



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**

VICTORIA ABROAD

**PRE-DEPARTURE
INFORMATION
FOR OUTGOING
EXCHANGE STUDENTS**

EXPERIENCE THE WORLD!



CONTENTS

INTRODUCTION	5
SECTION 1: BEFORE YOU GO	
Victoria University Administration	6
Your Study Plan	6
VU Travel Grants	
UMAP and Endeavour Grants	6
Faculty Scholarship Recipients	7
Travel and Immigration	7
Flights	
Passport and Visas	
Getting Around	
Insurance	8
Health & Travel Insurance	
Researching your Destination	
Finances	9
Centrelink Payments	
Work	
Taking Money Abroad	
Housing	10
Health	10
General	
Prescription Medication	
Documents to take with you	11
Before you leave	12
SECTION 2: WHILE YOU ARE AWAY	
When you first arrive	13
Communication	13

Wellbeing and Safety	13
Safety	14
Health	14
Emotional Wellbeing and Homesickness	15
Things you can do to make life easier	15
If you are not OK...	15
Representing Australia and Victoria University	16
Administration Issues	16
<i>What if ... you are sent a bill for fees?</i>	
<i>What if ... you want to change your subjects?</i>	
SECTION 3: ON YOUR RETURN	
Administration	17
Transcripts	
Feedback form	
Settling back	18
Reverse Culture Shock	
Remember what you have gained!	
Passing the Baton	
AXAN – Australian Exchange Alumni Association Incorporated	
And finally ...	18
APPENDICES	
Budget template	19
Victoria Abroad Program Evaluation for Returned Students	21
Release form	23
Contact Details form	25

INTRODUCTION

First of all, congratulations! You are about to embark on an exciting and unique experience. Studying abroad will introduce you to new places, ideas and friends. The experience will leave you more flexible, open, knowledgeable and employable. It will benefit your studies, your resumé, the University – and most of all yourself. The world is increasingly globalised, and after your study abroad you will be well placed to take up the opportunities this provides.

Please read this booklet as part of your preparation process. Preparing for your time abroad will make your exchange experience easier and more comfortable, leaving you to concentrate on having a great time, and on studying! Knowing what to expect should benefit you greatly in dealing with a new culture and being away from home. Furthermore, this booklet contains important information that will enable you to manage your enrolment, deal with any emergencies and much more, so please keep it handy for your entire time abroad, and for your arrival home.

Remember to take lots of photos to show your friends and to record all of your travel experiences. If it's OK with you, we'd like to be able to use some of your photos in our promotional material to encourage other students to participate in the Victoria Abroad program (see Media Release Form on Pages 22-23 of this booklet).

Finally, we encourage you to keep in touch with us. Let us know if there is anything we forgot to warn you about in this guide, tell us about the great time you are having, or let us know if there is a problem and we can help you sort it out. We are keen to keep developing this guide in hand with returned students and their advice/experience.

All the very best for a great time abroad.

The Victoria Abroad team, on behalf of the Victoria University

Email: educationabroad@vu.edu.au
Telephone: +61 3 9919 1319 or +61 3 9919 1471
Fax: +61 3 9919 1466

Postal address: Victoria Abroad
Victoria University International
City Flinders Campus
PO Box 14428
Melbourne, Victoria, 8001
AUSTRALIA

Street address: Victoria Abroad
Victoria University International
City Flinders Campus
Level 3
301 Flinders Lane
Melbourne, Victoria, 3000

SECTION 1: BEFORE YOU GO

VU Administration

Your Study Plan

- You must complete your study plan with your Victoria University (VU) course coordinator/international program coordinator's signature and submit it to the Victoria Abroad office before you depart. This ensures that your studies overseas will be credited to your VU degree.
- You can usually research subjects on the website of your host institution, or the Victoria Abroad office has many universities' subject handbooks in the resource centre. Make an appointment to come and have a look.
- Be aware: If you need to change your subject choices while you are overseas, you must obtain written permission from your VU course coordinator/international program coordinator. An email is fine, but make sure you print it out and retain copies of all documentation. You will need verification of your course coordinator's consent to accredit your study abroad subjects towards your degree.
- Make sure you are correctly enrolled at VU and arrangements have been made for a proxy to re-enrol you if you are unable to attend a scheduled enrolment session in December or June. You can download a higher education proxy form at:
www.vu.edu.au/students/student_administration/commonly_used_forms
Note: If you do not re-enrol, you may lose your place in your course.
- After you have been accepted into the Victoria Abroad exchange program, you must fill out the host institution's application form and forward it to the Victoria Abroad office so we can forward it on to the host university. Your admission to the host university is subject to their approval. If you have not received a copy of this form, please email us at educationabroad@vu.edu.au. For faculty exchanges, please speak to your International Officer at Victoria Abroad.
- Return a signed copy of your student agreement to the Victoria Abroad office before you depart.

VU Travel Grants

The following documents need to be submitted to Victoria Abroad by the deadline provided:

- Victoria Abroad Travel Grant Acceptance form
- Student Travel Grant Recipient Bank Details form
- Victoria Abroad student agreement
- VU Travel Authority form
- Copy of the acceptance letter from your host institution

The travel grant will be deposited into your bank account within about three weeks after submitting your paperwork.

UMAP and Endeavour Grants

The following documents need to be submitted to Victoria Abroad by the deadline provided:

- Endeavour or UMAP Acceptance Form.
- Endeavour or UMAP Recipient Bank Details Form

Faculty Scholarship Recipients (including UMAP and Endeavour grants)

Please check the correct administrative procedure with your faculty.

Note: Centrelink expects you to declare scholarship moneys as income, but the Tax Office does not. This is because scholarship moneys are considered to be ex-gratia payments, not 'earned'.

Travel and Immigration

Flights

- It is worth doing some research to find the cheapest airfare. Book your flight early! Many flights book up well in advance, leaving students with no option but to arrive late.
- What luggage weight does your ticket allow? Keep this in mind as you think about what you need to take.

Passport and Visas

- Make sure your passport is valid for the duration of your time abroad, plus an additional six months.
- To find out the visa application process for your host country, ask your travel agent or contact the consulate of the country/countries you are travelling to. Details are also available at: www.dfat.gov.au/geo
- Get a copy of the terms and conditions of your student visa and read them carefully. They will tell you whether or not you can work, what your attendance must be (usually 80 per cent), and if you can travel out of the country and return again.
- Be aware that a visa does not guarantee you entry into a country; entry is still at the discretion of the immigration official. You should also not assume you can change category of visa easily (e.g. from student to tourist). This is something you should investigate before you apply.
- If you are an international student, you must submit a letter to the Australian Department of Immigration and Citizenship from the Victoria Abroad office confirming your participation in the exchange program 28 days before your departure.

Getting around

- If you intend to drive overseas, contact the RACV to find out about obtaining an International Driving Permit. Information is available at: www.racv.com.au/travel
- Bus/train connections: Make sure you have planned all relevant connections in advance.

- Rail passes: These can save you a lot of money if you plan to travel. They often have to be purchased outside of their respective countries, and it may be easier to buy them before you leave Australia.
- It's a good idea to get an International Student Card from STA Travel for discounts all over the world. Information is available at: www.statravel.com.au/cps
- Check all countries that you intend to visit for safety advice – go to www.dfat.gov.au/geo/fs/

Researching your Destination

- You can do a lot of research online, and you should visit www.dfat.gov.au/geo for specific country information and safety advice.
- You also might like to buy a travel guide to your destination country. *Lonely Planet* and *Rough Guides* are suitable for younger, budget travellers. The *Culture Shock* guides to living abroad are informative and especially helpful if you are going to a non-western country.
- To research your host institution, speak to returned exchange students, have a look at the university's website and check out the materials in VU International's Victoria Abroad office.

Being prepared will assist you in settling in and adapting to your host university and your new way of life, and will make your time abroad more enjoyable.

Insurance

Health & Travel Insurance

- Health and Travel insurance is compulsory. You can arrange your own insurance and provide Victoria Abroad with a copy of the policy or take out the VU insurance which is free and is valid for 180 days, with the option of further months of cover at a set monthly rate. Students that travel for more than 180 days need to purchase additional coverage through the VU Finance Department at a cost of \$75 per month. To be covered you must complete the VU Travel Authority Form, available from the Victoria Abroad Unit.
- Students may seek their own travel insurance provided that it is for the whole trip.
- Many host universities require that you purchase health insurance through the university, or with a specific insurer. You should check the requirements of your host university/country.
- If you are buying a policy of your own, do some thorough research. If you do any adventure sports (such as skiing, horse riding, mountain bike-riding, taekwondo), check to ensure you are covered for these activities.
- You should be covered for the entire period you are away, including the transit period.
- Make sure your insurance policy provides cover for travel cancellations, just in case your exchange is postponed or cancelled for some reason.

- Make sure 24-hour assistance is available under your travel insurance policy.
- Most policies will not cover you for drug or alcohol related incidents, or for travel to countries where DFAT has advised against travel – see www.smartraveller.gov.au

Finances

- Make sure you have enough money before you go by preparing a comprehensive budget – see the budget template on Page 19 of this booklet. Determine whether or not you can get Austudy and will be able to work.
- Have a Plan B in case an emergency arises and you run out of money. Possibilities might include:
 - having an emergency only credit card
 - seeking more money or a loan from your parents or other relative
 - arranging for someone at home to sell something of value, e.g. your car

Make sure you have discussed your emergency plan with all people involved.

- Plan ahead for the filing of your income tax return. Make sure your income payment summaries (group certificates) are sent to a permanent home address.

Centrelink Payments

- If you are currently receiving Austudy, Youth Allowance or Abstudy, you can apply to have these continue while you are overseas. You will firstly need a letter from Victoria Abroad at VU International confirming your participation in the exchange program. Be sure to contact us well before your departure to obtain this letter.
- If you were previously not eligible to receive Centrelink payments, going on exchange can sometimes mean that you are eligible under Centrelink's 'studying far from home' criteria. For more information, visit: www.centrelink.gov.au

Work

- Research the employment situation in your destination country. While combining work and study is common in Australia, in many countries it is not. You may find no work opportunities, legally you may not be able to work, or your academic timetable may leave little time for it. Some universities prohibit you from working without permission (e.g. Ludwigsburg, Germany). Do not rely on financing your exchange through work overseas.

Taking Money Abroad

- It's best to take money overseas in a number of ways, to make sure you are always covered in an emergency. There are a number of options (all of which have related fees and advantages):
 - credit card
 - debit card (for ATM withdrawals)
 - travellers cheques

- setting up a bank account in the host country and having money wired (transferred) over.
- American Express or Western Credit Union money transfer
- cash (small amounts only, in a money belt!)

Traveller's cheques and a small amount of cash are good for when you first arrive.

- Make sure you have the details of who to contact if you lose your credit card or traveller's cheques, and that you keep details of your travellers cheques, bank accounts and credit cards in a separate place.
- You can check current exchange rates online at www.xe.com

Housing

- If your host university has not organised housing for when you first arrive, make a reservation in a youth hostel or backpacker accommodation before you depart. This will give you a chance to search for accommodation options after you arrive.
- The international student advisor at your host university should be able to assist you with your search. Email them about this well before you arrive.

Health

General

- Get dental and general health check-ups before you leave. You should speak to your doctor about what vaccinations you need, sooner rather than later. If you don't have a regular GP, visit VU's Student Services Health Service at Footscray Park Campus or go to the 'Travel Doctor' medical service. For locations, visit: www.traveldoctor.com.au
- If you have any chronic health problems (e.g. asthma, diabetes, heart disease) speak to your doctor or specialist about how to manage your condition abroad. Make sure you take with you any required documentation about your condition. Discuss with your doctor or specialist what you should do in the case of an acute episode.
- Put together a health 'kit' before you go, with things like cold and flu tablets, paracetamol, rehydration salts, a good vitamin supplement and something like 'Imodium' for traveller's diarrhoea. You should speak to your doctor about the specific health risks of the country you're going to, and prepare accordingly. Some useful websites include:
www.who.int/ith
www.cdc.gov/travel
- Stock up on contact lenses and/or get a spare pair of glasses for your time abroad. Carry a copy of your lens prescription with you, so that if you lose your glasses or contact lenses you can replace them easily.

- Depending on the country you are travelling to, it might also be a good idea for female students to bring a stock of preferred sanitary items as these might be difficult to obtain locally.

Prescription Medication

- If you take prescription medication (such as the contraceptive pill), seek advice from your doctor about stocking up before you go. Cost may be a factor: medication may be cheaper here because of our Pharmaceutical Benefit Scheme, especially if you have a Health Care Card.
- If you decide to travel with prescription medication, make sure you take a copy of the prescription, as Customs may query it. Make enquiries also to ensure that you are permitted to take the medication into your destination country.
- See if your doctor can tell you what your medication is sold as abroad (it may have a different brand name) or whether they can write a letter citing the ingredients of the medication so you can get an equivalent medication.
- Your airline will need to be notified before you leave of any drugs you need to take intravenously on your flight (e.g. insulin for diabetics).

Documents to take with you

- Take contact details for the following:
 - Your VU course coordinator/international program coordinator
 - Your host university study abroad office
 - Your bank in Australia (including details of who to contact if you lose your credit card or travellers cheques)
 - Centrelink case officer
 - The Australian Embassy in the country you are going to – see www.dfat.gov.au/missions
- Make sure you keep a copy of your passport details, airline ticket, travellers' cheques, credit card and any other important documents in a separate place in your luggage. You might also want to leave a copy of these details with a trusted relative or friend in Australia.
- Make sure you have a copy of your offer letter, proof of funds and proof of accommodation to ensure a swift passage through immigration once you arrive in your host country.
- Take details of your travel insurance policy and leave a copy with your next-of-kin.
- Take a copy of your transcript of results. You may need this to enrol in subjects that have prerequisites at your host university.
- Take a copy of your proof of enrolment, VU student card or ISIC card in case you need to prove you are a student (for travel concessions).
- Take any documentation relating to your health (see Page 10).

Before you leave

- Register with the Department of Foreign Affairs and Trade before you leave Australia. You can do this online at: www.smarttraveller.gov.au
- Make sure you have told your family and friends how long you'll be overseas.
- If necessary, arrange for the appointment of a proxy to attend an enrolment session on your behalf (see Your Study Plan on Page 6).

SECTION 2: WHILE YOU ARE AWAY

When you first arrive

- Let your parents/family/friends back at home know you have arrived safely.
- Make contact with the exchange/study abroad coordinator at your host university.

Communication

- **Keep us informed:** Make sure you inform us of your contact details as soon as you are settled – fill out the enclosed fax-back form (Page 24). This means we can contact you if there is any change in procedure/regulations or if there are any important issues at VU you should know about.
- **Keep yourself informed:** You can check Australian news online at www.abc.net.au or www.theage.com.au.
- **Keep your family and friends informed:** Stay in regular touch with friends and family at home. If you are planning to go travelling, even for a weekend, make sure that you leave your itinerary (even if it is provisional) with a friend or relative, and that you let people around you know where you are going.
- **Work out a system for calling home:** Use phone cards from the local newsagent/store or phone reverse charges (note that this can be an expensive option).
- **In an emergency you should phone your parents, the nearest Australian consulate and the study abroad office at both your host university and at Victoria University as soon as you can.**

Wellbeing and Safety

Safety

There are risks involved with being in a foreign country on your own. Jetlag and not knowing your way around, understanding local customs or speaking the local language can mark you out as a potential target for crime. Being prepared will make all the difference.

When you are new to an area, make an extra effort to keep safe. Jetlag may make a 4.00am walk seem like a sensible option – but it's not! Once you are settled and know your way around, you will probably have developed a good sense of what is safe and what's not, but until then it is worth being extra cautious.

Here are some tips to help you keep safe in a new area:

- Do not give out your phone number or personal details freely.
- When going to a bank or ATM, go with a friend and stay alert.

- Taxis are not always safe. Travel with a friend, especially at night and especially if you are a woman.
- Take cues from locals. If local women do not wear short skirts and tank tops, you probably should not either. If locals do not drink in public, then you should not.
- Ask fellow students for advice about the local area.
- Listen to local news bulletins to keep informed about what's happening around you.
- Only accept home visits from people you know well.
- Be wary also about accepting invitations from people you don't know into their home.
- Always buy your own drinks and keep an eye on them.

Health

Jetlag, unfamiliar food and new bugs all take their toll on your health. Feeling rundown and tired is typical within your first weeks in a new country. Take care of your health at this time. Here are some tips:

- Be careful with water, including ice-cubes, milk (often diluted with water) and washed vegetables.
- Make sure you are getting enough sleep.
- Eat well – make sure you have a balanced diet, not 2-minute noodles and chips.
- Make sure you practise safe sex. Note that incidence of STDs and AIDS is high in many countries.

You might want to consider taking a vitamin supplement to help your body cope with new bugs, exhaustion and strange food.

Emotional Wellbeing and Homesickness

The emotional ups and downs of arriving in a new country and experiencing a different culture is called 'culture shock'. This is a normal response to moving to a different culture. Symptoms will vary from person to person. Some symptoms can include:

- Depression
- Irritability
- Exhaustion
- Withdrawal
- Headaches
- Frustration
- Disorientation
- Lack of motivation

Culture shock is caused by stress resulting from the uncertainty of being in a different environment. Many of the differences are obvious – like the climate, the food, the absence of friends and family – but many are subtler and may only become apparent after being away for some time. They include differences in:

- How people make decisions
- How people resolve conflicts
- How people make friends

- How people express themselves

You probably do not think about these things at home as you know how to behave and what to expect from others. All the signs and rules are clear to you at home.

While unpleasant, culture shock is an indication that you are redefining yourself, learning, adapting and changing. As the saying goes, 'no pain, no gain', and there is certainly a lot to be gained from your Victoria Abroad experience.

Some symptoms you should be aware of are:

- Overvaluing your own culture – Australia suddenly becomes an amazing Utopia in your mind where everything is done properly and people make sense.
- Undervaluing your host culture – nothing in your host country is good enough compared to Australia.

If you need help, seek it out. Most universities will have a counselling service you can access if you need to speak to someone.

Things you can do to make life easier

Here are some things you can do to keep yourself going when you are really missing home:

- Get plenty of physical exercise, such as walking, yoga or team sports.
- Invest in friendships. If you support your friends, they will support you.
- Establish simple goals to avoid being overwhelmed.
- Seek out help from a tutor, friend or someone at home. Find a mentor.
- Keep in touch with people at home. They will be able to support you, and you will not feel so far away from them. This also helps to make coming home easier.
- Keep active and engaged in your new environment.
- Make sure also that you have enough personal space and some quiet times just for yourself.
- Keep a diary. Describe the situation, what it means to you and your response to it. Expressing a problem usually makes it easier.
- Build and maintain a blog – and let us know the link.
- Relax and meditate.
- Plan how you will act next time you feel this way.
- Use the experience to further develop your life skills, such as patience, stress tolerance, inner security, emotional maturity, flexibility, openness and a positive attitude.

If you are not OK...

If you are experiencing personal problems such as depression, difficulties with drinking or anything else, first of all seek help from a counsellor, doctor or friend where you are. If you are having trouble accessing help, the following online resources may help:

www.health.vic.gov.au/drugs

www.druginfo.adf.org.au

www.ysas.org.au

www.aa.org.au

Representing Australia and Victoria University

Remember that while you are overseas, you are an ambassador for Australia and for Victoria University. Please be mindful of the rules of your host university and the laws of your host country. Be aware of what is culturally acceptable in your host culture, e.g. public displays of affection, drinking, and acceptable behaviour for men and women. Ask somebody, such as a trusted classmate, if you are not sure. Remember your Student Agreement - you have agreed to abide by the rules of your host institution and country.

Be prepared that people might ask you about Australian politics, environmental issues, foreign policy, attitude towards refugees, population, geography, sports, arts, culture, etc.

If you find yourself being asked sticky questions about Australia that you can't answer, there are a few online resources you can access including:

- www.austemb.org - This is the website of the Australian Embassy in Washington DC. It has good general information about Australia.
- www.abc.net.au/ra/australia - The Radio Australia has a wealth of useful information aimed at developing an understanding of Australia and its people.

Before you leave you can get an Australian flag free of charge by writing to your local Member of Parliament. They will also send you a copy of the lyrics for 'Advance Australia Fair'. This may be the opportunity to learn the second verse!

Administration Issues

What if ... you are sent a bill for fees?

The basis of an exchange program is reciprocal tuition waiver. You will not have to pay tuition fees at your host institution. You may have to pay for housing, health insurance or a materials fee in some instances. If you receive a bill for tuition, see the study abroad advisor at your host institution about what you should do.

What if ... you want to change your subjects?

If you need to change your subject choices while you are overseas, you must obtain written permission from your course coordinator. An email is fine, but make sure you print it off and retain copies of all documentation. You will need verification of your course coordinator's consent to accredit your study abroad subjects towards your degree.

SECTION 3: ON YOUR RETURN

Administration

Transcripts

Depending on your exchange university, transcripts either come to the Victoria Abroad office or they go directly to you. If they are sent to the Victoria Abroad office, we send the originals to you (make sure we have your current home address) and a copy to the faculty so they can credit your studies towards your VU degree. If the transcripts are sent directly to you, it is your responsibility to take them to the international support officer in your faculty for accreditation.

Feedback form

At the end of this booklet (Pages 20-21) you will find the Victoria Abroad Program Evaluation form. On your return to Melbourne, please complete this form and return to us as soon as possible.

Settling back

Reverse Culture Shock

Reverse culture shock can seem like a bad joke when you first get back. Coming home was supposed to be the easy part! But you will have changed, learnt a lot and probably done a lot of growing up. All of these factors put a distance between you and your friends and family.

Below are some tips to make coming home and settling in easier:

- Allow yourself time. Don't expect to fit in immediately. You will have some catching up to do.
- Talking about your experiences to friends and family is important, but don't forget they have had many experiences of their own while you've been away. Be sure to listen as well.
- Remember, your family and friends have probably been missing you. Make sure you let them know you are glad to be home and to see them again. You will need your friends in the time ahead.
- Beware of making comparisons. All cultures are a mixture of good and bad. Try to keep a balanced view.
- Make time for yourself to reflect on your experiences.
- Keep in touch with your friends abroad. This way, your contacts will stay with you even though you have returned home.
- Recall how you adapted to being away. Remember how much you have learnt from your time away (see Page 19). This will help you realise the huge gains you have made.

Most of all, make sure you attend the VU re-entry program. You will be informed of the date on your return. This is a great opportunity to deal with any re-entry issues – and more importantly, to capitalise on your experience by debriefing with students who've had similar experiences, identifying what you've achieved, and gaining valuable practice in articulating your experience to others.

Remember what you have gained!

If things are getting tough being back at home, remember the amazing benefits you have accrued while studying abroad:

- *Independence*: You took on the adventure of going to a new place, you learnt to take care of yourself in a foreign culture and you adapted to a new way of doing things.
- *Increased awareness of international issues*: You have stepped out of your comfort zone and can now see the world from a new perspective, and are thus aware of Australian biases.
- *Sensitivity to differences*: You have experienced very different ways of thinking, feeling, communicating and studying, all of which are no less valid than the way you do things. This should help you understand and appreciate people who are different to you.
- *Competency in another language*: If you studied in a language other than English, your proficiency will have improved enormously.
- *Networking*: You now have a new set of friends, contacts and mentors, many of whom you will keep for life, and also the skills to network more broadly in future.

Passing the Baton

Did you have a great time abroad? Then pass on the good word! We are very keen to recruit more students to study abroad. Speak to the Victoria Abroad team about how you can help. Here are some suggestions for spreading the word:

- Tell your friends and classmates
- Offer to give a talk to your class/club/society
- Write an article for SEED, a magazine which is produced by Victoria University students
- Start up a networking group for returned exchange students
- Volunteer to be a guide for incoming international students
- Help out at the VU Annual Exchange Fair Day held in March/April.

AXAN

Another great way to keep in touch with students who have been on exchange is to join AXAN, the Australian Exchange Alumni Association Incorporated. It is a network for anyone in Australia who has studied overseas in some form – an exchange program, study tour, internship, clinical placement or volunteering program. AXAN is about sharing the incredible energy and experience that is studying overseas. Victoria Abroad fully supports this association and encourages you to become a member, attend social functions and take advantage of networking opportunities.

Join AXAN online now: www.axan.com.au

And finally ...

We hope you enjoyed your time away. Like we said at the beginning of this booklet, going on exchange is a positive life-changing experience. With your exchange experience on your resume, we are sure you will find you have a lot to contribute to the workplace, your university, your community and your friends.

Good luck!

The Victoria Abroad Team



BUDGET TEMPLATE

We have provided a template below to assist you in budgeting for your time abroad. You should ensure you have access to enough money to support yourself for your entire time abroad, as well as an 'emergency fund'.

PRE-DEPARTURE EXPENSES	YOUR ESTIMATE
Passport	
Travel insurance	
Student visa	
Vaccinations	
International student card	

ESTABLISHMENT EXPENSES	YOUR ESTIMATE
Temporary accommodation (two weeks)	
Personal expenses including food and transport (two weeks)	
Rent in advance (four weeks)	
Rental bond (refundable on leaving, providing no damage is caused)	
Utilities and phone connection	
Additional costs	

RECURRENT COSTS	YOUR ESTIMATE
Rent	
Utility bills	
Telephone bills	
Food (based on home cooking and occasional meals out)	
Public transport	
Personal & entertainment expenses	



VICTORIA ABROAD PROGRAM EVALUATION FOR RETURNED STUDENTS

When you arrive home in Melbourne, please return this completed survey to the following address. Please forward any images which you are happy for VU to use in our promotional publications.

Victoria Abroad
Victoria University International
City Flinders Campus
PO Box 14428
Melbourne Victoria 8001

Fax: +61 3 9919 1466
Email: educationabroad@vu.edu.au

Name _____

Host Institution _____

Country _____

Program at VU _____

Year level while on Victoria Abroad program _____

Please rate the following using the numbered boxes.

5:Excellent 4:Very Good 3:Good 2:Poor 1:Unsatisfactory 0:N/A

Victoria Abroad (VU)						
Information about how to participate in a program	5	4	3	2	1	0
Information about your host institution	5	4	3	2	1	0
Pre-departure information	5	4	3	2	1	0
Support while overseas	5	4	3	2	1	0
Assistance when you returned to VU	5	4	3	2	1	0
International Office, Host Institution						
Orientation program	5	4	3	2	1	0
Assistance with academic and enrolment issues	5	4	3	2	1	0
Assistance with accommodation	5	4	3	2	1	0
Assistance with residency work issues	5	4	3	2	1	0
Assistance with medical/personal problems	5	4	3	2	1	0
Services at Host Institution						
Accommodation facilities	5	4	3	2	1	0
Student services, clubs and facilities	5	4	3	2	1	0
Accessibility of excursions and activities	5	4	3	2	1	0
Contact with local students	5	4	3	2	1	0
Academic Component						

Accessibility of lecturers/tutors	5	4	3	2	1	0
Variety of subjects offered	5	4	3	2	1	0
Class sizes	5	4	3	2	1	0
Manageability of workload	5	4	3	2	1	0
Manageability of assessment tasks	5	4	3	2	1	0

How did you find out about the Victoria Abroad Program? (please tick)

- Faculty office/staff Poster/brochure Lecture presentation
 Annual Exchange Fair Word of mouth Victoria Abroad information session
 VU website Lecturer/teacher

Other (please specify):

How did you finance your Victoria Program? (please tick as many as applicable)

- VU travel grant Faculty scholarship Work abroad
 Personal savings UMAP scholarship Personal loan
 Family contribution Endeavour scholarship
 Other scholarship - please specify:
-

Testimonial: Please comment generally on your Victoria Abroad experience. For example, tell us whether you enjoyed your study program, your host university, the culture of country you visited. If necessary, attach another page.

Do you consent to your name and course title being cited if this information is published in our brochures? YES NO

Recommendations or suggestions

Thank you,

The Victoria Abroad team, on behalf of the University

RELEASE FORM FOR OUTGOING EXCHANGE STUDENTS

The Victoria Abroad team at Victoria University aims to continually improve communication between exchange participants and looks for ways to spread the word about the Victoria Abroad program and encourage greater student participation.

We would like to be able to release your contact details to current and potential exchange students. Your details will be strictly protected and only given to staff or students who have been approved by Victoria Abroad.

We would also appreciate your consent to release photographs or video images in which you may appear,

for the sole purpose of using in our promotional publications. These may include:

- Brochures
- Flyers
- Newsletters
- Web-based information (including www and Victoria University intranet pages)

If you consent to these conditions, please complete this form and forward to:

Victoria Abroad
Victoria University International
City Flinders Campus
PO Box 14428
Melbourne Victoria 8001

Fax: +61 3 9919 1466
Email: educationabroad@vu.edu.au

I, _____ [insert name], permit and authorise Victoria University and its agents to:

1. collect information (including personal information) and quotes from me;
2. take photographic images and/or video and/or audio recordings of me;
3. use, publish and reproduce such information, quotes, images and recordings:
 - (a) in publications and marketing materials (e.g. brochures, course guides and newsletters)
 - (b) in advertisements in any format or medium (e.g. in the print media, on posters and billboards, on television, radio or on Internet websites)
4. edit, modify and change such images and recordings as it sees fit; and
5. provide such information, quotes, images and recordings to third parties who may use, publish, reproduce, edit, modify and change them in accordance with this Release.

I acknowledge and agree that:

- 1. I will not be entitled to any payment in respect of these matters;**
- 2. Victoria University owns all rights in the images and recordings of me;**
- 3. Victoria University may decide not to use, publish or reproduce any of such information, quotes, images or recordings; and**
- 4. if I wish to withdraw this permission and authorisation, it will be my responsibility to advise the Victoria Abroad office of Victoria University International (telephone +61 3 9919 1319)**

Signature:

Name:

Date:

Expected date of course completion:

CONTACT DETAILS FORM

Please fill out this form and fax it back to the Victoria Abroad office as soon as you are settled.

Attention: Victoria Abroad
Victoria University International
Fax: +61 3 9919 1466
From:

Please print your details:

Name

Student Number

--	--	--	--	--	--

Address in host country

Contact phone number

Contact email

Host University

Contact Details effective until

Expected return to Melbourne