VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

a student guide to submitting a Study Abroad or Exchange application

Version 0.3, 1 October 2018

1. Before submitting your application, search for units (subjects) you wish to study at https://www.vu.edu.au/courses/search?iam=resident&query=&type=Unit and write down the unit code and unit name (e.g. - BAO3309 Advanced Financial Accounting). You will need this information later on when you submit your application. You can filter by level of study, campus and college (faculty) to help your search. Select 6 – 8 units, as not all units will be running in every semester.	
2. Once you have selected your list of preferred units, go to https://eaams.vu.edu.au/portal to register an account:	
3. Click on 'Register your details' and complete the form:	

	BEGIN APPLICATION – STEP 2 OF 2 PERSONAL DETAILS Title: * [--- Select ---] Given Name(s): * Please enter the first name(s) / given name(s) on your passport Date of Birth: * [---] [---] [---] Country of Birth: * [--- Please Select ---] CONTACT DETAILS Email: * Confirm Email: * Mobile/Cell: Phone: Address Line 1: * Address Line 2:
4. You will receive a notification that your submission has been successful:	THANK YOU ✓ Thank you. A user account activation code has been sent to the email address supplied. The email contains a link to a page where you can enter a new password and activate your new account. ℹ Once you have activated your account and logged in, you can attach supporting documents and submit your completed application. Return to the login page.
5. confirmation email with your login details will be sent to your account:	New Student User Registration – International Course Enquiries and Applications System Dear Test, Thank you for registering with the International Course Enquiries and Applications System. Your login details are as follows: Username: PLEASE ACTIVATE YOUR ACCOUNT for your login details to be used. Click on the following link within 5 days to activate your account: https://eaamsstage.cibis.net.au/isis/admin/ResetPassword.aspx?code=1f59fefdf1944e918cfc9ffdee0d2948 The website address for the International Course Enquiries and Applications System is https://eaams.vu.edu.au/portal For any issues with your account, please e-mail administrator.eaams@vu.edu.au Kind Regards, Victoria University CRICOS Provider No. 00124K (Melbourne) CRICOS Provider No. 02475D (Sydney) RTO Code 3113

6.	Click on the activation link. You will be asked to set a password, and then will receive confirmation of successful activation of your account.	
7.	Access your account at https://eaams.vu.edu.au/portal	
8.	Click on Create Application	

9. Select the correct application form: - Exchange students: select 'Incoming Exchange' - Study Abroad students: select 'Study Abroad'	**VICTORIA UNIVERSITY** MELBOURNE AUSTRALIA STUDY WITH US STUDENT LIFE RESEARCH INDL INTERNATIONAL COURSE ENQUIRIES AND APPLICATIONS SYSTEM · MY PROFILE CREATE A COURSE E-BROCHURE COMPLETE AN ENQUIRY SUBMIT AN APPLICATION CREATE APPLICATION MY APPLICATIONS MY DOCUMENTS FIND AN AGENT LOGOUT Test ACCOUNT Logout **BEGIN APPLICATION** APPLICANT ▸ MS TEST ACCOUNT, STUDENT NUMBER 4599463 (Click to expand) APPLICATION TYPE Application Form: * │ CANCEL — Please Select — International ELICOS only Study Abroad Incoming Exchange Outbound Semester Exchange Outbound Short Program

10. Country of Application: select the country in which you are currently studying at your home institution.	**VICTORIA UNIVERSITY**
	MELBOURNE AUSTRALIA
	
	STUDY WITH US STUDENT LIFE RESEARCH
	
	INTERNATIONAL COURSE ENQUIRIES AND APPLICATIONS SYSTEM ·
	MY PROFILE
	CREATE A COURSE E-BROCHURE
	COMPLETE AN ENQUIRY
	SUBMIT AN APPLICATION
	CREATE APPLICATION
	MY APPLICATIONS
	MY DOCUMENTS
	FIND AN AGENT
	LOGOUT
	
	Test ACCOUNT Logout
	BEGIN APPLICATION
	
	APPLICANT
	▸ MS TEST ACCOUNT, STUDENT NUMBER 4599463 (Click to expand)
	
	APPLICATION TYPE
	Application Form: *
	Incoming Exchange i Note you are a
	
	▾ ADDITIONAL INFORMATION (Click to expand)
	  • This form should not be used by permanent residents or citizens of Australia or citizens of New Zealand.
	  • If you wish for units to be counted towards your degree, please seek approval beforehand with your home institution.
	  • All documents must be certified by a recognised authority (i.e. school, university, Victoria University representative).
	
	COUNTRY OF APPLICATION
	Country: *
	│
	CANCEL
	— Please Select —
	Afghanistan
	Albania
	Algeria

11. Select an institution: find your home institution using the search function, and then select it: **Study Abroad students:** if your institution is not available because it is not a partner of Victoria University, do not select an institution here. You will be asked to add it at a later stage.	INSTITUTION CLEAR INSTITUTION i Note: The search results are already pre-filtered by the country of application. Country: Search: Mexico ▾ SEARCH Institution ▴ Country Actions Universidad de Agua Mexico SELECT CREATE APPLICATION CANCEL

12. Click 'Create Application' is beginning your application. You are required to complete the details requested on the respective application tabs. Please note, most questions are the same for Study Abroad and Exchange applications. Differences will be highlighted below.	**Test ACCOUNT** Logout **INCOMING EXCHANGE APPLICATION :: TEST ACCOUNT (4599463)** SUBMIT APPLICATION SAVE CHANGES CANCEL 📄 SUMMARY 👤 APPLICANT ☰ PREFERENCES 🕘 BACKGROUND ✏️ DECLARATION 💬 MESSAGES 🕘 HISTORY 📎 ATTACHMENTS **INCOMING EXCHANGE APPLICATION FORM** ▼ **ADDITIONAL INFORMATION** (Click to expand) ▪ This form should not be used by permanent residents or citizens of Australia or citizens of New Zealand. ▪ If you wish for units to be counted towards your degree, please seek approval beforehand with your home institution. ▪ All documents must be certified by a recognised authority (i.e. school, university, Victoria University representative).
13. 'Applicant' tab: Visa Status: - If you are not in Australia, select 'no', and select the type of visa you intend applying for. If you are unsure, select 'Student Visa' - if you are in Australia, select 'yes' and provide a scanned copy of your current visa. - Agent: do not select an agent unless you are applying through an education agent. If you are applying through an agent, your agent will advise you about how to submit your application.	**APPLICANT** ▶ **MS TEST ACCOUNT, STUDENT NUMBER 4599463** (Click to expand) **VISA STATUS** Are you currently in Australia? * Please attach a copy of your passport and evidence of your current visa (if currently in Australia). ○ Yes ○ No **LIVING IN COUNTRY (AT TIME OF APPLICATION)** From which country are you submitting your application? Living In: * Geographic Region: Mexico ▾ Americas / Europe [..] **MANAGING INSTITUTION** ▶ **UNIVERSIDAD DE AGUA – MEXICO** (Click to expand) **AGENT** ⓘ To change your managing Agent, please lodge an Enquiry or leave a message in the "Message Box" at the end of this application. A Victoria University International staff member will change the Agent on this application after discussing your requirements with you. No Agent Selected **AGENT CONTACT (CASE MANAGER)** No Agent Contact

14. 'Preferences' tab:
 	
- Study Duration: select the number of semesters you wish to study at VU.
 	
- Commencing Study Period: semester in which you wish to study
 	
- Commencing year: year of study
 	
- Then click 'Create Study Plan'
	Test ACCOUNT Logout
	
	INCOMING EXCHANGE APPLICATION :: TEST ACCOUNT (4599463)
	
	SUBMIT APPLICATION SAVE CHANGES CANCEL APPR
	                                                                          Data
	
	📄 SUMMARY
	👤 APPLICANT
	☰ PREFERENCES
	🕘 BACKGROUND
	✏️ DECLARATION
	💬 MESSAGES
	🕘 HISTORY
	📎 ATTACHMENTS
	
	INCOMING EXCHANGE PROGRAM
	Study Level: * Study Duration: *
	◉ Undergraduate ○ Postgraduate ◉ One Semester ○ Two Semesters
	
	                                       Commencing Study Period: *
	                                       ◉ Semester 1 (March - June)
	                                       ○ Semester 2 (mid July - mid November)
	                                       ○ Semester 3 (commencement only: November trimester for Postgraduate Business study)
	Commencing Year: *
	— Select — ▾ CREATE STUDY PLAN

15. Study Plan: Selecting the units that you wish to study at VU. - Select the number of units you wish to study: 4 units is a full-time study load (30 ECTS). You can also select only 3 units. Note: at this time, no Study Abroad Certificates are being offered. - Click 'Add unit preference'. - Filter by Study Level, Study Mode, Faculty, and Campus to reduce the number of matches, or search by the Unit Code from units you found in Step 1, then click 'Select'. If you search for the unit code, it will be quicker than browsing. Repeat this until you have selected all units you wish to include. If you cannot find a unit, it usually means that it is not available for the semester you wish to study. Note: some units are offered at multiple campuses. Select the campus you wish to study at.	**STUDY PLAN – SEMESTER 1, 2020** List, in order of preference, the units you would like to study at Victoria University, and list more units than you require per semester (up to 8 units per semester). Mark any units your home institution requires you to take at Victoria University. **Study models** VU's units are taught using two different delivery methods - traditional model and block model. When choosing your units, pay attention to how they are delivered. For 2019, this is: - Year 1 units: all block model - Year 2 units: mostly block model and some traditional model - Year 3 and 4 units: mostly traditional model, with some block model units - Postgraduate units: all traditional model You will need to choose either block model or traditional model units, you cannot undertake units from both models. **Block model** In 2018, Victoria University became the first and only university in Australia to introduce a new block model of teaching that will be rolled out to all undergraduate and postgraduate coursework degrees by 2020. Under the model, you study sequential four-week units rather than juggling multiple subjects at the same time. The model features smaller classes -- meaning more opportunity to make friends and increased one-on-one time with lecturers. The block model of teaching has already been proven internationally in progressive educational institutions in places such as Sweden, Canada and the United States. **Traditional model** This is the standard model of delivery that most universities worldwide use. You study multiple subjects at the same time, and study each of them for an entire semester. At VU, this is usually studying three or four units. For further information on the differences between Traditional and Block models of delivery, please open our short guide about it. Study Abroad Certificate: Test certificate Study Load: 4 units **ADD UNIT PREFERENCE** ℹ No records found Please select a unit preference: Study Level: All Study Levels Study Mode: All Study Modes Faculty: All Faculties Campus: All Campuses Search: ℹ Note: Search results only include units suitable for Study Abroad Certificate 'Test certificate' **SEARCH** **CANCEL** **ADD SELECTED UNITS** | Unit Code ▲ / Unit Name	Faculty / Study Level / Credit Points	Study Mode / Semester / Year / Campus	Select
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			☐
AAH2002 / World Before 1770 - Block 2	Arts & Education / UG / 12	Block / Semester 1 / 2020 / Footscray Park	☐
AAH3003 / Making The Modern Middle East - Block 2	Arts & Education / UG / 12	Block / Semester 1 / 2020 / Footscray Park	☐
AHE3125 / Applied Exercise Psychology - Block 4	Sport & Exercise / UG / 12	Block / Semester 1 / 2020 / Footscray Park	☐	
16. 'Background' tab: - Complete your current study details. **Study Abroad students**: add your current institution here.	**CURRENT STUDIES** Please provide details and documentation of all results received to date Are you currently studying? * ● Yes ○ No Country where you are studying: * Mexico Institution Name: * Universidad de Agua Award: * — Please Select — Date Commenced: * — ▼ — ▼ Expected Completion: * — ▼ — ▼ Will you complete these studies prior to commencing at Victoria University? * ○ Yes ● No

17. 'English Proficiency' - Select the type of English language study or test you have undertaken. If you have taken a test or have a formal grade, add it here, and attach evidence of this.	**ENGLISH PROFICIENCY** Please attach results. Note IELTS and TOEFL score should not be more than two years old. ☐ **English is my first language.** ☐ **I have undertaken studies in which the language of instruction was English.** ** ☐ **I have taken an English test.** ** ☐ **I intend to sit for an English test.** ☐ **I have enrolled, or intend to enrol, in an English Language Intensive Course for Overseas Students (ELICOS) at:** ☐ **No English studies undertaken.** ** If yes, you must provide evidence. **Would you like to study English at Victoria University prior to commencing your academic course?** * ○ Yes ◉ No
- If you wish to undertake English language study, select it here.	For example: ☑ I have taken an English test. ** Type of English Test: Pearsons PTE ▼ Other Type of English Test: Date of Test: * 05 ▼ Apr ▼ 2018 ▼ Overall Test Score: * 72 ℹ PTE overall score must be a whole number up to 90 Band Scores: L (Listening) * 65 R (Reading) * 65 W (Writing) * 62 S (Speaking) * 60 ℹ PTE band scores must be whole numbers up to 90 **Would you like to study English at Victoria University prior to commencing your academic course?** * ◉ Yes ○ No
18. 'Guardianship Arrangements' You are unlikely to be under 18 years of age. If you are, please contact Victoria Abroad to seek advice about this section.	**GUARDIANSHIP ARRANGEMENTS** **Are you under 18 years of age?** * ○ Yes ◉ No If yes, there are special visa requirements regarding welfare arrangements for students under 18 years of age.
19. 'Disabilities' - If you have any disabilities that affect your studies, please provide details in this section, and attach any supporting evidence you have.	**DISABILITIES** **Do you have a disability for which additional assistance is required?** * ◉ Yes ○ No Please provide information detailing this disability (or attach as separate file): **Disability Type:** * OTHER **Details of Assistance Required:** *
20. 'Endorsement of Home Institution': **Exchange Students only** - Attach evidence that you have been nominated by your home institution to undertake an Exchange semester at VU.	**Endorsement of Home Institution** Please attach an official endorsement letter from your institution's exchange department to confirm your eligibility for exchange. Alternatively your exchange department can email the endorsement to educationabroad@vu.edu.au Please note that your application can not be processed until this endorsement is received.

Study Abroad students: you will not see this question.	
21. 'Declaration and Agreement' tab - Read and understand the Student Declaration, and if you agree with its terms, click 'I agree'. You will be unable to submit an application unless you agree.	University also complies with privacy obligations under the Commonwealth Privacy Act 1988 • I authorise the University to provide my address and details of enrolment to its approved regi • I understand that any school-aged dependants accompanying me to Australia will be require • I understand that any documentation I submit becomes property of Victoria University and wi • I acknowledge that due to various government regulations related to the privacy of applicants such as parents, friends or relatives without my written consent. • I declare that my signature is true and correct, and matches the signature in my passport. • I have read, understood and accept the above conditions. ☐ I agree
22. 'Overseas Student Health Cover (OSHC) Preference' - Select whether you wish VU to organise your OSHC. We <u>strongly</u> recommend you do as the policy you will receive through VU provides better coverage than you can organise by yourself. - If you do not wish for VU to organise your OSHC, please provide the reason why.	OVERSEAS STUDENT HEALTH COVER (OSHC) PREFERENCE Overseas Student Health Cover (OSHC) must be arranged for the duration of your visa as a condition of your student visa. Victoria University can arrange health cover with OSHC Worldcare (our preferred provider) on your behalf for the duration of your visa. • If you pay the full OSHC amount up front, you are protected against any increases in the OSHC fees for the duration of your visa. • If you complete your studies earlier than expected, you may be entitled to a refund from OSHC Worldcare. • Health insurance is your responsibility and current cover must be maintained by students for the duration of their stay in Australia. Do you want Victoria University to arrange OSHC for the duration of your visa in Australia? * ⦿ Yes ○ No Please choose from one of the following types of cover: • **Single** - covering only the overseas student. • **Dual Family** - covering the overseas student, and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married. • **Multi Family** - covering the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependant children. Type of Cover: * | --- Please Select --- Single Dual Family Multi Family
23. 'How Did You Hear About Us?' - Select a reason. 24. Upload your supporting documents. You can drag and drop multiple documents onto the blue drop area. 25. Click edit to add notes to your attachments.	HOW DID YOU HEAR ABOUT US? Where did you first learn about Victoria University? * ○ Travel Agent ○ Australian Embassy ○ Australian Education Centre ○ Education Agent ○ Education Exhibition ○ Home Institution ○ *Advertisement in book or newspaper ○ Internet ○ Friends ○ *Article in book or newspaper ○ **Event ○ Family ○ *Other * If you selected 'advertisement...', 'article...' or 'other' please provide details: ** If you selected 'event' please provide details: SUMMARY APPLICANT PREFERENCES BACKGROUND DECLARATION MESSAGES HISTORY ATTACHMENTS Document Uploads Drop files here or click to upload No Uploads
26. Click the 'Submit Application' button. You have now successfully submitted your application to study at Victoria University.	

Document Properties

Filename:	PTE score.pdf
Comment: *	Comment
Applications:	Search and select applications...
Categories:	Search and select categories...
Evidence Status:	Select Evidence Status

Test ACCOUNT   Logout

INCOMING EXCHANGE APPLICATION :: TEST ACCOUNT (4599463)

[SUBMIT APPLICATION]   [SAVE CHANGES]   [CANCEL]

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27. You will receive an email to confirm that it has been submitted successfully.

ApplicationSubmittedToStudent

Dear Ms Test ACCOUNT,

Thank you for your interest in Victoria University.

This is to confirm we have received your application; everything seems to be in order and is under process.

We hope to let you know the assessment outcome as soon as possible

Please quote your student temporary VU ID number 19000000
for all further correspondence

We thank you for your patience during this time

28. Once available, the offer letter will be stored in EAAMS. You will receive an email to notify you that your offer letter is now available. Click on the link in the email to access your offer letter. If you login without following a link, you can go to My Applications to view your application. Click on the edit button to open your application.	**Your offer to study at Victoria University** Ms Test ACCOUNT 19000000 Dear Ms Test ACCOUNT, Congratulations: Victoria University has made you an offer to study JNXC,Exchange. To download a copy of your offer letter, please log in to the international admissions system: https://eaams.net.au/portal **STUDY WITH US** **STUDENT LIFE** INTERNATIONAL COURSE ENQUIRIES AND APPLICATIONS SYSTEM ▾ MY PROFILE CREATE A COURSE E-BROCHURE COMPLETE AN ENQUIRY SUBMIT AN APPLICATION CREATE APPLICATION MY APPLICATIONS MY DOCUMENTS FIND AN AGENT LOGOUT VU TEST ACCOUNT Logout **APPLICATIONS** CREATE APPLICATION **International** Offer Made Last Status Change: 24/05/2019 5:01:44 PM Last Modified: 24/05/2019 5:01:44 PM Created: 24/05/2019 4:54:14 PM

29. The status of your application has changed to 'Offer Made'.
 	
Click on the 'Acceptance' tab to access your offer letter.
	VICTORIA UNIVERSITY
	MELBOURNE AUSTRALIA
	
	STUDY WITH US **STUDENT LIFE** **RESEARCH**
	
	Test ACCOUNT Logout
	INCOMING EXCHANGE APPLICATION :: TEST ACCOUNT (4599463)
	
	SAVE CHANGES CANCEL
	
	INTERNATIONAL COURSE ENQUIRIES AND APPLICATIONS SYSTEM ▾
	MY PROFILE
	CREATE A COURSE E-BROCHURE
	COMPLETE AN ENQUIRY
	SUBMIT AN APPLICATION
	CREATE APPLICATION
	MY APPLICATIONS
	MY DOCUMENTS
	FIND AN AGENT
	LOGOUT
	
	📄 SUMMARY
	👤 APPLICANT
	≡ PREFERENCES
	🕔 BACKGROUND
	📝 DECLARATION
	✅ ACCEPTANCE
	📝 FORMS
	💬 MESSAGES
	🕔 HISTORY
	📎 ATTACHMENTS
	
	OFFER SUMMARY
	OFFERS FOR THIS APPLICATION
	
	• **Offer #1:** Offer Type: **Standalone / Unconditional**
	  • Offer Status: **Accepted - Ready to Enrol**
	    Commencing: 23-Jul-2018 at Footscray Park
	
	Offer Letter Attachments
	Category / Comment / File
	
	Offer Letter
	/ Offer Letter
	/ OfferLetter.pdf (276 kB)
	
	ℹ There were no conditions listed in this offer.
	
	ACCEPTANCE INFORMATION
	Please download the VU Acceptance and Pre-Arrival Booklet. It

30.	Download the PDF of your offer letter.	**OFFER SUMMARY**
		
		OFFERS FOR THIS APPLICATION
		
		• Offer #1: Offer Type: Standalone / Unconditional
		    • Offer Status: **Accepted - Ready to Enrol**
		      Commencing: 23-Jul-2018 at Footscray Park
		
		Offer Letter Attachments
		
		| Category / Comment / File
			Attached

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Offer Letter / Offer Letter / OfferLetter.pdf (276 kB)	24-Apr-2018 13:54 by VU Staff	 i There were no conditions listed in this offer.
	Once you have downloaded it, please read and understand it. It is a legal document, and you must sign and return it.	
31.	Please complete the details in Section 14 of the offer letter (image to the right). You must sign and date this page, and provide the required passport and visa information so we can issue you with a CoE, if you require one. After you have done this, please scan **the entire document and save as a PDF**. It is important that you include every page page of the document, not just Section 14.	**14. STUDENT ACCEPTANCE DECLARATION** I, Test ACCOUNT, have read and understand the terms and conditions specified in this document, and wish to accept Victoria University's offer of enrolment in the courses listed in this agreement. I also understand that the fees specified in relation to the course(s) above are subject to change each year. **SIGNATURE X** .... DATE: / / 20 Your parent(s) or legal guardian is required to sign this agreement on your behalf **if you are under 18 years of age**. I..., as the parent or legal guardian of Test ACCOUNT, have read and understand the terms and conditions specified in this document, and therefore wish to accept Victoria University's offer of enrolment in the courses listed in this agreement. **PARENT/GUARDIAN SIGNATURE X** .... DATE: / / 20 **Your passport details (please complete if blank)** Please provide a copy of your passport information. | Issuing Country of Passport:	Mexico
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Passport Number:	9999MEX | **Your visa information (please complete)** What type of visa will you be applying for through immigration? (Please tick one) ☐ Student ☐ Temporary ☐ Other Please provide a copy of your visa if you currently hold one for Australia. Where will you be applying for your visa? | City:	
---	---
Country:	| | Your country of birth:	
---	---
Your nationality:		
32.	To accept your offer, please click the box 'Accept Offer'. Drag and drop your acceptance documents onto the blue box. Click edit and type 'Acceptance Form' in the 'Comment' section. Click 'Save.	☐ **Accept offer #1** 📎 **Completed Offer Acceptance Forms** Please attach your completed and signed offer acceptance forms (preferably as PDF) | ⬆ Drop files here or click to upload.	**ADD EXISTING FILE** Select existing file...
---	---	 Comment: * Acceptance form Applications: * * Certificate III in Early Childhood Education and Care - TAFE Semester 1, 2020 × Categories: * Acceptance Form - Complete ×

33. If you are required to pay a deposit to VU, follow the instructions in Section 8 of your offer letter. This will apply if: - You are a Study Abroad student; or - If you wish VU to organise OSHC for you. **Do NOT pay if your home institution will pay VU directly on your behalf.**	 | OSHC Details	Amount Payable
Visa Length OSHC - Single - 7 months	$376.00
*If you **require a different OSHC policy, please do not sign this Letter of Offer or make your initial payment** and contact Victoria Abroad through the EAAMS portal using the details listed in Section 9 of this Offer. VU will provide an updated Letter of Offer with the OSHC you need.*	
	$376.00
**Total Initial Fee Payable**	| * If the fee is for a course which is 24 weeks long or longer, VU is only permitted by law to require a student to pay up to 50% of the total course tuition fee before the course begins. You will be invoiced for the remaining 50% of the tuition fee upon commencement of the course, payable by the due date on the invoice. **Payment Options** Option 1: Electronic Funds Transfer from an Australian bank account **Branch number/BSB** 067-925 **Account Number** 4599463 **Account Title** Victoria University **Payment details** 04599463ACCOUNTTNBFI067925 Please note: it is not possible to use these details if you are paying over the counter at an Australian bank branch.
34. Drag and drop a copy of your payment receipt as evidence that you have paid, and select 'Miscellaneous – Acceptance Related Attachment' (as per Step 32), and then click 'Save'.	Option 2: Telegraphic Transfer **from outside of Australia ONLY** (Wire remittance) **Bank** (Field #57) Commonwealth Bank of Australia **Bank Address** (Field #57) 201 Sussex Street, Sydney, NSW **SWIFT Code** (Field #57) CTBAAU2SXXX **Branch number/BSB** (Field #57) 067-925 **Account Number** (Field #59) 4599463 **Account Title** (Field #59) Victoria University **Payment details** (Field #70) 04599463ACCOUNTTNBFI067925 Payments made using this method may incur a bank charge of approximately AU$50. Please note that there may be delays with telegraphic transfer. It is **not** recommended if you require urgent visa documentation. Telegraphic transfers are only possible from a bank account held outside of Australia. Option 3: Bank Draft/Cheque 1. Bank drafts / cheques should be made payable to Victoria University. 2. Please ensure that your family name(s), given name and Student ID number are written on the back of the bank draft or cheque for faster processing. Option 4: Credit Card Credit card payments can only be made in person by the cardholder at VUHQ (address below).
35. Click 'Accept Offer'.	👤 Test ACCOUNT Logout **INCOMING EXCHANGE APPLICATION :: TEST ACCOUNT (4599463)** [SAVE CHANGES] [ACCEPT OFFER] [DECLINE OFFER] [CANCEL]

	Accessing your CoE (required if you intend to obtain a student visa only)
36. Once your acceptance has been processed and your CoE has been created, you will receive an email to advise you of this. Click on the Application Link and log into the system.	**Victoria University Application Status Change Update** Dear Ms Test ACCOUNT, Please note that the status of your Exchange application is updated. Previous status: Student Acknowledgement New status: Offer Accepted – Ready to Enrol Application Link: https://eaams.net.au/portal/Go/Application.aspx?id=5585
37. On the 'Acceptance' tab, you will find a copy of your CoE. Click on the link to download it. You will require it to apply for your student visa.	**ECOE CERTIFICATE ATTACHMENTS** **ADD ATTACHMENT** Category / Comment / File eCoE Certificate / coe / CoECertificate.pdf (95 kB)

Other parts of the EAAMS admissions system	
Leaving a message for VU staff Click on the 'Messages' tab and type a message in the 'Messages' section. Click on the checkbox 'Send email notification to:". Click 'Save Changes' to save your message. This is important: if you forget, your message will NOT be saved.	SAVE CHANGES CANCEL 📄 SUMMARY 👤 APPLICANT ☰ PREFERENCES 🕚 BACKGROUND 📝 DECLARATION ✔ ACCEPTANCE 📝 FORMS 💬 MESSAGES **MESSAGES** Message: If you enter text below, the new message is recorded when you save this Application. Send email notification to: ☑ Admission Staff **MESSAGE HISTORY** | Entered On	Entered By
24-Apr-2018 14:42	VU Staff | 👤 Test ACCOUNT Logout Click to save any new message you have added to this application. ...ICATION :: TEST ACCOUNT (4599463) SAVE CHANGES CANCEL 📄 SUMMARY 👤 APPLICANT ☰ PREFERENCES 🕚 BACKGROUND 📝 DECLARATION ✔ ACCEPTANCE **MESSAGES** Message: If you enter text below, the new message is recorded when you save this Application. Send email notification to: ☑ Admission Staff
Checking a message from VU staff You will receive an email notificaiton when a VU staff member leaves you a message. Click on the link to access it. Click on the 'Messages' tab. The message will be saved here.	**Message from Victoria University Admissions Staff** Dear Ms Test ACCOUNT, Victoria University staff, VicAbroad SUPERVISOR, has posted the following message within your application Application Link: https://eaams.net.au/portal/Go/Application.aspx?id=5585 📝 DECLARATION ✔ ACCEPTANCE 📝 FORMS 💬 MESSAGES 🕚 HISTORY 📎 ATTACHMENTS **MESSAGE HISTORY** | Entered On	Entered By
24-Apr-2018 14:42	VU Staff
24-Apr-2018 14:26	Applicant	