



University at Buffalo
The State University of New York

Office of International Education
Study Abroad Programs

APPLICATION CHECKLIST

Monash University

Please return the following documents to the UB Study Abroad office prior to the application deadline of **March 15** for the fall semester or academic year and **October 1** for the spring semester:

- UB application form
- Study Statement
- 1 Academic Recommendation
- Official transcript (and previous institution(s) if you are a transfer student)
- Monash Abroad application form
On Page 3, section 1: please choose "Exchange"
Please leave the following section blank -Page 5, section 7: Home university endorsement.
- Monash on-campus accommodation application, if you would like to live on campus.
On Page 8, section 2 – choose "Exchange" for Student status.
- Copy of your passport

Please note: Semester 1= spring semester and Semester 2 = fall semester.

****Students interested in taking Business/Economics courses must provide syllabi for previously completed Business/Economics coursework. ****



Please type or print in ink.

Application Information

Name: Last First Middle

UB Study Abroad Program:

Program/University City Country

Please list any other programs you are applying for:

Program/University City Country Administering SUNY Campus

Program/University City Country Administering SUNY Campus

Term of Study for which you are applying: (check the box and include the year next to the appropriate term, e.g. Fall 2012)

Checkboxes for Fall, Spring, Year, Summer, Intersession, Other

How did you learn about this program?

Personal Information

Date of Birth: Mo Day Year Place of Birth: City / State Country Gender: Male Female

Passport #: or date of passport application Passport Expiration Date: Month & Year Married? No Yes

Country of Citizenship: Visa Status (if not US citizen):

Home Campus: Campus Student ID #:

Local Mailing Address:

Street Address Apt #

City State Zip Code

Current Telephone: ()

Campus Email Address (use block letters)

My local address can be used until: Mo Day Year

Please notify us of any changes in your contact information.

Permanent/Home Address: (if different)

Street Address Apt #

City/State Country (if not US) Zip/Postal Code

Permanent/Home Telephone: ()

Alternate Email Address (use block letters)

Academic Information

Current Standing: Freshman Sophomore Junior Senior Master PhD Other:

Major(s): Minor(s):

Academic Advisor: Expected date of graduation:

GPA: Major Cumulative Degree Credits: Completed Currently Enrolled



Study Statement

Student Information

Name: _____ Campus Student ID #: _____
Last First MI

UB Study Abroad Program:

Program/University City/Country Term of Study

I confirm that the information in my Study Statement is true to the best of my knowledge and that I have discussed my proposed study abroad program with my academic advisor.

Student Signature: _____ Date: _____

Study Statement

Please write a Study Statement in essay format. It should be typed on separate pages and attached to this form. The maximum length is two typed pages.

Your Study Statement should include:

- Your academic reasons for selecting this program.
- How this study abroad program fits with your academic program and your overall academic goals. You may also include how this program will benefit your personal and professional development.
- Any prior experience with studying, traveling, or living in another country.
- Any additional information that may be helpful in evaluating your candidacy for study abroad.

When complete, review the Study Statement with your academic advisor and ask him/her to complete the Academic Advisor Approval section of this form. Then submit this form and your typed statement to the UB Study Abroad office with the rest of your application.

Academic Advisor Approval

To the Academic Advisor: Please discuss this proposed study abroad program with your advisee and how it will complement his or her academic program. If you approve of this study abroad application, please indicate your approval with your signature below. We recommend keeping a copy of this signed form for the student's file.

I confirm that I have discussed this proposed study abroad program with this student and approve of his/her application for study abroad.

Name of Academic Advisor Title Department

Signature Date Institution (if not UB)



Academic Recommendation

Student Name: _____ Campus Student ID #: _____
Last First MI

UB Study Abroad Program: _____
Program/University City/Country Term of Study

I waive my right to access this reference completed by _____ Yes No
Name of Reference

Student Signature: _____ Date: _____

To the Student:

Please give this to a home campus faculty member who has taught you and is able to comment on your academic qualifications for study abroad. You should ask for the recommendation to be returned to you in a sealed envelope with the reference's signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

To the Reference:

Please provide your assessment of this student's candidacy for study abroad to the best of your knowledge. You may complete the assessment questions below and/or attach a separate letter. Please return the recommendation to the student in a sealed envelope with your signature across the seal.

How long and in what capacity have you known the student? _____

Academic attributes	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Competence in field of study						
Academic interest and motivation						
Capacity for independent study						
Resourcefulness						
Reliability						
Academic integrity						

Non-academic attributes	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Level of maturity						
Ability to adapt to new situations						
Self-confidence and self-esteem						
Ability to relate well to others						
Emotional stability						
Open-mindedness						
Personal integrity						

Please state your opinion of this candidate's ability to participate and succeed in the proposed study abroad program, weighing both strong and weak points.

Name of Reference Title Department

Signature Date Institution (if not UB)

Monash Abroad application form

Incoming Exchange and Study Abroad – (All campuses)

Thank you for choosing Monash University for your exchange or study abroad experience.

Monash University is a member of Australia's prestigious Group of Eight universities and is regularly ranked as one of the top universities in Australia, Asia and the world. Monash offers a huge range of study options across six campuses in Australia, international campuses in Malaysia and South Africa, and a study centre in Prato, Italy.

All Monash campuses offer excellent facilities to provide every opportunity to balance studies with sports and an active social life, with on-campus accommodation, public transport options and active student associations.

Eligibility

To be eligible for admission to Monash as an exchange or study abroad student you must have:

- completed at least one full year of study at your home university;
- achieved a minimum Grade Point Average (GPA) of 3.0;
- met the Monash English language requirements; and
- been nominated by your home university if you are applying as an exchange student.

How to apply

- Complete this form in black ink and BLOCK LETTERS.
- Complete all questions.
- Make sure your name, citizenship and other personal details are exactly the same as in the passport you will use. The details on this application form will be used in your visa application.
- Use the Monash online handbooks to complete your study plan.
- Use the checklist at the end of this form to make sure you have attached all documents.
- Complete the two-page application for on-campus accommodation only if you would like on-campus accommodation in Australia. If you are applying for Monash Malaysia or Monash South Africa, you will be required to live on campus and this will be pre-arranged for you.

Where to send your application

Exchange students

If you are a student from a university that has a reciprocal exchange agreement with Monash, you must lodge your application with the international or exchange office at your home university.

Study abroad students (fee-paying)

If lodging through your home university or an agent

Lodge your application with that office.

If lodging directly to Monash

Send your application to:

Monash Abroad
Level 1, Building 10, Clayton campus
Monash University, VIC 3800
AUSTRALIA

Closing dates

Exchange students

Check with the international or exchange office at your home university.

Study abroad students

Through your home university or an agent

If you are applying through your home university or an agent in your home country, check with that office.

Directly to Monash

If you are applying directly to Monash the closing dates are:

For Monash semester 1
(February to June) – 1 November

For Monash semester 2
(July – November) – 1 April

You can apply for one or two semesters.

Key dates

Australia: www.monash.edu/international/studyabroad/keydates.html

Malaysia: www.monash.edu.my/advancement/relationshipmanagement/exchange/Key-dates.html

South Africa: www.monash.ac.za/about/principal-dates

How to apply

Step 1

Research your university's requirements

- Make sure you know what your home university requires you to study while you are at Monash.
- Remember that you will receive credit towards your degree at home for your study at Monash so your home university's requirements are paramount.
- Your international or study abroad office may be able to assist you with preparing your study plan at Monash.

Step 2

Ensure you meet the Monash English language requirements

- English is the language of instruction at every Monash campus and therefore the English language requirements apply to every campus. The requirements can be viewed at: www.monash.edu/study/international/apply/entry-requirements-english.html.

Step 3

Carefully read the Course Information section of the Monash website

www.monash.edu/international/studyabroad/course-info

- You must read these web pages before you start on your study plan.
- They contain detailed information about the terminology used at Monash, the units (courses) which are open to exchange and study abroad students, and how to read the unit codes.
- Most faculties have general requirements which apply to all exchange and study abroad students studying any units in those faculties. Check these on the website before completing your study plan as they can restrict your choice of units or require you to attach additional documentation to your application: www.monash.edu/international/studyabroad/course-info/restrictions.html

Step 4

Select the units (courses) you want to study at Monash

- Use the links on the website to select the units you want to study at Monash.
- List all the units you want to study in Section 5 of this application form.
- Select 6-8 units per semester in case some cannot be approved or there are timetable clashes.
- Check the pre-requisites for the units you want to do and make sure the transcript you include with your application shows clearly that you have met the pre-requisites.
- Carefully check the semester, campus and level of all the units you choose which is shown in the unit descriptions in the handbook.
- Be aware of the distance between campuses in Australia. You must choose units from one campus only with the exception of Caulfield and Clayton which are 20 minutes apart by bus.
- All exchange and study abroad students must be enrolled in a full time load of on campus units ie 18 or 24 credit points per semester (3-4 units).
- Indicate on your study plan whether any of the units you have selected are required by your home university.
- If you are applying to come to Monash for two semesters, choose units for only your first based on the unit information available at the time you apply. You will be able to review and change the units for your second semester towards the end of your first semester.

Step 5

Have your application endorsed by your home university.

- This is essential to ensure that you receive credit towards your degree for the study you do at Monash.
- Your study abroad or exchange office must sign Section 7 of the application.

Step 6

Pre-approval of your study plan

- After your application is received by Monash Abroad your study plan will be sent to the relevant faculty for approval of the units you have selected.

Continued in next column

Step 6 continued

- Monash Abroad will then send a list of pre-approved units with your offer letter.
- While you will have been approved in advance to enrol in these units, your enrolment will take place after you arrive at Monash and is subject to timetable and class availability.
- You may be able to change units after you arrive but approval to enrol in different units is at the discretion of the relevant faculty and you may be required to produce original transcripts or other documentation.

Monash Malaysia applicants only:

Step 7

Passport copy

- Include a photocopy of every page of your passport, including blank pages (with each passport page on a separate A4 sheet and no enlargement, reduction or double sided copies. Copies do not need to be in colour).
- Your passport must be valid for at least one year from your arrival in Malaysia. This is required for your student pass application.

Step 8

Passport photos

- All students must include six standard-size, colour passport photos. These photos need to be 3.5 x 5 cm – with the head size being 2.5 x 3 cm.

Step 9

Complete a Health Examination form if studying for more than six months.

Download a form at www.monash.edu.my/advancement/pso/international/health-examination.html

Step 10

Complete a No Objection Certificate if you are from a Sub-Saharan country.

Download a form at www.monash.edu.my/advancement/pso/international/Ministry-Requirement-for-Sub-Saharan-Countries.html

Monash office use only
Student ID:
Commencing semester:
Number of semesters:

Monash Abroad application form

Incoming Exchange and Study Abroad students

1. Program information

This is an application for (tick one) Exchange Study Abroad (fee-paying)

When do you plan to commence with Monash University? Commencing year:

Semester one (Feb–June) Semester two (July–Nov)

How many semesters do you plan to stay? One Two

Which Monash campus do you plan to attend and in which country?

Australia: Clayton Caulfield Berwick Peninsula Gippsland Parkville

Malaysia – Sunway South Africa

2. Personal information (same as your passport)

Title: Mr Miss Ms Mrs Other (specify):

First name:

Last name:

Sex: Male Female Date of birth: day / month / year Country of birth:

Country of citizenship:

Country in which you will be applying for your student visa:

Do you have a disability or medical condition that you wish to disclose? Yes No

If yes, how does this impact your studies?

Postal address for correspondence

Number and street: Suburb:

State: Country: Postcode:

Telephone (include country code):

Mobile/Cell (include country code):

Your student email address (essential):

Your personal email:

Emergency contact details

Name:

Relationship to student (e.g. father):

Home telephone (include country code):

Work telephone (include country code):

Mobile/Cell (include country code):

Email:

3. Qualifications

Provide details of your current study.

First name: Last name:

Home university: Country:

Degree program (eg. Bachelor of Arts):

Major/main subject area:

Year level: Cumulative GPA:

Units (courses) currently being taken at your home institution:

Unit code	Unit title	Credits

4. Study plan – proposed units (courses) you wish to study at Monash

You must read Steps 3 and 4 on page two of this application prior to completing this section. Please select a minimum of 6 - 8 units to be assessed.

Monash unit code	Monash unit title	Monash campus	Monash faculty, eg. Arts, Law etc.	Monash semester (1 or 2)	Monash credit points	Required by your home university? (Yes or No)	Monash office use only		
							Approval Yes/No	Staff initials	If no, reason/ possible alternative units
EXAMPLE: ATS1259	Contemporary Australia	CL	Arts	I	6	Yes			
First semester at Monash									

5. English language proficiency

Please tick the box that best describes you:

- English is my first language
- English is the language of instruction at my home secondary school or university
- I have completed an English language proficiency test:
- IELTS or TOEFL (must enclose copy of results) Date completed:

6. Student declaration

I hereby declare that the information provided on this application is correct and complete. I understand that misrepresentation of these details may result in my registration at Monash University being cancelled. I authorise Monash University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

I understand that Monash Abroad may pass my name and email address to Monash students for the purpose of promoting the exchange between Monash and my home university. In an emergency, I hereby grant Monash University staff the authority to contact the nominated emergency contact on my behalf.

Applicant's signature: _____ Date: ____ / ____ / ____

General privacy statement The information on this form is primarily used to assess your application for entry to a Monash University program. It is also used to create an enrolment record on the student database, to prepare statistical analysis, and to inform you about your program and other University courses/events. If you do not complete all the questions on this form, it may not be possible for Monash to process your application. Personal information may be collected from, or disclosed to, relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies, as required by legislation (e.g. DIAC) for your visa application and to Monash University for assessment of your application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have a right to access personal information that Monash University holds about you, subject to legislation. If you wish to access, or inquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011. Privacy legislation only applies to students who study in Australia.

7. Home university endorsement (to be completed by study abroad/exchange coordinator)

Minimum number of Monash units required by your university (if applicable):

I approve the applicant's study plan. The student will receive credit transfer upon receipt of an official Monash University transcript showing successful completion of those units.

Coordinator's name: Position:

Email:

Signature: Date:

Checklist

Your application will not be considered unless the following documentation is provided:

- Completed application form (all questions)
- One official academic transcript for each university attended (with certified English translation). Must be certified by your home institution if sent by email.
- In the case of non-native speakers of English, evidence of English language proficiency (IELTS/TOEFL) must be submitted
- Passport information:
Australia and South Africa – copy of your personal information page.
- Completed application for Monash on-campus accommodation, if you would like to live on campus in Australia

Monash Malaysia only:

- Complete photocopy of passport – one full and clear copy of all pages of your passport/s, including blank pages. Each passport page on a separate A4/A5 sheet with no enlargement or reduction
- 6 passport photos
- No Objection Certificate (Sub-Saharan passport holders only)
- Health Examination Form (if applying for more than two semesters)

How to lodge your Monash Abroad application

- Keep the front section of the form for your own reference.
- Fill out the additional accommodation application form at the back of this form if required.
- Send application to Monash Australia even if you are applying for Malaysia or South Africa.
 - Email copies for Monash Australia and Monash South Africa are acceptable provided all scanned documentation is clear. Transcripts and English language test results must be certified by your home university.
 - Applications to Monash Malaysia must be sent by post to the below address.

Monash Abroad

Level 1, Building 10

Campus Centre, Clayton campus

Monash University, VIC 3800

Australia

monash.abroad@monash.edu

www.monash.edu/studyabroad

Fees

Exchange students are exempt from paying tuition fees while studying at Monash but must pay tuition at their home university.

If you are a study abroad student and you apply through your home university or another provider you will pay your Monash tuition fees to them. You may be charged a different amount if they provide packages which include additional items such as accommodation and transport.

Tuition fees for study abroad students who apply directly to Monash must be paid in full when you accept your offer of a study abroad place at Monash.

Your student visa or student pass application cannot be processed without tuition fee payment. For fee amounts, please go to;

- Australia: www.monash.edu/international/studyabroad/fees/studyabroad.html
- Malaysia: www.monash.edu.my/advancement/relationshipmanagement/exchange/fee-paying-study-abroad-program.html
- South Africa: email – musa-abroad@monash.edu

Accommodation

University accommodation is available at all Monash campuses (except Parkville in Australia).

Australia: Monash Abroad has an allocation of rooms in on-campus accommodation at Monash Residential Services (MRS) Clayton. Students should apply for on-campus accommodation in their initial application to Monash Abroad in order to be considered for housing. Every effort is made to place those students who apply for on-campus accommodation at Clayton, however it is competitive and we cannot guarantee exchange students will be offered housing. Accommodation at the other campuses is subject to availability. Accommodation is limited and preference is given to students studying for a full academic year. www.mrs.monash.edu.au

Malaysia: You will be required live in the on campus accommodation. This will be organised for you prior to your arrival and information regarding your accommodation will be sent to you upon being approved for the program: www.monash.edu.my/advancement/relationshipmanagement/exchange/Sunway-Monash-Residence.html

South Africa: You will be required live in the on campus accommodation. This will be organised for you prior to your arrival and information regarding your accommodation will be sent to you upon being approved for the program: www.monash.ac.za/prospective/accommodation

If you want to apply for on-campus accommodation in Australia, please complete the application on pages 8 and 9. Make sure your application reaches Monash Abroad by the due date. If you do not complete the accommodation application, Monash Abroad will assume you will find your own accommodation. Should you choose to live off-campus, it will be your responsibility to find suitable housing but some assistance is available from Monash Residential Services: www.mrs.monash.edu.au/off-campus

Insurance

All exchange and study abroad students coming to Monash must have health insurance as required by the respective governments. For more information on each country's health insurance requirements, please see the following links and information. Health insurance is organised by Monash, so please do not apply online directly.

Australia: Organised by Monash Abroad. www.monash.edu/international/studyabroad/visas/health.html

Malaysia: Organised by Monash Abroad. www.monash.edu.my/advancement/relationshipmanagement/exchange/travel-requirements.html

South Africa: Organised by Monash Abroad. www.monash.ac.za/international/health.html

Monash strongly recommends that all exchange and study abroad students take out comprehensive travel insurance in addition to the health insurance, to cover baggage; emergency travel; and medical costs not covered by the government required policy.

Visa

Exchange and study abroad students must hold a relevant student visa or student pass. For information on each country's requirements, please refer to the links below:

Australia: www.monash.edu/international/studyabroad/visas/student.html

Malaysia: Monash Sunway will apply for a student pass for you, using the copy of your passport that you include with this application.

Passport holders of other countries may need to apply for a visa before you leave home. If you are required to apply for the additional visa, you must do so as soon as you receive your Student Pass. Information if you need to apply for a visa will be provided when your Student Pass is sent to you.

www.monash.edu.my/advancement/relationshipmanagement/exchange/travel-requirements.html

South Africa: www.monash.ac.za/international/visa.html

Travel

Please refer to the key date web links on the front of this application to be advised of when you must arrive at your host campus. You are strongly advised not to make any non-refundable payments for your travel until you have accepted your offer of a place at Monash and obtained a student visa.



On-campus accommodation at Monash University in Australia

Return this application to Monash Abroad with your exchange or study abroad application form.

The primary use of the information on this form is for registering for accommodation. The information will also be used for the health and welfare of the resident, University administration purposes, correspondence and communication. If you choose not to complete all questions on this form it may not be possible for Monash Residential Services (MRS) to assist with your request.

Please refer to the MRS Privacy Collection Statement: www.mrs.monash.edu/on-campus-accommodation/regulations-and-policies/privacy-collection-statement.html. Personal information may also be disclosed to Monash University and its controlled entities. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of personal information contact the University Privacy Officer on +61 3 9905 6011.

If you do not complete this section of the form Monash Abroad will assume that you will find your own accommodation. Should you choose to live off-campus it is your responsibility to locate suitable housing. Monash Residential Services provides limited assistance in finding accommodation off-campus.

Please tick boxes where applicable.

1. Personal information (please provide the same information as contained in your passport)

Title: Mr Miss Ms Mrs Other (specify):

Family name:

First name:

Sex: Male Female Date of birth: Country of birth:

Country of citizenship:

2. Home university or study abroad agent details

Name of university or agent:

Country:

Student status: Exchange student Study abroad (fee-paying) student

Level of study: Undergraduate Postgraduate

3. Time at Monash Australia

When do you plan to commence your study at Monash University? Year:

Semester one (Feb–June) Semester two (July–Nov)

How many semesters of exchange or study abroad are you applying for? One Two

4. Permanent contact details (in your home country)

Number and street: Suburb:

State: Country: Postcode:

Address valid to: (if leaving this address permanently as a contact point)

Mobile/Cell (include country code):

Telephone (include country code):

Email (offers are issued by email so you must provide a current and reliable email address. It is strongly recommended you use your home university student email address.)

5. Emergency contact details

Name:	<input type="text"/>	Relationship to student (e.g. father):	<input type="text"/>
Mobile/Cell (include country code):	<input type="text"/>		
Home (include country code):	<input type="text"/>		
Work (include country code):	<input type="text"/>		
Email:	<input type="text"/>		

6. Allergies and medications

Do you have any allergies or are you taking any medication you would like us to be aware of? Yes No

If yes, please specify:

Have you had, or do you currently have any mental health or physical illness and/or conditions that you would like us to be aware of? Yes No

If yes, please specify:

If as a result of a disability or chronic medical condition, you will require modifications to residential accommodation, please contact Monash Residential Services on +61 3 9905 6200 (If your application is successful). We recommend that residents take out membership with Ambulance Victoria (www.ambulance.vic.gov.au).

7. Accommodation preferences (not guaranteed)

While every attempt will be made to place applicants in their preferences this may not always be possible. Please tick one: Clayton (see below) Caulfield Gippsland Peninsula Berwick

Clayton campus options (not guaranteed)

For information about the various Halls of Residence please visit www.mrs.monash.edu/on-campus-accommodation/clayton/index.html (but please note that exchange and study abroad students cannot apply online)

Please indicate your accommodation preference by numbering 1 to 5

Deakin Hall Farrer Hall Howitt Hall Richardson Hall Roberts Hall

8. Declaration

I understand that consideration of this accommodation application is conditional upon my continuing enrolment as a student of Monash University unless the Head of Monash Residential Services decides otherwise. I also accept the right of an authorised representative of Monash Residential Services to access my academic results while I remain in residence. If my application for accommodation is successful, I understand and accept that Monash Residential Services has offered me accommodation on the condition that I remain a full-time exchange student and that if I change my status I may be required to vacate my room. If accepted, I agree to abide by Conditions of Residency, the Accommodation Fee Regulations and with other such regulations and rules as are specified on the MRS website. I agree to pay all requisite fees and invoices at the time specified.

I agree to Monash Residential Services supplying my room number and telephone number to Monash Abroad.

Student's signature: **Date:**

Accommodation checklist

Your application will not be considered unless the following documentation is provided:

- Completed application form
- Accommodation application

Contact details and submission location

Australia

Monash Abroad
Level 1, Building 10
Campus Centre, Clayton campus
Monash University, VIC 3800
Australia

Tel: + 61 3 9905 1551

Fax: + 61 3 9905 8334

Email: monash.abroad@monash.edu

Web: www.monash.edu/studyabroad

Information online

About Monash University

Monash University www.monash.edu

Study Abroad www.monash.edu/studyabroad

Study units www.monash.edu/pubs/handbooks

Course Finder www.monash.edu/study/coursefinder

Useful websites

Visit Melbourne www.visitmelbourne.com

Visit Victoria www.visitvictoria.com

Visit Malaysia www.tourism.gov.my

Visit South Africa www.southafrica.net/sat/content/en/au/australia-home