

Pre-Departure & Pre-Arrival Checklist



PRE-DEPARTURE CHECKLIST

NOTE: Ensure you have the contact details for the ITS Academy (ITS):

Address: Suite 2, Level 15, 190 Queen Street MELBOURNE, VIC, 3000

Telephone: + 61 (03) 8609 0584 (Monday-Friday 8.00 am – 5.00 pm),

Email: admin@iti.vic.edu.au

Emergency Contact: Ravinder Singh

Mobile: 0433 677 870

Email: ceo@iti.edu.au

- Pack a Document Folder in your hand luggage.
- Ensure you leave a copy of your Visa, Passport and important documents with your family. Do
- you require transport from the airport? If so, please complete the 'Airport Reception' Booking Form.
- Do you require temporary accommodation? If so, please complete the 'Temporary Accommodation' Booking Form. Ensure that you carefully read the application form and conditions.
- Plan to bring AUD \$200 – AUD \$300 as cash for immediate use.
- Consider pre-opening a Bank Account and transfer funds into it, or alternatively, consider using Traveller's Cheques AUD \$1500 – AUD \$2000 as set-up costs. Check
- Baggage Limits.
- Check Customs and Quarantine Regulations
- If bringing a computer, check if it is tax deductible and ensure it is part of your accompanied luggage.

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- Ensure electrical items have compatible voltage with Australia.
- Pack some photographs, favourite music, recipes or other favourite items.
- Consider bringing some basic household items, such as cooking utensils.
- Consider having a health check with an optometrist or dentist, as these practitioners can be expensive in Australia.
- Check if your mobile phone is compatible with Australian networks.
- Confirmation of Enrolment (CoE) issued by ITI OHSC confirmation
- letter
- If you are travelling with your spouse or children include marriage and birth certificates and/or children's immunisation and school records
- Workplace rights while studying here in Australia (Please refer to student handbook for further information or please visit <https://www.studyinaustralia.gov.au/english/live-in-australia/work/fair-work-ombudsman/provider-toolkit>

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 and orientation documents

You will need your electronic Confirmation of Enrolment (eCoE) and student information pack, which you will have received from your institution.

Personal documents

Certified copies of your qualifications and certificates, ID cards, Driver's License, Birth Certificate (or certified copy).

Overseas Student Health Cover (OSHC)

This is a requirement for entry to Australia, so make sure you have your health cover policy arranged before you leave home.

Travel Insurance

You should also consider travel insurance, which covers things your OSHC may not – such as cancelled flights, lost documents, dental or optical care, etc.

Airfares

Make sure you are aware of the date and time of your flight. Keep your flight details in a safe and

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secure place, with your passport and visa.

Contact details

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.

Australian currency

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.

Transport from the airport

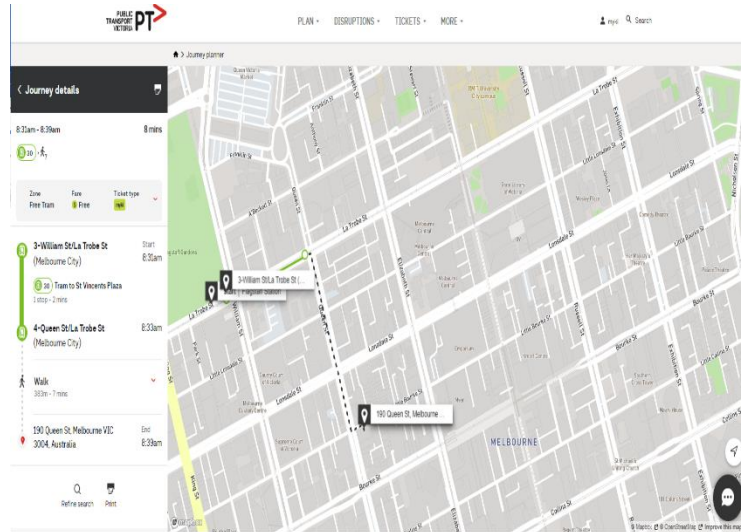
Whether you are taking public transport, a taxi, or you are being picked up from the airport by your education provider, it is important that you have all the details including the time, the route and, if your travel has been arranged by your institution, their contact details. If you need a map to assist 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

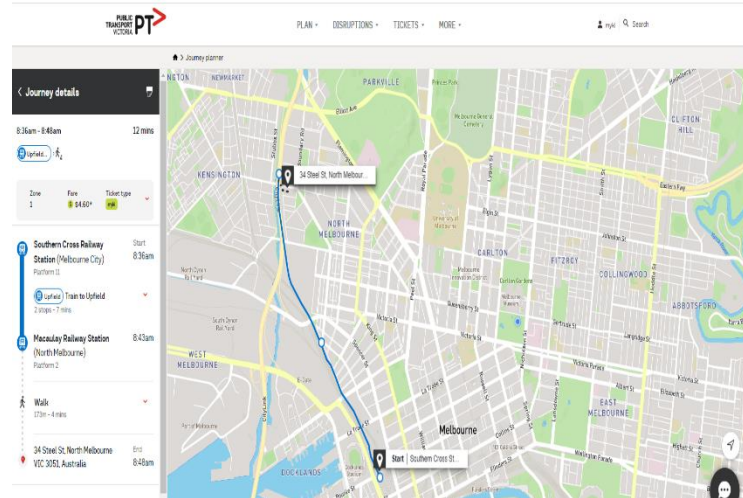
Make sure you have the address of where you will be staying as well as their phone number and payment confirmation (if you have already paid for your accommodation).

Locations

- **Head Office: Suite2,Level 15 190 Queen St, MELBOURNE, VIC, 3000**



- **Workshop: 34-38 Steel Street, North Melbourne, VIC 3051**



Coming to Melbourne

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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 travelers. 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 ITI. 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

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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 ITI. Student visa applications may take a few months to finalise depending on the requirements set out by the IMMIGRATION DEPARTMENT.

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 is provided which you must comply with at all times.

Student visa conditions

Whilst studying in Australia your visa is subject to a number of visa conditions that you must comply with. It is your responsibility as a visa holder to be aware of these conditions.

The following condition(s) might be attached to this visa:

8104 - Work restriction: 40 hours a fortnight

8105 - Work restriction

8201 - Maximum 3 months study

8202 - Meet course requirements

8204 - Study limitations

8303 - Not be disruptive

8501 - Maintain adequate health insurance

8516 - Continue to satisfy the criteria for the grant of the visa

8517 - Maintain adequate arrangements for the education of your school-age dependants

8518 - Maintain adequate arrangements for your education

8532 - Maintaining welfare arrangements for minors

8533 - Inform provider of address

8534 - No further stay

8535 - No further stay

For detailed information on student visa conditions, please visit the DHA website at <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions#>

Your Address in Melbourne

One of your student visa conditions requires you to advise ITI 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 ITI 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 IMMIGRATION DEPARTMENT.

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 and until your visa expires. 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 Study in Australia website at:

<https://www.studyinaustralia.gov.au/english/live-in-australia/insurance>

Workplace rights while studying here in Australia

The Department of Education has developed the below suite of resources to help international students learn about their workplace rights while studying here in Australia and an accompanying toolkit for education providers.

The Provider Toolkit is free to download and provides useful context and tips of how and when you can best use the resources.

They've also created a best practice model, self-assessment tool and workbook that will help you identify what best practice means for your institution and expand current practices and policies to help prevent the workplace exploitation of international students.

All the material can be downloaded from below links:

Printable student resources

- [Case study posters \(PDF 4.3MB\)](#)
- [Conversation starters \(PDF 565.3KB\)](#)
- [Pathways of assistance \(PDF 1.7MB\)](#)
- [Pre-departure flyer \(PDF 1.8MB\)](#)
- [Role of the Fair Work Ombudsman \(PDF 2.7MB\)](#)
- [Warning signs A3 \(PDF 2.3MB\)](#)
- [Warning signs A4 \(PDF 3MB\)](#)
- [Warning signs A5 \(PDF 1.5MB\)](#)
- [Work ready factsheet \(PDF 320.5KB\)](#)

Animations and videos

Warning signs

- <https://publish.viostream.com/play/o99eudnseo5cy>
- [Warning signs 3d transcript.docx](#)

Pre-departure

- <https://publish.viostream.com/play/o99eudnseo5cj>
- [predeparture 1D transcript.docx](#)

Conversation Starters

- <https://publish.viostream.com/play/o99eudnseo3uw>
- [7d transcript.docx](#)

Chen's story

- <https://publish.viostream.com/play/o99eudnseo3uz>
- [EY Preventing Workplace Exploitation of International Students CHE NS STORY TRANSCRIPT 291019.docx](#)

Lisa's story

- <https://publish.viostream.com/play/o99eudnseo3us>
- [EY Preventing Workplace Exploitation of International Students LISA S STORY TRANSCRIPT 291019.docx](#)

Kavya's story

- <https://publish.viostream.com/play/o99eudnseo3ui>
- [EY Preventing Workplace Exploitation of International Students KAV](#)

[YAS STORY TRANSCRIPT 291019.docx](#)

For further information please visit

<https://www.studyinaustralia.gov.au/english/live-in-australia/work/fair-work-ombudsman/provider-toolkit>

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 ITI, 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 ITI

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)



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