or with as little fanfare as possible to reduce the difficulty of saying goodbye. You may wish to say goodbye in very

different ways to your friends, so together you should work out a situation that satisfies you all. Saying a proper farewell can be a very lengthy process and may actually fill up much of your final month in Australia. Make sure you plan ahead so that nobody gets forgotten or feels neglected in the rush just before your departure.

REFLECT

Between saying goodbye in Australia and arriving at home you will only have a short time to yourself to think about your Australian experiences before getting caught up in the excitement of being at home. Even the longest plane trips from Australia only give you about 36 hours to contemplate the previous months or years. The moment you step off the plane your new life at home will begin, and it will be quite difficult to find the time to ponder all that you left behind. So take time now to reflect on your experiences and how you want to integrate them into your new life at home.

ARRIVING HOME: RE-ENTRY SHOCK

The next phase of re-entry is actually arriving at home. This is a seemingly simple process that begins the moment you step off the plane and continues for weeks, months, and in some cases years, until you have fully integrated your new personality and goals with your old friends and family. You may think that being with your friends and family, speaking your first language, eating your favourite foods, and living in a familiar environment will not be difficult or cause you any sadness. However, be warned! You are not the same person who left your home country all those months or years ago – your new friends, freedoms and experiences in Australia have all left indelible marks on your identity and personality. The new you has not lived or worked in your home country or interacted with your friends and family at home for some time. Just like it took a period of weeks,

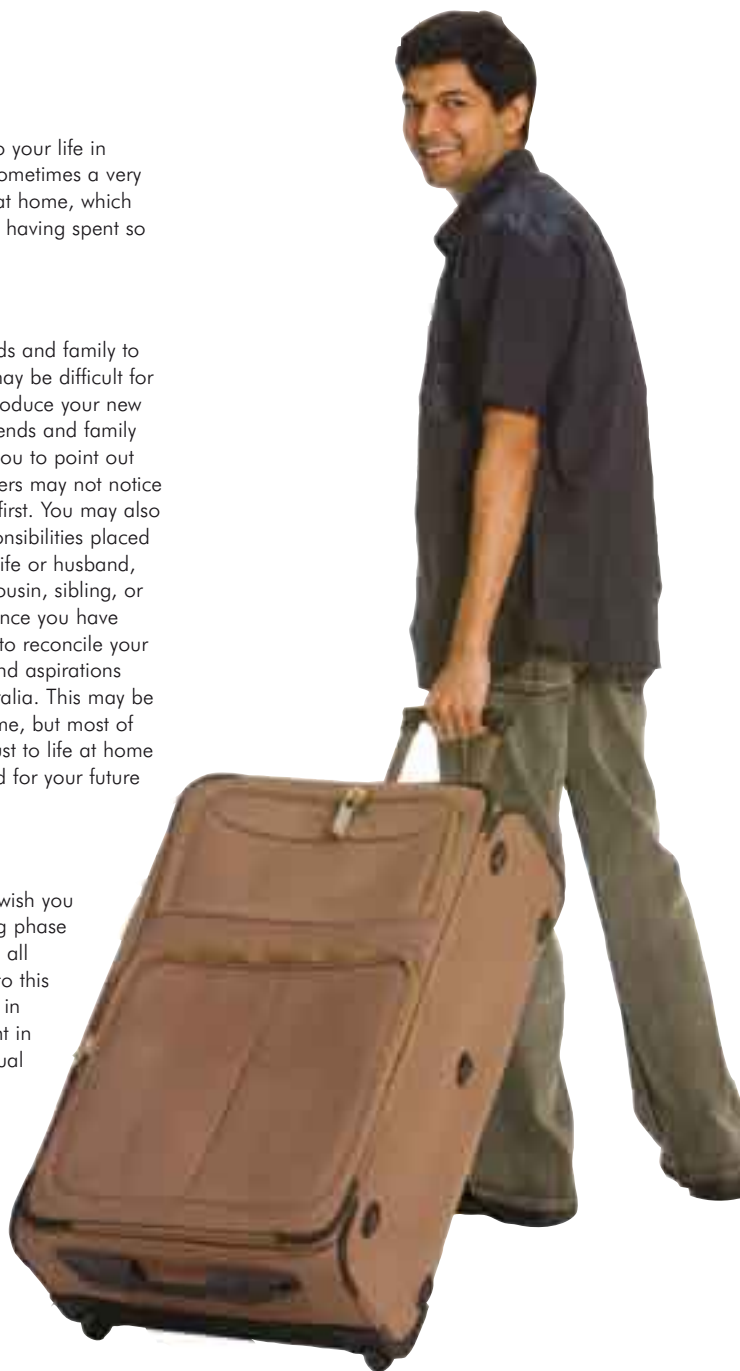
months or even longer to adjust to your life in Australia, it will also take time – sometimes a very long time – to adjust to life back at home, which may not feel like home at all after having spent so much time away.

THE NEW YOU

It will also take time for your friends and family to get to know the new you, which may be difficult for them at first. Be patient. Try to introduce your new identity and personality to your friends and family slowly. Remember that it is up to you to point out how you have changed, since others may not notice or take your changes seriously at first. You may also find it difficult to take up the responsibilities placed upon you as a son or daughter, wife or husband, father or mother, aunt or uncle, cousin, sibling, or other position after the independence you have experienced here in Australia. Try to reconcile your position at home with the goals and aspirations you had for yourself while in Australia. This may be difficult or even impossible for some, but most of you will eventually be able to adjust to life at home and to pursue the dreams you had for your future while studying in Australia.

GOOD LUCK!

Finally, everybody at VU wants to wish you the best of luck in this next exciting phase of your life. We greatly appreciate all the contributions you have made to this institution, from your participation in campus events to your involvement in both formal and informal intellectual discussions. We hope that you will maintain your links with us when you return home by participating in the VU Alumni Relations and recommending VU to others.



RETURNING HOME CHECKLIST

You will be faced with many, many tasks before you can happily board your flight to return home. Listed below are some suggestions to help you plan and organise your time, which may remind you of some tasks you have forgotten.

TIMELINE OF TASKS

SIX WEEKS BEFORE DEPARTURE

- Start making arrangements to book your flight. If you plan on visiting any other countries on your way home, make sure you have the correct visa for that country if required.
- Start sorting through your belongings and decide what you want to take home, sell, give away, or donate to charity.
- If you have any children, notify the school or childcare centre of when you will be leaving.

FOUR WEEKS BEFORE DEPARTURE

- Give 28 days' notice to your landlord or housemates.

TWO WEEKS BEFORE DEPARTURE

- Request final bills from the gas, electricity, telephone and water companies.

ONE WEEK BEFORE DEPARTURE

- Arrange to redirect your mail – this can be done at any Australia Post outlet.
- Ensure that your housemates have your correct home address and contact details.

AT TIME OF DEPARTURE

- Clean your property and complete the Condition Report.
- Arrange for the premises to be inspected before returning the keys and requesting the return of your bond.
- Ensure that you and your landlord have signed a Bond Claim Form and that the landlord has mailed it to the Bond Authority, or you have signed a Bond Transfer Form and mailed it to the Bond Authority.
- Pay any final utility bills.



GENERAL

- Participate in the Your Next Steps program.
- Check regulations for sending and taking goods back to your home country.
- Have any vaccinations recommended by your doctor.
- Check with the doctor to ensure that any medications you are currently using are available in your home country.
- Return any borrowed items, e.g., books, DVDs, furniture or household items.

VISAS, APPLICATIONS AND FORMS

- Apply to graduate.
- Apply for your degree and Academic Transcript to be sent to you.
- Ensure that your visa is valid for any extended stay in Australia.
- Complete and hand in the relevant Tax Return forms and Superannuation entitlements.

CONTACT DETAILS

- Ensure that the university has your correct name and home address.
- Register your contact details with VU Alumni Relations alumni@vu.edu.au

FINANCIAL MATTERS

- Finalise all accounts, including those to the university. Ensure that all library fines, student loans and accommodation fees are paid. Any debts to the university will prevent you from receiving your results or obtaining your degree.

- Pay for Academic Transcripts at the Student Service Centre if you do not take advantage of the free period.
- Submit any OSHC claims that are still outstanding.
- Identify the various companies that can freight things home for you and the costs of these services.
- Arrange for the refund of any accommodation bond owing to you.
- Close any bank accounts once all refunds are received or organise alternative banking arrangements to keep your account(s) open.
- Check that the bank has your permanent mailing address.

TRAVEL ARRANGEMENTS

- Advise your family and friends of your arrival details.
- Make arrangements for transport to the airport on the day of your departure.



GOODBYES

- Make time to visit and say farewell to your friends and university staff.
- Visit some of your favourite places one more time.
- Buy some souvenirs for family and friends.

USEFUL WEBSITES

Moving hints and tips:

www.movingservices.com.au/plan_your_move

Utility accounts:

www.movingservices.com.au/Organise_utility_accounts/Dis_Con_utilities

Mail:

www.movingservices.com.au/manage_your_mail/

DECIDING WHAT TO TAKE WITH YOU

This task may be very stressful. After being in Melbourne for quite some time, it will now feel like home and you will have acquired many new things. It is only when you sit down and start to decide what you would like to take home, or what you should or could take home, that you will realise just how many belongings you have.

A good idea is to sort them into groups so that you can decide what you must take home, can take home, and definitely cannot take home.

You will start packing and realise that your life is about to change, and thinking about these changes may feel a little strange. If this is the case, don't forget that there are people who can assist you. The Your Next Steps program offered by ISS will help you realise that these emotions are a normal reaction to these changes.

Once you have sorted through your belongings and identified what you no longer need, you can start organising what you would like to do with them. Remember that you have the option of selling or donating these items. Some of the suggestions below will assist you with this task:

- Put the items you want to sell on the noticeboards available to you on campus, or at the Student Village (if this is your place of residence).
- The Age Classifieds: www.theage.com.au or call 13 22 43.
- Trading Post, a newspaper dedicated to the buying and selling of goods: www.tradingpost.com.au or call 13 22 37.
- Melbourne Exchange, a site offering free local advertising: www.melbourneexchange.com.au
- You can sell items through second-hand bookshops or furniture dealers. Search the Yellow Pages at www.yellowpages.com.au
- Second-hand textbooks can be sold at the following bookshops: City Flinders, Footscray Park, Footscray Nicholson and St. Albans. For contact details visit <http://bookshop.vu.edu.au>
- You can also donate any items to a chosen charity.



MOVING OUT OF YOUR ACCOMMODATION

LEAVING AUSTRALIA

Moving house can be a very stressful and busy time. If you follow our guidelines, the process will be a little easier. Do not move house or leave the country without fulfilling your responsibilities, which includes paying your share of any outstanding bills, cleaning the house, and removing any items you do not wish to take home. You may need to disconnect the utilities before you leave, and most importantly leave a forwarding address. Ignoring your responsibilities may cause problems for future students, as agents may shy away from renting to them due to problems with former student tenants. You could also have problems if you wish to rent in Australia in the future.

BREAKING A LEASE EARLY

If your lease has not expired and you want to break it early, you may have to pay the rent until the property is re-let. This could also mean paying for advertising fees. The landlord must take all reasonable action to re-let a vacant property and cannot discriminate against potential tenants. Call the landlord on a daily basis to see if they have re-let the property. This re-letting provision does not apply to hostels (unless included in the contract), rooming houses or shared housing situations. A good idea is to advertise on www.vu.edu.au/ss/housing or with another institution as other students may be interested in your property/room and could then take over your lease. This is normally a free service.

ENDING AN EXPIRED LEASE

If you live in shared housing, advise your housemates that you will be leaving and give them a departure date. This will allow the household to decide whether they wish to continue with the lease and advertise for a new housemate. It will also give them the option of ending the lease and giving the required 28 days' written notice to the landlord of their intention to leave.

LANDLORDS

Landlords may apply to the Victorian Civil Administration Tribunal (VCAT) for you to pay

compensation if you break your lease early. If you require assistance with your landlord or any other matter to do with housing, you can contact the VU Housing Service. The Housing Service often speaks with landlords on students' behalf to re-negotiate agreements, especially if students are having financial, family or health concerns. The Housing Service can also engage free solicitors to attend VCAT on your behalf to legally stop the contract without cost if you have good reason to break the lease, including if the rented property is unfit for human use or major repairs have not been undertaken as requested.

CLEANING YOUR PREMISES

Leaving your premises clean and tidy is a must, as it could have an impact upon whether you get your bond back. Here are some useful tips:

- Carpets must be professionally cleaned and lawns mowed.
- All surfaces (benches, floors and ovens) must be dirt and stain free.



- The oven/grill and bathroom/laundry must be clean.
- Newspapers must be recycled and all rubbish placed out for collection.
- All belongings must be given away, sold, stored or sent overseas. This includes the removal of goods that have been left behind by previous tenants.

In shared households, cleaning bedrooms is the responsibility of the person who has occupied that room. The cleaning of communal areas (kitchen, lounge, bathroom, laundry and garden) should be shared equally between all housemates.

BOND

Getting your bond back can sometimes be a difficult task, so plan for a two or three week bond delay if you are renting your own apartment, flat or unit. Plan alternative accommodation arrangements for a few weeks before leaving so that there is time for the money to be deposited in your bank account before you return home.

RETURN OF BOND IN SHARED HOUSING

If you paid a bond or security deposit in shared housing that was lodged with the Residential Tenancies Bond Authority (RTBA) then you need to complete a Tenant Transfer. You will need to

complete this form so that you are removed from the lease. The new tenant is then included on the lease, has their share of the bond recorded in their name, and pays you the bond money you are owed. You need to have your name removed from the lease if you are not living there, or you could be held legally and financially responsible for any break in the lease or damage to the property. It is important, especially if you are leaving Australia, that you give 28 days' written notice, at least to your housemates, or they may not be able to find a new housemate and return your bond money while you are still in the country.

RETURN OF BOND IF LIVING ON YOUR OWN

In order to get your bond back you must complete a bond claim form before your final inspection. Do not complete this form in pencil or leave any blanks in case information is changed at a later date. Contact VU Housing Service for help if required. If your bond was lodged with the RTBA it can take up to 14 working days to be deposited into your bank account. If you are leaving the country earlier than this you could try taking your airline ticket in person to the RTBA at Level 2, 452 Flinders Street, Melbourne and ask for the money owed to be lodged into your account earlier. The RTBA provides no counter cheques and the bond claim form must be signed by the landlord before it is lodged.



FINAL INSPECTION

All written notices to leave the property must include a request for a mutual inspection time so that you can have your bond claim form signed by the landlord. All keys and borrowed items are to be returned at this final inspection. The property, even if shared, is to be left in the same or better condition as when you first moved into the property. No belongings are to be left and any damages/stains must be repaired.

CANCELLING UTILITIES, RENTAL AGREEMENTS AND PAY TV

Check your last bill for each account for their contact details as you will need to advise these companies that you are leaving and have to cancel their services. Only cancel the bills that are in your name or you could disconnect a relevant service by mistake. If you are in shared housing, you can have your name removed from the account and the account transferred to another tenant if that person contacts the relevant company with you. If it is a joint account, you and your co-tenant need to arrange to have your name removed from the account and a 'Bill to Date' sent. This will save old and new housemates from connection and re-connection fees.

It is important to disconnect accounts if you are living alone. If you do not do this then a new tenant could move in and run up bills in your name. A new tenant is not allowed to re-connect a service in their name without your consent, and this may need to be done in person. If you or someone else accumulates bills in your name and you are planning on staying in Australia, this will affect your credit rating and it could cause difficulties if you want to stay and/or start up a business in the future.

STORAGE

Public storage is available to rent at a cost to you. It is a great idea if you have any household items that you may need to keep or ship home at a later date. As the cost of storage varies greatly, it is a good idea to contact the ones most conveniently located to you in order to get different quotes. You can do this by checking the Yellow Pages at www.yellowpages.com.au and searching under Public Storage.

- Work out roughly what you want to store.
- Have an idea about storage size.
- Ask about security deposits, locks and insurance.
- Check their operating hours as you may require access at odd times.
- Enquire about hiring their removalists.
- Compare prices with other removalists.
- Check truck size and insurance (is insurance included?).
- How payment works, e.g., how many kilometres, how much time?

You will need storage boxes, which are often free from supermarkets or grocery stores – ask at their enquiry desk.

You can also check with friends to see if they have any spare space that you could use to store your goods for a short time.

VU HOUSING SERVICE

Contact VU Housing Service on **+61 3 9919 8886** or email **housing@vu.edu.au** for free and confidential advice. A Tenants Union Solicitor or the VU Housing Service can represent you at VCAT even if you are interstate or overseas at the time of your hearing.

FREIGHT INFORMATION

We suggest you start thinking about what you will be taking home at least 6 weeks before your departure. This will allow you to make the necessary arrangements to freight your belongings home with time to spare.

If you leave this task to the last minute, it could cause problems and make life more difficult for you. In order to prevent this you should take the time to plan ahead.

There are many companies that offer this service and you should contact more than one for a quote as costs may vary. You can do this by checking the Yellow Pages at www.yellowpages.com.au and searching under Freight.

You may like to contact any of the companies listed below for further information and advice.

JETTA EXPRESS

107 Derby Street, Tullamarine 3043

Phone: +61 3 9335 2588

Fax: +61 3 9338 9626

Email: baggage@jetta.com.au

Web: www.jetta.com.au



XS BAGS & BOXES

Phone: +61 3 9440 7887

Mobile: 0432 447 750

Web: www.xsbagsandboxes.com.au



PACK AND SEND

Phone: 1300 668 000

Web: www.packsend.com.au



TAX RETURN

If you have been earning an income in Australia and have been paying tax, the Australian Taxation Office (ATO) will accept the early lodgement of returns of your part year tax-free threshold for individuals prior to the end of the financial year, which is 30 June (follow the same instructions if you are a non-resident of Australia and you are leaving Australia permanently).

You will need the following to lodge a return:

- Your Tax File Number (TFN).
- A copy of TaxPack.

Collect a payment summary from each of your employees, plus details of other income you have earned while in Australia. If you can't get this you need to fill in a declaration (NAT 4135), which you can download online from: www.ato.gov.au/content/downloads/NAT4135-06.pdf

- Include any receipts for items purchased as part of your job for which you intend to claim a tax deduction.
- Complete your tax return form.
- The form Taxpayer Leaving Australia – Request for Early Assessment (NAT 3407).

You can get this form from the following website: www.ato.gov.au/content/downloads/NAT3407-04.pdf

- Complete your tax return, attach the completed Taxpayer Leaving Australia – Request for Early Assessment to the front of your return, and post both forms to GPO Box 9990 in your capital city.

Note: Your assessment should be processed in approximately 6 weeks and will be sent to the return postal address. If you are suffering from financial hardship, you may qualify for priority processing. If you are still in Australia phone the ATO on 13 28 61 for further information on this service.

TAX HELP PROGRAM

The Tax Help program is a free and confidential service offered by the ATO to assist low-income earners with completing a tax return. A network of community volunteers are trained and supported by the ATO to assist in this program, which runs from 1 July to 31 October each year.

For further information about the Tax Help program, please contact the ATO on

13 28 61 or visit www.ato.gov.au/individuals/content.asp?doc=/content/9172.htm.



SUPERANNUATION

Temporary residents of Australia who meet the eligibility criteria can now apply for release of their benefit once they have permanently departed Australia, rather than leaving it in an Australian fund until their preservation age.

The payment is known as Departing Australia Superannuation Payment, commonly referred to as DASP. A flat 30% government tax will be withheld from the benefit when it is paid.

The legislation only applies to people who hold and have held a temporary visa like a Student Visa. Australian and New Zealand citizens and permanent residents who have the option of returning to Australia to retire will not be able to access their benefits until they reach their preservation age.

A list of eligible visa subclasses and application procedures is available at the Australian Taxation Office website at www.ato.gov.au/super. Click on Super Topics then Temporary Residents Departing Australia.

If you are still in Australia and seek further information, call them on 13 10 20 or email DASPmail@ato.gov.au

TOURIST REFUND SCHEME

The Tourist Refund Scheme (TRS) enables you to claim a refund of the Goods and Services Tax (GST) that you paid on goods you bought in Australia. The scheme is limited and is only relevant to amounts of \$300 or over purchased from a single store (you must get a single tax invoice) within 30 days of departure.

You can wear or carry the goods and present them along with your original tax invoice, passport and international boarding pass to a Customs Officer at a TRS facility. Claims at airports are available up to 30 minutes prior to the scheduled departure of your flight.

For more information about TRS visit:
www.customs.gov.au/site/page.cfm?u=4646



CAREER ADVICE FOR RETURNING HOME

After completing your studies in Australia, many of you will return home to look for a job. It is important to remember that looking for a job can be a full-time job in itself, and that dedication, persistence and preparation are keys to your success. Overseas education is highly regarded by employers, but it is not the sole factor that enables you to secure a position. You will need to take the time in presenting yourself as a competitive applicant.

Here are some strategies to help you get started:

1. Register for job updates on the VU Careers website: www.vu.edu.au/careers
 2. Obtain references from your Australian employers, club officials and academic staff.
 3. Join VU Alumni: www.vu.edu.au/alumni
 4. Start researching overseas jobs and posting your resume on appropriate websites. Look at what employers are asking for so that you can focus your application appropriately. Use job advertisements to build your knowledge about expected salaries, location of work, and any hiring peaks and troughs.
 5. Some useful websites:
Career Innovation
www.careerinnovation.com
Career Journal Asia
<http://online.wsj.com/public/us>
Hobsons GradCareers
www.gradcareers.com.au/
Contact Singapore
www.contactsingapore.org.sg/home/careerbuilder.com
www.careerbuilder.com/
Job Dragon
www.jobdragon.com
JobStreet
www.jobstreet.com
Recruit Asia
www.recruitasia.com
Goinglobal
www.goinglobal.com
- Transitions Abroad
www.transitionsabroad.com/
Graduate Careers Australia
www.graduatecareers.com.au/content/view/full/179
- If there is an organisation that you are interested in working for, check their website. Many companies advertise positions in this way.
6. Collect country-specific literature. The Student Career Development office may have items of interest for you to browse through.
 7. Start networking now – gather names of past alumni and International Student Association (ISA) members, and make a list of any other useful contacts you have made during your time at VU.
 8. Investigate and join local and overseas professional associations.
 9. Get your career documents in order:
 - Develop your master resume and cover letter (and be prepared to tailor it for every job application).
 - Use the samples and templates on our website to help you get started.
 - Be aware of cultural differences.
 - Highlight Australian experience – work, study, development of language skills, cultural knowledge.
 - Highlight your involvement in VU activities, e.g., ISA – leadership, teamwork, organisational ability.
 - Leave a copy of your resume with Australian referees.
 - Have your resume reviewed by emailing it to careers@vu.edu.au
 10. Develop your interview skills:
 - Research the organisation and know the industry.
 - Be able to demonstrate your skills and differentiate yourself from others.
 - Be aware of cultural differences.
 - Decide on appropriate dress and appearance.
 - Be interested and enthusiastic.
 - Practice!

CAREER PORTFOLIO – myEportfolio

VU's Student Career Development Centre hosts myEportfolio, an online facility where you can store evidence of your skills, educational accomplishments and work experience throughout your study at VU, and even after you leave us.

Your myEportfolio allows you to store resumes, scanned documents such as certificates and references, documents prepared in MS Office programs, photos, video clips, audio files and webpages. It is a way of keeping information about yourself and your career progress in one spot, and gives you the chance to market yourself and your skills in an innovative way.

You can collate and share selected sections of your portfolio with prospective employers or individuals anywhere in the world. Your portfolio cannot be accessed by others without your permission.

For more information, go to <http://myeportfolio.vu.edu.au> or phone VU Careers on +61 3 9919 4944.



STAYING IN AUSTRALIA

PREPARING TO STAY



MIXED FEELINGS

Leaving VU and going out into the Australian workforce or into another educational program in this country will be an exhilarating but also difficult time for most of you. On the one hand, you have the excitement of starting something new, meeting new people and advancing your career goals. On the other hand, you will be leaving behind the friends you made at VU. You may find yourself in a new program or workplace where you are the only international person or the only person from your country. It may be difficult to find people with whom you can speak your first language, or people who understand how difficult it is to live outside your own country.

TWO SEPARATE TRANSITIONS

While this transition from VU to your new situation will be difficult, there are some things you can do to make it easier. The first thing is to remember that

there are actually two separate events taking place at this time: departure from VU and starting in your new situation. Both of these events require planning and preparation in order to minimise the effects of transition shock and feelings of loss and alienation.

DEPARTURE

Leaving VU means that your relationships with most of the people you have become close to during your time here will change. Some of your friends may be going home to countries on the other side of the world, which means you must say a proper goodbye. Make sure you leave enough time to make this experience meaningful so that when you next see these friends, even if it is many years in the future, the relationship is able to survive the separation of time and space.

Other friends will be staying in Australia to study or work, just like you. However, this shared situation doesn't necessarily mean that your relationships can

stay the same; you should be prepared for changes with them as well. For example, people who are starting another educational program will be absorbed by a new group of students, new subjects and unfamiliar lecturers. People starting a new career will have new colleagues to get to know, new activities to keep them busy, and a brand new life to which they must adjust. As a result, you may see these friends less frequently, but this does not mean that you care about them less, only that your lives have changed, therefore your relationships must change as well.

PLAN AHEAD

Starting the next phase of your life here, while easier for most people than going home to start afresh, can also be very difficult unless you undertake proper planning. During your months and years of study at VU you have learned and adapted to Australian university culture. You could always turn to the helpful staff at VUI to assist you with anything you needed, from housing and educational issues to finding a good restaurant. You also had access to a large community of other international students with whom you could spend your time, talk about your difficulties, and even share resources.

AUSTRALIAN WORKPLACE CULTURE

Once you leave VU you will find yourself in a very different culture – Australian professional workplace culture – which may differ significantly from the places you have been allowed to work as a student.

In order to succeed in Australia, it is not enough that you are the most qualified person for your position – you also have to understand your workplace's culture and adapt to it fairly quickly.

We would like to recommend the useful book *G'Day Boss!*

Australian Culture and the Workplace, available in most Australian bookstores and from www.tribuslingua.com.au. It provides helpful hints from Australia's large migrant workforce, and also experts in the area of cultural transitions. The book is no substitute for your own observations in your workplace, but it will give you a place to begin your exploration of workplace culture in this country.

It is unlikely that your workplace will have an equivalent office to VUI's and you will have to spend your own time searching for the information you need for immigration purposes, making social and professional connections, and career advancement. You may also be the only international person in your workplace, or the only person from your country in your company or organisation. None of these things will prevent you from having a wonderful new life here in Australia, but they will make the transition from VU to the workplace challenging if you are not aware of the issues that may arise and have not prepared yourself to deal with them.

GOOD LUCK!

Finally, everybody at VU wishes you good luck! We appreciate all the contributions you have made to this institution, from your participation in campus events to your involvement in both formal and informal intellectual discussions. In the upcoming months and years you may be living around the corner from your old VU campus, or as far away as Perth or Darwin. Either way, we hope that you will maintain your links with us by participating in the VU Alumni Relations and recommending VU to others.



VISA OPTIONS

Have you enjoyed studying and living in Australia so much that you are thinking about staying? Maybe you would like to do another course, attend your graduation, do some sightseeing, or stay to work. If you have decided that this is what you would like to do, the most important task is arranging your visa. You may be looking at a visitor visa, General Skilled Migration (GSM), or extending your student visa. Your student visa will have an expiry date, so you must make sure that you have arranged for a new visa before your current one expires.

The following information will help you make your task a little easier.

VISITOR VISA

Students are normally required to leave Australia before the expiry of their student visa once they have completed their course. However, you may be able to apply for an extension to stay in Australia as a visitor for graduation or some sightseeing around Australia if:

- You do not have condition 8503 (no further stay) on your current visa
- The application is lodged before the expiry of your current visa
- You have abided by the conditions of your previous visa, and
- You have the financial means to support yourself during your stay.

There are two classes of visitor visas that you can apply for:

- Short Stay Visitor – this class is for a total stay of three months or less
- Long Stay Visitor – this class is for a total stay of more than three months (only granted under exceptional circumstances).



You need to provide the following to the Department of Immigration and Citizenship (DIAC):

- Your current passport (make sure your passport has not expired).
- Form 601 – Application for Further Stay as a Visitor. The form can be downloaded from the DIAC website:
www.immi.gov.au/allforms/pdf/601.pdf
- Evidence of sufficient funds for living expenses and travel without the need to work while in Australia. Once the visitor's visa is granted, you no longer have permission to work.
- If you are asking to stay in order to attend graduation, confirmation is required from VU (a letter confirming the date of your graduation).
- The application fee.

For current information on tourist visa requirements, please check the DIAC website at www.immi.gov.au or call 13 18 81.

GENERAL SKILLED MIGRATION

If you are planning on applying for GSM there will be many steps you need to follow. This will seem like a daunting task and it will take some careful planning for it to be a smooth process.

Firstly you need to find out if you are eligible. You can do this by visiting the DIAC website at www.immi.gov.au/skilled/general-skilled-migration/

If you are eligible to apply and you require a Statement of Completion to support your application to DIAC, you must submit an Application for Award form to VU clearly indicating

this requirement, lodge this application online via myVU, and indicate in the comment field that you require a PR Statement.

Once you are assessed as eligible to graduate, you will receive an Official Letter of Completion from the Graduation and Offshore Student Administration unit and a Statement of Completion from VUI that you must attach to your application. This statement includes additional information that DIAC requires to assess your application.

IMPORTANT

As both letters will be sent to you via postal mail, it is important to ensure that your address details on the student system are up-to-date. If you need to change your address or any of your personal details, please do so via your myVU account.

Our best advice to apply for the skilled migration visa is for you to contact DIAC on 1300 364 613 or check their website at www.immi.gov.au. You can also seek assistance from a registered migration agent. To make sure that they are a registered migration agent with the Migration Agents Registration Authority (MARA), visit www.themara.com.au/Online/default.asp

STUDENT VISA

If you do decide to continue with your studies you will need to extend your student visa.

DIAC has produced a great guide to provide assistance with your visa application process. This step-by-step guide can be found at www.immi.gov.au/e_visa/students.htm (use Internet Explorer). This is where you will lodge your online application. A student document checklist is available at www.immi.gov.au/students/checklists/index.htm

Refer to the checklist for your particular course of study and your country assessment level at www.immi.gov.au/study/applying/checklists/index.htm

The following details will give you a head start:

1. You must have a new Confirmation of Enrolment (CoE) for your new course.
2. Show evidence that you have sufficient Overseas Student Health Cover (OSHC). You can either show them your current card or receipt of monies paid to your OSHC provider.
3. Results of your medical and X-ray examinations. Medical examinations and X-ray cost a total of \$230 (as of April 2008) (not covered by OSHC).

Please go to www.immi.gov.au/allforms/application-forms/forms_alpha2.htm and download forms 26 (Medical Examination for an Australian Visa) and 160 (Radiological Report on Chest X-ray for an Australian visa). Do NOT open medical examination results or X-rays or they will be invalid.



For further information about the medical examination and to book an appointment online, go to www.hsagroup.com.au/online_bookings/immigration_bookings.html. Bookings can be made online as long as you have an accepted credit card and a valid email address. Alternatively, you can call them on 9224 8381.

4. Copy of your Academic Transcripts. See page 9 on how to arrange for your Academic Transcripts.

5. Attendance Records. You do not have to provide an Attendance Record for your university study. However, you will need to provide them for any previous courses studied in Australia at a college or an English Language Centre.

6. Evidence of sufficient funds to cover living expenses (e.g., your bank statement).

7. E-lodgement is the quickest and easiest way to lodge your student visa application. However, in order to apply online you will need to be able to use a credit card or B-pay. The 157A application form to apply manually for a visa is located at www.immi.gov.au/allforms/pdf/157a.pdf

8. The application fee for a student visa is \$450 (as of April 2008).

9. You can submit your application either electronically or manually.

To do it electronically as an e-visa visit: www.immi.gov.au/e_visa/students.htm

To do it manually you will need to complete form 157A (as above) and phone 13 18 81 to make an appointment.

DIAC ARE AT TWO LOCATIONS:

**Ground Floor, Casselden Place
2 Lonsdale Street, Melbourne 3000**

**51 Princes Highway
Dandenong 3175**

Ensure you have all of your documentation with you when you attend DIAC, as they normally only allow for two appointments for any visa application. Always take note of the DIAC officer's name and the office they work at.



CONTINUING WITH VU

Perhaps you are thinking of continuing with your studies, which means deciding on a course. Once you have decided on your course you will need to complete the application form and submit it to an international office.

If you are having trouble deciding and would like to discuss your course choice, please speak with an International Adviser located in each faculty for Higher Education, or the Program Manager for TAFE. If you wish to apply for Recognition of Prior Learning (RPL), please submit this form along with your application. The Coordinator/Program Manager of the new course can advise you on whether you will receive RPL.

As you are already a VU student, you are exempt from paying the application fee. For course information we encourage you to call and speak to the appropriate Course Coordinators or faculty staff who can assist you.

During this time you should be starting to collect your documentation for your student visa extension.

IELTS PREPARATION

Do you need to sit for an IELTS (International English Language Testing System) test to provide evidence of language proficiency and gain a Band 7 in English? This may be required for a visa application or a job you may be applying for.

The IELTS Preparation Course is designed to help you understand the IELTS test and assist you with the skills and strategies required to achieve the best possible score.

The course allows students to:

- improve their general levels of English proficiency
- become familiar with the IELTS format
- improve the test-taking strategies that are appropriate to the IELTS test.

It is a 5-week course, designed to run for 6 hours per week.

To find out about entry requirements, assessment and cost, please contact the English Language Institute on +61 3 9919 1175 or email eli@vu.edu.au

You can also visit their website at www.vu.edu.au/International/English_Language_Institute_ELICOS



JOB SEARCHING IN AUSTRALIA

You may have already read the section entitled 'Career Advice for Returning Home'. The information in this section is just as relevant for job searching in Australia.

Searching for a job can feel like a challenging and lengthy process, but it can also be exciting. You can take this time to research and really think about what you want to do. There are many people who will be offered jobs, and many who won't. With some hard work and effort you will eventually find what you are looking for. Make sure you have prepared your documents and yourself to feel confident in the next steps of this process.

There are many ways in which you can search for jobs. The most popular is searching through the internet and newspaper job advertisements. You also have the option of registering with an employment agency.

SOME OF THE MORE POPULAR WEBSITES IN AUSTRALIA ARE:

www.seek.com.au

www.jobsearch.gov.au

www.jobsjobsjobs.com.au

<http://employment.byron.com.au>

www.mycareer.com.au

www.careerone.com.au

Newspaper advertisements are another great source when you are job searching. Some newspapers are well known for their job advertisements on certain days of the week.

The Age is a popular Melbourne newspaper and has a large employment section. Saturday is the main day when you will find a great variety of job advertisements from a wide range of employers.

Employment agencies are also a great resource when looking for a job, paid by employers to find the most suitable personnel to fill available openings. Search for Employment Agencies in the

Yellow Pages at www.yellowpages.com.au or go to www.seek.com.au and search by recruiter. If you intend on registering with an agency, you will need to make an appointment and speak to one of their recruiters.

SOME IMPORTANT TIPS:

- Be proactive with your job search
- Prepare effective resumes and letters
- Develop strong interview skills.

Above all, do your research, prepare your cover letter, resume and any other information that may be required. Be enthusiastic about the job and have a 'can do' attitude. But most of all, enjoy it – this is a very exciting time!



TELEPHONE AND WEB REFERENCES

VU TELEPHONE CONTACTS

FACULTY CONTACTS

The relevant VU faculty should be your first point of contact for any questions you have about your studies.

When calling from overseas dial +61 3 and the listed telephone number

FACULTY OF ARTS, EDUCATION AND HUMAN DEVELOPMENT

| | |
|----------------|-----------|
| Footscray Park | 9919 4409 |
| Melton | 9919 7584 |
| St Albans | 9919 2148 |
| Sunbury | 9919 3244 |

FACULTY OF BUSINESS AND LAW

| | |
|--------------------------------------|-----------|
| City Flinders | 9919 1336 |
| Footscray Park | 9919 4471 |
| Sunbury | 9919 3412 |
| Werribee | 9919 8118 |
| Victoria Graduate School of Business | 9919 1295 |

FACULTY OF HEALTH, ENGINEERING AND SCIENCE

| | |
|----------------|-----------|
| City Flinders | 9919 1200 |
| Footscray Park | 9919 4516 |
| St Albans | 9919 2299 |
| Werribee | 9919 8297 |

FACULTY OF TECHNICAL AND TRADES INNOVATION

| | |
|----------|-----------|
| Sunshine | 9919 7119 |
|----------|-----------|

FACULTY OF WORKFORCE DEVELOPMENT

| | |
|---------------------|-----------|
| Footscray Nicholson | 9919 8555 |
|---------------------|-----------|

VU COLLEGE – ENGLISH LANGUAGE INSTITUTE

| | |
|---------------|-----------|
| City Flinders | 9919 1175 |
|---------------|-----------|

OTHER VU CONTACTS

VICTORIA UNIVERSITY INTERNATIONAL

| | |
|----------------|-----------|
| City Flinders | 9919 1164 |
| Footscray Park | 9919 4953 |

STUDENT RESIDENCES

| | |
|-----------------|-----------|
| Student Village | 9304 6300 |
| Sunbury Hall | 9919 3450 |

OTHER SERVICES

| | |
|---|-----------|
| Alumni Community | 9919 1014 |
| Career Development | 9919 4944 |
| Graduations | 9919 2846 |
| Student Contact Centre (enrolments, fees and student admin.) | 9919 1900 |

STUDENT SERVICE CENTRES

| | |
|---------------------|------------------------------------|
| City Flinders | University Arcade |
| City King | Level 2, 225 King Street |
| City Queen | Contact City Flinders or City King |
| Footscray Nicholson | Level 2, Telford Building |
| Footscray Park | Level 1, Building M |
| Melton | Building 1N |
| St Albans | Building 4N |
| Sunbury | Building 7 |
| Sunshine | Building B |
| Werribee | Building 1B |

USEFUL VU WEBSITES

| | |
|--|--|
| Victoria University | www.vu.edu.au |
| Victoria University International | www.vu.edu.au/international |
| VU Faculties | www.vu.edu.au/faculties |
| Student Administration, Enrolments, Fees | www.vu.edu.au/current_students/student_administration |
| ASKVU | www.vu.edu.au/askvu |
| Commonly Used Forms | www.vu.edu.au/current_students/student_administration/commonly_used_forms |
| Library | http://library.vu.edu.au |
| Student Email | www.vu.edu.au/dejavu |
| IT Services and Helpdesk | http://intranet.vu.edu.au/its/Helpdesk |
| Students Blog | http://wcf.vu.edu.au/studentsblog |
| VU Policies | http://wcf.vu.edu.au/governancepolicy |
| Study Skills | http://tls.vu.edu.au/sls |
| Careers Advice | http://careers.vu.edu.au/content |
| Alumni Community | www.vu.edu.au/alumni |
| Graduations | www.vu.edu.au/graduations |



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