BEFORE YOU LEAVE HOME

A CHECKLIST OF THINGS TO DO BEFORE YOU LEAVE HOME

Passport and Visa
Check that your passport is valid for at least 6 months prior to your entry arrival in Australia, and that you have all your visa documentation. It is also a good idea to make copies of your passport in case you lose your passport.

Medical
Arrange for immunisations and/or medication from your doctor. Have your eyes tested and a dental check-up.

Student enrolment
You will need your electronic Confirmation of
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<th>and orientation documents</th>
<th>Enrolment (eCoE) and student information pack, which you will have received from your institution.</th>
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<tr>
<td>Personal documents</td>
<td>Certified copies of your qualifications and certificates, ID cards, Driver’s License, Birth Certificate (or certified copy).</td>
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<tr>
<td>Overseas Student Health Cover (OSHC)</td>
<td>This is a requirement for entry to Australia, so make sure you have your health cover policy arranged before you leave home.</td>
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<tr>
<td>Travel Insurance</td>
<td>You should also consider travel insurance, which covers things your OSHC may not – such as cancelled flights, lost documents, dental or optical care, etc.</td>
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<td>Airfares</td>
<td>Make sure you are aware of the date and time of your flight. Keep your flight details in a safe and secure place, with your passport and visa.</td>
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<td>Contact details</td>
<td>You may want to have a list of emergency contact details for family, as well as your embassy, accommodation and institution details. If you have used an education agent, keep their contact details on you, in case you need to contact them once you arrive in Australia.</td>
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<td>Australian currency</td>
<td>There are money exchange places available at Australian airports and in cities, but it is recommended to have some Australian currency on you prior to leaving your home country. Confirm overseas access to your funds with your home bank. Apply for a credit card and/or arrange sufficient funds.</td>
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<td>Transport from the airport</td>
<td>Whether you are taking public transport, a taxi, or you are being picked up from the airport by your education provider, it is important that you have all the details including the time, the route and, if your</td>
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travel has been arranged by your institution, their contact details. If you need a map to assist you in getting to your accommodation from the airport, they will be available at the airport, or you can print one prior to leaving.

| Accommodation details | Make sure you have the address of where you will be staying as well as their phone number and payment confirmation (if you have already paid for your accommodation). |
The idea of moving to a new place can be daunting yet exciting. It may fill you with joy or with nerves! Melbourne is a city filled with opportunities and it is a brand new world.

The process of settling in may take days, weeks or months. Preparation is a must. Research Online. Build up your ideas and knowledge of how things will work when you move to Melbourne. Collect information on schools, accommodation, food and entertainment, health services, travel, etc.

There are many online blogs and forums that offer advice for moving to Melbourne and how best to settle in. Make note of important contacts. A familiar voice and mindset might come in handy at times – you never know.

Here are some tips that you could do before you travel to Melbourne which may help you feel at home far sooner:

**PART 1  THE BASICS**

**Book your flight**

Once you receive your student visa, it is time to book your flight. Arrive early. Allow sufficient time to sort out your accommodation, finances and settle into your new environment before the start of your course. If there is any delay in your travel, please send us an email or call us during business hours of 9:00am to 5:00pm Monday to Saturday (Melbourne time).
Flights to Melbourne can be lengthy. Use this time as an opportunity to start a conversation with fellow travellers. They may give hints and tips that will be useful for you.

**Book your temporary accommodation**

Finding the right accommodation in the right location and the right price can be a challenge. Do some online research to get some ideas.

Book your temporary accommodation online. Also, we can help you book your accommodation for your 1st week in Melbourne, if needed. Please complete the Arrival Services Booking Form. The fee is indicated in the Fees section.

**Airport Pick-up**

An airport pick-up service can be arranged to transfer you from Melbourne International airport to your accommodation in Melbourne. Please make a request so that the college can arrange for pick up (A fee apply for airport pick up depending on time and day)

**Important Things to Pack**

**Passport and Visa**

Your passport must be valid for at least 6 months prior to your entry in Australia. Ensure that you have your visa documentation (visa grant). Keep copies of your passport and student visa in case you lose the original documents.

**COE and Offer Letter**

You will need your Confirmation of Enrolment (COE) and student information pack, which you will receive from Danford College. Bring a copy of your receipt of your advance payment too.
Overseas Student Health Cover (OSHC)
Airport officials may also ask for your OSHC when you arrive in Melbourne so make sure that you have a valid Health Cover policy when you arrive.

Travel Insurance
OSHC may have a limited cover so you may need to consider travel insurance which may cover cancelled flights, lost documents, dental and optical care, etc.

Airline E-Ticket
Check the date and time of departure from your home country and arrival in Melbourne. Keep your air ticket safe and secure along with your passport, visa.

Birth Certificate

International Driver’s Licence (if available)
Using an International Driving Permit in Victoria
An international driving permit represents a translation of an overseas driver licence. It has no validity on its own and must accompany a current overseas driver licence issued from your home licensing authority overseas.

An international driving permit is only valid if it:
- complies with the UN convention for International Driving Permits, and
- is issued by the country the overseas driver licence is issued in; and
- is accompanied by a current overseas driver licence from the same country the permit was issued in.

Currency
Although there are many money exchange places at Australian airports and other places, it is recommended to have some Australian currency on you before you travel.

Contact Persons
Keep a list of emergency contact details of your family in your country, institution, embassy, education agent (if any) and accommodation details in Melbourne.
Check-in luggage
Pack clothes and shoes for all seasons such as casual shirts/jeans/shoes, jackets, pullovers/jumpers. Melbourne’s climate is variable and has four seasons and these are:

**Autumn (March to May)**
Average Temperature: between 11 to 20 degrees Celsius Bring: waterproof shoes, light jumpers, jeans, jackets, and umbrella

**Winter (June to August)**
Average Temperature: between 6 to 18 degrees Celsius and may drop to zero degrees in some areas Bring: warm jumpers, scarves, gloves, warm jeans/trousers/jumpers, thick waterproof coats.

**Spring (September to November)**
Average Temperature: 10 to 22 degrees Celsius Bring: light jumpers t-shirts, light/casual jeans/trousers, waterproof shoes & jacket.

**Summer (December to February)**
Average Temperature: 14 to 30 degrees
Bring: light casual trousers/tops, sandals, sunscreen with Sun Protector Factor (SPF) 30+ for protection against UV rays and skin cancer.

**Prescribed medication:** Bring your doctor’s prescription or medical report/certificate stating that the medications you are bringing have been medically prescribed.

**Hand luggage:** Money, jewelry, camera, laptop, iPod, mobile phone, spare pair of glasses or contact lenses.

**Prohibited Items**
You must ensure that you are aware of what you cannot bring into Australia and what you should not pack. There are items that you must declare upon your arrival in Australia including:

- Some medicines
- Currency amounts of A$10,000 (or foreign equivalent)
- Firearms, weapons and ammunition
- Foods/plants/vegetables

If you are in doubt, declare your goods or ask a Customs and Border Protection officer for advice. Please read about the Australia’s [customs regulations](#) for details of prohibited items that cannot be brought to Australia.
Other items you should not bring

Do not bring fresh fruit and vegetables, meat, poultry, pork, eggs, nuts, dairy goods and live plants and seeds as they will not be allowed or sent into Australia.

Luggage Limit

Be diligent in packing to come to Australia. Most international airlines allow only around 20kgs of luggage per person.

PART 2 VISA COMPLIANCE

Applying for your Student Visa

As an international student, you will require a student visa to come to Australia and study at Danford College. Student visa applications may take a few months to finalise depending on the requirements set out by the Department of Immigration and Border Protection (DIBP).

Visa Conditions

Once your visa application is approved, you will be provided with a Visa Grant. This document provides details of terms and conditions of your student visa. A list of visa conditions are provided which you must comply with at all times.

Your Address in Melbourne

One of your student visa conditions requires you to advise Danford College of your local address in Melbourne within seven days of arrival. If you change your address in the future, you must also report your new address to Danford College within seven days of the change.

Work While You Study

Most student visas allow you to work for up to 40 hours per fortnight while your course is in session or during a term and unrestricted hours when your course is not in session or during scheduled term breaks. Before you undertake any paid work, you must ensure that your visa allows you to work and when. You will only be permitted to commence work after your course has commenced.

Your family members who have come to Australia with you can work up to 40 hours per fortnight provided you have commenced your course in Australia. You must confirm details of these rights with DIBP.
Course in Session

- Your course is considered to be ‘in session’:
- During a semester which includes the examination periods
- Your COE is still in effect although you have completed your studies.
- You are undertaking another course during a break from your main course and the points/results will be credited towards your main course.

Study Rights for your Partner

Your partner can study for up to three months in Australia. If your partner plans to undertake a course for more than three months, they must apply for their own student visa application which can be made in Australia.

Length of Stay

Your student visa allows you and your family members to stay in Australia for the duration of your course. However, your family members cannot stay once you have left the country.

Overseas Student Health Cover (OSHC)

You must maintain a valid OSHC to cover the full period of your visa. Consult with your OSHC provider about the range of benefits your policy covers.

Find more information at the Department of Immigration and Border Protection.

PART 3 MONEY MATTERS

Your Tuition Fees

Your advance payment at the time of course enrolment is adjusted on your tuition fees. The remainder is divided per term and payments are made at the start of the term or on monthly basis, if a payment plan is opted.

Money Transfers

Before you leave your home country, calculate how much money you need to pay for most important and basic needs.

There are different methods to transfer money from home to Australia such as; Telegraphic transfer (approximately 4 days) Draft or mail transfer (approximately 10 days) Internet banking or direct debit to your bank account.
Banking

It is advisable to open an Australian bank account in order to avoid transaction fees, charges and foreign exchange rate costs especially if money is sent to you from overseas.

To open a bank account in Australia, you will need to present the following original documents to satisfy a ‘100 point ID check’ which is a legal requirement. Once you receive your student ID from Danford College, bring it with you to the bank so you can open a student account that does not charge account keeping fees. The documents you will need to bring are:

- Passport (if you have arrived in Australia less than 6 weeks ago)
- Student ID
- Tax File Number (if available)

Other supporting documents you may need to bring include:

- International driver’s license (if available)
- Tenancy Agreement (proof of address in Victoria)
- Offer Letter and Certificate of Enrolment from Danford College

Paying Tax in Australia

If you are in Australia for more than six months, you will be required to pay tax on earnings from work or interest earned from any bank account held in Australia. At the end of each financial year (June 30), you will receive a Group Certificate from your employers or Payment Summary which you will use to lodge your tax return.

Tax File Number

If you earn money or interest from your bank account and/or you plan to stay in Australia for more than six months, you must obtain a Tax File Number (TFN). Visit the Australian Taxation Office’s (ATO) website to apply online. Once you receive your TFN, provide the number to the bank so that you are not taxed at the maximum rate. If you intend to work, you must give your employer a Withholding Declaration form from the ATO.

Budgeting

Prepare a budget to keep track of your living expenses. The costs that you may have to consider are:

- Food
- Accommodation/Rent
- Rental bond (equivalent to one month of rent in advance (refundable)
- Utility connections and regular utility bills
- Phone and internet usage
Furniture and household items
Transportation
Recreation/entertainment
Childcare / Child school fees (if applicable)