



THE UNIVERSITY OF
MELBOURNE

Melbourne Global Mobility

pre-departure

guide



myMelbourne | myWorld

Congratulations!

You did it! All of your efforts over the last few months spent filling out applications, researching host institutions and programs, and studying hard towards your degree are about to pay off with a life-changing, memory-making education abroad experience! We are thrilled that you have decided to pursue part of your degree overseas either at one of our esteemed partner institutions, on one of the many unique University of Melbourne Overseas Subjects including placements or by independently organising study abroad. We are certain many adventures will come your way and we hope that you find this experience richly rewarding, both academically and personally.

One exciting aspect of going abroad can be experiencing and navigating the unexpected. While we encourage you to be adventurous while overseas, we also know that the more preparation you do before you go, the easier it will be to settle into your surroundings. This guide is designed to help with your preparations, both practical and cultural, for your experience and serve as a reference while you are away, so please take it with you overseas. You may notice this guide tends to focus on students going on exchange; however there is a lot of useful information for students going on other education abroad programs as well.

Good luck with your final preparations and best wishes for a rewarding experience abroad!

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Preparing to go

We would be kidding ourselves if we told you that preparing for the overseas adventure is as exciting as the trip itself. The truth is proper preparation before you leave can take a lot of effort and planning but can make your time over there a lot less stressful. Wouldn't you rather spend more time visiting local cafes and beaches than trying to get subject approvals or health insurance?

What's in your Seoul?

Organising your thoughts is just as important to having a well balanced time abroad as coordinating travel documents. Take a moment to reflect on what is going on inside your head. Now might be a great time to start your 'My Travels' journal!

- Why are you choosing to study overseas?
- What 3 goals (academic, social, travel) are you looking to achieve while abroad?
- How is living and studying overseas going to be different to travelling?
- What are you most looking forward to?
- What are you most worried about?
- What will you miss most from home while abroad?

Pre-departure Orientation

There is a compulsory online pre-departure session that all students going on exchange and non-exchange students must complete. Additional country-specific workshops are an exciting way to meet past participants and ask them country-specific questions and learn a bit more about preparing to go abroad and what cultural adjustments you might need to make.

If you forget which date you have signed up for please get in touch with the MGM office.

Travel Tip

When packing for your time abroad consider buying winter clothes overseas because it can be cheaper.

Czech out your destination

Knowing a bit about your destination will help inform some of your pre-departure decisions. For example, knowing what to pack, how you will be getting around, and what to expect on a daily basis. Here are a few topics to research before you go:

- Climate and cost of living
- Common cultural differences
- Regional maps and local transportation
- Exchange rates, currency and shopping
- Health and safety, including vaccines
- Seasonal sports and pastimes
- Language

Lonely Planet has books on cities and countries all around the world. They have iPhone apps too!



Travel Documents

It is important to organise your passport and visas well in advance. Please see the list of websites at the end of the handbook for helpful links when planning and organising passports and visas.

> Passport



Validity

Check that your passport is valid for at least 6 months after your return date. Most countries will not allow you entry if your passport is close to expiring.

Safety

Make a photocopy of your passport's identification page and keep it separate from the original when you travel. It's a good idea to leave a photocopy with a friend or family member at home. This will speed up the replacement process should it be lost or stolen.

> Visas

Do you need a visa?

It's a good idea to check with your travel agent or the host country's Australian embassy or consulate for visa requirements. You may need visas for countries you are travelling through or countries you plan to visit while abroad.

Don't leave it until the last minute.

It will be easier to organise visas before your departure. Do it early as delays could mean you won't receive your visa in time.

Check your attachments.

Be aware that you will need to attach a copy of your host university acceptance letter to your visa application. You may also need a health check-up or proof of vaccinations and a police check to obtain your visa. Be sure you have all documents attached to avoid delays.

Working abroad.

In order to work legally you may need a proper work visa. Some countries allow students to work on a student visa but be aware of restrictions.

It can take a long time.

Visas take a number of weeks to obtain. If applying by mail, be sure to send your visa application via registered mail or by a courier as you may have to send your passport in the package.

MGM cannot advise on visas.

Please refer specific questions to the consulate office of your host country.

Culture Quirk

There is a real love of all things natural in Canada, for example lakes, fishing and hunting. Some people believe their national symbol should be a canoe.

> Country-specific visa information

The information described below is for frequently visited destinations. **If your host country is not listed below it does not mean you don't require a visa.** Be sure to check the embassy or consulate website of your destination to find out visa requirements. Be aware that some countries will require you to obtain a visa in order to study while others will require you to obtain a visa just to stop over on your way to another country.

Students applying for the United Kingdom

Students studying in the UK must provide biometric data to obtain their visa. This process requires taking a digital photo and ten finger prints of each applicant and it means you will have to do this in person at the UK Consulate/High Commission office in Melbourne. Details on how to book your visa appointment to submit biometric data are at:

<http://ukinaustralia.fco.gov.uk/en/visas/how-do-i-apply/>

Students applying to France

Students studying in France must obtain a biometric visa and a police check. This process requires taking a digital photo and ten finger prints of each applicant and it must be done in person at the Consulate General of France in Sydney. Details on how to book your visa appointment to submit biometric data are at: http://www.ambafrance-au.org/france_australie/

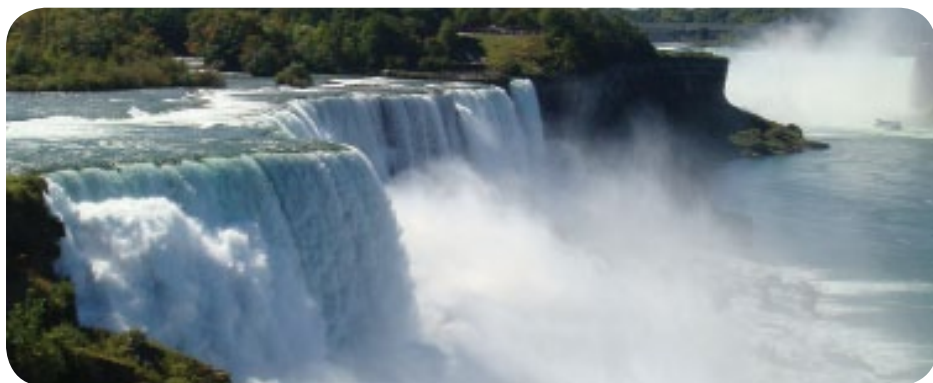
Students applying to the US

Students studying in the US will need to attend a compulsory visa appointment at the US Consulate in Melbourne. Details on how to book your appointment are found at: <http://aus.us-visaservices.com/forms/default.aspx>

Students studying in Canada for a semester or longer and travelling via the US

If you are travelling to Canada and your flight stops in the US you will be required to go through US immigration at that time and your 90-day visa waiver for the US starts immediately even though you may not have left the airport. Note that even with the visa waiver program, you must still apply prior to departure for authorisation to enter the US (this is known as Electronic System for Travel Authorisation (ESTA)). Once this 90 day period has expired you cannot visit the US or leave North America via the US. If you attempt to do so without an alternative appropriate visa, you will be detained and deported and it may cause problems the next time you wish to visit the country.

If you think you may want to pass through and/or visit the US while on exchange in Canada, the safest course of action would be to arrange to get a multiple entry tourist visa that covers the period of your study before you leave Australia.



Travel Arrangements - I want Togo now!

> Tickets

Research your flight options and obtain quotes, but don't confirm or pay for your booking until you have received:

- Your host university acceptance **and**
- Your visa

Finalising your travel arrangements without your visa is risky. If you cannot obtain a visa, you cannot study in that country. You will still have to pay for the flights even if you can't obtain the visa in time. When you are ready to book your flights:

- Consider a round-the-world ticket and ask about student fares, as they are often cheaper.
- Check with your travel agent that your ticket includes departure tax.
- Check your flight status 24 hours before departure.
- Arrange transportation for you and your luggage so you arrive the suggested 3 hours before your departure time.

> Luggage

The regulations on weight and size of baggage can vary between countries and airlines. Check with your airline for specific regulations on weight, size, and number of suitcases to avoid additional fees.

It's a good idea to pack lightly but appropriately. Be sure to check the climate of the host country so you can decide what type of clothes to bring. Many students buy souvenirs and clothes while away so be sure to leave room in your luggage for new items.

Travel Tip

Rule of thumb: Set out all of the items you want to take overseas then get rid of half. Get rid of half again and that should be the right amount of items to take with you.

Useful items to organise before you go:

- International Drivers Licence - if you plan to drive overseas
- Hostel Memberships (YHA or HI) - for discounted rates on accommodation
- International Student ID Card (ISIC) - for other discounts on items such as flights or museums, the card can be purchased at STA Travel

Useful items to pack in your checked luggage:

- Photos to decorate your room
- Travel guide books
- Sleeping bag
- Electrical adaptor plugs, and chargers for electronics
- First aid kit- including ointments and over the counter medications
- Multi-vitamins
- A journal
- Australian souvenirs for gifts

Essential items to pack in your hand luggage:

- Airline tickets (including evidence of return ticket)
- Passport and visas
- Letters of acceptance to host institution and the University of Melbourne
- Financial statement and immunisation documents
- Receipts for all prescriptions and letter from doctor about medical conditions
- Essential toiletries (e.g. glasses, toothbrush, and deodorant - under 100ml)

> Accommodation and Transport

Check with your host university about accommodation options. When deciding on accommodation it is important to ask yourself the following questions:

- What would meet my needs better, on-campus or off-campus housing?
- How would I get to my university if I choose an off-campus option?

Culture Quirk

Soccer in style! In Italy the idea of wearing head to toe sports clothing is considered unfashionable. Before going to a sporting event Italians dine on pasta and wine rather than beer and pies.

On-campus housing is often in high demand.

Be sure you have a place allocated on campus before leaving Australia. Some universities may offer early move-in so contact the housing office at your host university to see what arrangements can be made.

Off-campus housing is a good option if there is no availability on-campus or if it fits your budget. Before departing search the internet for rental options and don't rush and rent the first place you find. Ask for local advice on a rental contract before you sign and find out your rights and responsibilities as a tenant.



> Arrival

You should plan to arrive at least two weeks before the study period starts and attend any orientation programs. Find out if your school offers an arrival reception service and inform them of your arrival time. If not, you will need to research the local transport and have local currency to pay for it.

Be aware of public holidays in your host country. If you arrive during one, taxis and other public transport might not be available.



Financial Issues - Yuan to talk about money?

> Budgeting

Remember you may need to buy household items upon arrival (try second-hand shops). Check the exchange rates and cost of living in your host country. Do not rely on finding paid work in your host country as this may be prohibited by your visa conditions. If your visa does permit it, check the details as it may restrict the number of hours you are able to work per week and where you are allowed to work.

> Banking

Notify all financial institutions (banks, credit card companies) about your travel plans and that you will be using your Australian accounts while overseas. Also, enquire about fees associated with accessing your accounts overseas and if you will need a special card or pin while you are away. In many cases it is possible to open a local account upon arrival in the host country. This is beneficial because it might be easier to withdraw cash, they charge less fees and some places offer student accounts.

> Credit and Debit Cards

We recommend taking your money overseas using a combination of methods.

- Travel cards (prepaid debit cards for travel): some Australian banks offer these cards that are not subject to exchange rate fluctuations and lower ATM fees
- Electronic Transfer: useful for transferring large amounts of money but can be costly.
- Travellers' cheques: although slowly becoming obsolete it is a safe way and good emergency back-up if you find yourself in trouble.
- Debit and Credit cards: useful for making travel arrangements such as hiring cars, and booking accommodation. Visa and Mastercard are often more widely accepted than American Express.

> OS-HELP

You may be eligible to receive an OS-HELP loan to help offset extra expenses associated with going abroad such as travel or accommodation. OS-HELP is a government loan scheme that assists eligible students to study overseas. Your OS-HELP debts will be added to your accumulated HELP debt www.mobility.unimelb.edu.au/outgoing/funding/os-help.html.

> Centrelink

While abroad you may be eligible to receive Centrelink benefits (Youth Allowance, Austudy, Abstudy). You will need to apply in person no earlier than 13 weeks and at least 6 weeks before the start of your time abroad. If you already receive Youth Allowance contact Centrelink to arrange continuation of payments during the period abroad. You may be able to receive a higher rate for studying away from home. Use your University of Melbourne acceptance letter as confirmation of your studies overseas.

Culture Quirk

Bargain away in China. At a market try offering a quarter of the asking price and increase in increments from there. Be sure to do so gently with a smile.

> Tax

If you have been working you should lodge a tax return with the Australian Taxation Office (ATO) prior to your departure. If you are unsure about the timing, or you know you will not receive your group certificate before you leave, contact your accountant or the ATO.

If you plan on working overseas, find out the tax arrangements of your host country. If you have to pay income tax on part-time work you may be able to apply for a refund when you leave the host country.

Power of Attorney

Before you go abroad it might be worth giving a family member or close friend Power of Attorney so they can sign important documents while you are away or take action in case an emergency arises.

Enrolling for Exchange

Once you are accepted by your host institution it is your responsibility to enrol for exchange subjects.

- Change your enrolment to EXCH????? on the student portal. You must do so before the start of the UoM semester or you will fail the subjects you are enrolled in.
- Contact your Faculty Mobility Advisor to change your subjects.
- If you are studying for credit for two degrees you must change your enrolment with both faculties.

Enrolling for Study Abroad

Once you are accepted by your host institution it is your responsibility to enrol for exchange subjects:

- Change your enrolment to STDY????? on the student portal. You must do so before the start of the UoM semester or you will fail the subjects you are enrolled in. This subject is a place holder subject, so no fees will be charged.
- Contact your Faculty Mobility Advisor to change your subjects.
- If you are studying for credit for two degrees you must change your enrolment with both faculties.
- Subjects must be listed on your study plan before you are able to enrol.



Culture Quirk

Most Germans never celebrate a birthday before the actual date; only after if necessary. Even more so, you would never wish someone happy birthday before the actual date.

Health and Safety Related Preparations

> Registering with the Department of Foreign Affairs and Trade (DFAT)

Registering with DFAT will assist you in gaining access to consular services easily and quickly if you encounter a problem during your time abroad. Students who are not Australian citizens may use the DFAT website to check travel information, but should register with consular officials from their home country. To register visit: www.smartraveller.gov.au

The University of Melbourne acts on advice from DFAT, so if they issue a warning on deferring all travel or non-essential travel, your exchange will be suspended until the recommendation has improved. If you are in country and a warning is issued go to the nearest safety spot as designated by the host government.

> Keep MGM informed

Please notify Melbourne Global Mobility of your address and phone number while abroad so they can contact you in case of an emergency. You can do so by emailing global-mobility@unimelb.edu.au.

> Medical Tips

- Arrange for a health check-up with your doctor, dentist and optometrist. You may need a doctor's statement for your visa.
- If you have chronic health problems, you may need to work out a health management plan with your GP. Make sure your medications are available at your destination, or arrange to take them with you.
- It might be wise to take an adequate supply of prescription medications to last the period of your stay. Carry a copy of the prescription and the generic name of the medication. You may also want to consider taking a copy of your contacts or glasses prescription in case you need replacements while you are away.
- **Note for women:** You may need to carry adequate supplies of feminine hygiene products to cover the length of your stay. You may also wish to take contraceptives with you. As these items could be in limited supply or quite different to what you are used to in other countries.
- Visit a travel health clinic well in advance to arrange vaccinations for all countries you will visit while abroad.
 - Make sure you organise vaccinations well in advance because some shots require multiple doses or need to be administered months before departure.
 - Take a summary of vaccinations with you including dates they were received.

Summary of Common Vaccinations:

Group A (Should have had at school):

- Tetanus/Diphtheria (ADT)
- Measles/Mumps/Rubella (MMR)
- Polio

Group B (Might have had for previous travel, consider having all)

- Hepatitis A & B
- Typhoid (injection or capsule)
- Meningococcal meningitis

Group C (May need depending upon where you travel)

- Japanese Encephalitis
- Yellow Fever
- Rabies
- Cholera



> Insurance

It is essential to have both travel and health insurance for the duration of your stay abroad. Some policies cover both travel and health related claims, so be sure to read your policy summary carefully to ensure both are available.

Travel Insurance

- Can be purchased directly from a provider or travel agent.
- Ensure the policy fits your needs, they often cover change of flight dates due to illness, reimbursement of lost luggage etc.
- Ask about student travel insurance as it might be cheaper.

Health Insurance

- Check your host country and institution requirements.
- If you intend to purchase health insurance from your host country be sure to get travel insurance to cover you in transit to and from your destination
- Note that Australia has reciprocal health care arrangements with Finland, Ireland, Italy, Malta, The Netherlands, New Zealand, Norway, Sweden and the UK. This does not eliminate the need for travel insurance, it only assists with in-country healthcare costs. To prove you are eligible for reciprocal healthcare you will need a passport and valid Medicare card at the time of treatment.

Did you know?

Check out pages 30-31 for the Summary of Benefits that the University of Melbourne's free student travel insurance offers!

Free Student Travel Insurance

- The University of Melbourne offers free travel insurance that covers you one week before, during and one week after your studies.
- You must apply for this insurance 10 days before you leave Australia.
- Exchange students will have received this form when they picked up their host institution acceptance pack, non-exchange students can get an application form from their faculty or apply online at: <http://inasuitcase.aceinsurance.com.au/melbuni/homepage.aspx>

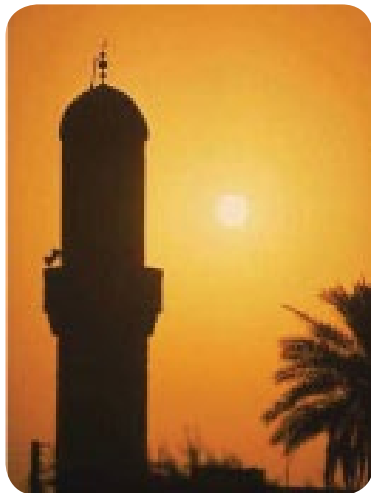
I've arrived!

First Impressions

So you have just landed and you feel excited and ready for every adventure that comes your way. You want to try strange and exotic foods and hop on the public transport and explore your surroundings.

No? That doesn't describe you?

Well, it is quite alright to feel tired and jet-lagged from travelling. You may even feel a bit bewildered and confused. It can take a while to get used to your new environment, don't worry, many people feel this way.



> What can you do to find out about your new environment?

- Attend the host university orientation program to meet other new and current students and familiarise yourself with the institution.
- Talk to other people about what they have done to feel at home. New and current students and staff will be very happy to offer advice. Most local people will be happy to help you with directions as well. Ask lots of questions!
- Explore your surroundings-try the public transport. Ask someone how ticketing works. Walk around during the day and don't be afraid to ask another student to come with you.
- Eat well and try to get on local time. Start making future accommodation arrangements by speaking with the host university's housing office.

"Say yes to everything you are invited to."
(advice from a returned exchange student)

Communication with home

> Phone home

Phoning home will not only ease your family's minds but will also help to familiarise yourself with methods of calling home and international dial codes. Better now than when it is urgent.

> Give people your contact details

Once you have a phone number, address and email address tell:

- Your MGM advisor
- Family and friends

Did you know ?

Skype has over 124 million users worldwide! It's a good way to keep in touch with friends and family while away.

www.skype.com

> Keep in touch with the University of Melbourne

Check your University of Melbourne student email regularly- this is how we will correspond with you!



Cultural Adjustment

As you settle into your surroundings the initial excitement of being overseas may begin to wear off. Subtle differences that you may not have noticed at first begin to become more obvious as time goes by. The curiosity and excitement of discovering these cultural nuances may start to turn into frustration and anxiety. This period of cultural adjustment is often referred to as 'culture shock'. Culture shock does not always happen quickly, it can accumulate from a series of events that constantly challenge your basic values and beliefs about what's 'right' and 'normal'. When experiencing the first pangs of culture shock it might be helpful to step back and reflect on some differences you are noticing:

- How do different aspects of your identity (ex. Australian, male, Asian, religious) affect the way people act towards you? How do those same aspects affect how you react to cultural differences?
- How do students relate to academics and staff? Is their relationship more casual, such as calling professors by their first name or is it more formal?
- Are you noticing differences in academic structure? Do students tend to get called on in class? Do you find yourself doing school assignments more often or intensely?
- What are some differences in dating and making friends? Do locals seem interested in making friends with international students? How do relationships between women and men differ?
- What is the local sense of humour like? Do they often use sarcasm?
- How does going out to eat/drink with friends differ?

> What can you do?

If what felt exotic when you first arrived now makes you feel annoyed and uncomfortable, don't let the feelings get you down and ruin what could otherwise be a life-changing experience. Below are some ways to cope before and while you are experiencing culture shock:

- **Get an 'informant'** - Make friends with someone from your host culture. This can be the most important thing for surviving the host culture. They can be your go-to person in times of confusion or frustration, a kind of travelling 'cultural guidebook'.

- **Get a same culture buddy** - Make friends with someone from your home culture. Venting to someone who has been through the same experiences as you is helpful; just don't let it turn into a "hate everything about this country" session.
- **Everyday make yourself find something you like about the culture** - Celebrating the good of a culture can help take the edge off of some of the things you see as bad. Try to think of the many things you will miss when you get back home.
- **Be a tourist** - Plan time to do the cheesy things that locals wouldn't be caught dead doing. It helps to be an outsider because you can find wonder in the things locals don't even notice anymore.
- **Do something that takes courage everyday** - Adventure surrounds you in another culture so it can simply mean going to the market by yourself. If you see it as an adventure rather than a chore you might find yourself having fun.
- **Do something familiar** - Figure out a way to make your favourite food or watch your favourite movies. Invite your friends over to enjoy things from your home culture.
- **Go for walks** - Take time in this new culture to figure out how the minutiae of life gets done and being on foot helps you to notice the little details such as the colour houses are painted, or how rubbish is collected, plus it gets you out of the house for a little exercise.
- **Journal** - There's no better place to get it all out than on the pages of a book that no one else will see. It will also help for you to look back on it and see how far you've come. If you consider sharing these thoughts on a blog and you're in the ugly depths of culture shock, you may really hurt the local people with your mad ravings. Wait until you've cooled off; you'll be glad you did.
- **Ask for packages from home** - Have someone, anyone, send you the vegemite, shampoo, or bathers you have been missing from home. If you can't find anyone to send them to you then treat yourself by buying them online.

Did you know?

Check out the 'What's up with Culture' module to help guide you through your cultural adjustment
<http://www2.pacific.edu/sis/culture>

Below is a list of characteristics that help in dealing with culture shock:

- A strong sense of self
- Sense of humour
- Open-mindedness
- Tolerance for ambiguity and difference
- Curiosity
- Positive and realistic expectations
- Positive regard for others
- Flexibility and Adaptability

If you continue to experience physical or emotional responses which are difficult to manage, seek advice from a health practitioner or staff at the host institution. If your host institution doesn't have such resources please get in touch with MGM, they will put you in touch with someone who can help.



Did you know?

In the US many young people look down upon diners who don't tip well, many young people leave an 18-20% tip at a restaurant.



Staying Safe

No matter where you are it is your responsibility to keep yourself safe. At home it is easier since you know your friends, neighbourhood and city. In your new home you will need to take on new safety measures.

> General Advice

- Register with DFAT at www.smartraveller.gov.au. This is particularly useful in emergency situations
- Familiarise yourself with emergency service numbers. Remember, depending upon your destination, they might not have a single emergency number.
- Memorise your new contact details and how to get back to your new home.

> On campus

- Do they have a security office? Where is it? Are there security phones?
- Do they have security escorts at night? Find out what is available and how to access it.
- Avoid walking through campus by yourself at night. If you feel unsafe, look for people and don't be afraid to call out for help.

> Off Campus

- Stay away from dark streets and poorly lit buildings. Stay with groups of people as much as possible. Be aware of where you are and who else is around you.
- Assess the risk of what you are about to do and try to minimise or even avoid it. For example, is it better to save money on a taxi by walking home or ensure that you are delivered to your door safely at a higher cost?
- Take advice from locals about what is safe and unsafe in their city.

> Stolen or lost passport

- If your passport is stolen or lost, you can either report it online or contact the nearest Australian Embassy/Consulate/ High Commission immediately and report it to the police. Get a copy of the police report or the report number.
- To obtain a replacement you will need to complete an application form, produce written evidence of your Australian citizenship (e.g. Birth certificate or citizenship certificate), provide a copy of the police report or number, present new photographs and pay the required fee.
- Remember, your passport is your most important legal document while travelling overseas. As a visitor, some countries require you to carry your passport at all times. Guard your passport carefully and do not travel away from your host institution without it.

Did you know?

In Japan it is rude to fill up your own glass at a party, wait until someone else does it for you.

When I arrive what if...

> ...I can't find suitable accommodation?

- Contact the housing office at the host institution.
- Look on university or community noticeboards, in newspapers or on the internet.
- If you don't receive satisfactory assistance from the host institution, contact MGM. We will liaise with the housing office and try to resolve the problem.

> ...I need to add or change a subject?

- It is possible to arrange subjects from overseas if you are having trouble.
- Try to speak with teaching staff at the host institution in person to try to get into subjects you really wish to enrol in.
- If you are having serious problems contact MGM and we may be able to mediate on your behalf.
- All subject variations or additions must be approved by your Student Centre for them to be credited towards your degree. Once your new study plan has been approved, send it to MGM.
- Be sure to keep a record of all approved subjects (including syllabi, work submitted, names of academics etc).

> ...my host institution wants me to pay fees?

- Sometimes students wish to take subjects at a different institution affiliated with the host institution
- Let MGM know they are asking you to pay additional fees and we will try to get them to waive the fee.
- If the fees are modest and they justify the expense you may decide to pay.
- Find other subjects to swap into.

Coming Home

If you are about to head home you are probably filled with mixed emotions about leaving your host country. You have formed a unique bond with the culture and people at your university however you are probably looking forward to returning home. Coming home will have its challenges, so here is some advice to minimise those challenges.

> Practical Arrangements

Travel and living

There are many practical issues to deal with before you head home. Remember to confirm any travel plans and check how to get to the airport. Be sure to wrap up any housing details, especially if you rented an off-campus apartment and work out how to close your bank account. Basically, you will need to undo everything you did when you arrived.

Host Institution arrangements

- Transcripts will be sent directly to MGM sometime after you return. MGM will make copies and send them to your Student Centre and if you passed the subjects that have been approved, the credit will be transferred to your degree by your Student Centre.
- If your transcript is sent directly to you, submit it to MGM as soon as possible.
- Return all library books and institution equipment.
- Consider how you will transport larger items home.

Debriefing session

The first semester after you return you will be invited to a debriefing session run by the University Counselling Service. Students often find the event worthwhile because it provides a great opportunity to meet other students who had similar experiences while away. The debriefing session is often followed by a social function for newly arrived exchange students, students who have just returned from exchange and students who are about to go on exchange.

M.U.S.Ex.

Melbourne University Student Exchange Club is run by returned exchange students and they host regular events which allow local returned and prospective students to meet international students undertaking study abroad and exchange at UoM.

The events are very social, some of them being a Victorian wine tour, MUSEx at the Melbourne Cup and a Farewell Gala and offers returned students a chance to share their shared experiences and meet students from their host country.

Cultural Re-Adjustment

You might be surprised to learn that it is just as important to mentally prepare yourself for going on exchange as it is returning from exchange. You have probably grown accustomed to the lifestyles, culture and values of the host culture. Some aspects of your host culture may seem to make more sense than your home culture. Remember how different the new culture felt when you first arrived -- the "culture shock" you experienced? Believe it or not, returning to your old stomping grounds can be just as rattling. Here are a few tips to help you learn to love your new, old home again.

- Get involved - Join cultural groups in your town or at your home institution. Contact MGM to learn about ways you can help other students make education abroad choices.
- Don't expect all your friends and family to want to know all the delicious details of your trip. Most people you will talk to will only want to know if your trip was good or not, that's all. While you were out seeing the world and having life changing experiences, many of them were doing the same old, same old. So don't rub it in, if they really want to know all the details send them to your travel blog.
- Find friends who can share your new, wider world perspective. Reach out to other students who have been on exchange or expats living in your home country. Join MUSEx!
- Keep up your language skills and incorporate foreign customs into your lifestyle. Watch TV or movies in your host culture's language, make friends with people from your host culture and plan a 'Thanksgiving' or 'Day of the Dead' party.
- Make plans to visit the country you left behind. Perhaps after one or two years you will enjoy revisiting some of the places from your old 'home' or local friends you made while away.

Useful Resources

> Useful Links - for travel tips

Department of Foreign Affairs and Trade (DFAT) Passport Service
www.passports.gov.au/web/index.aspx

International Drivers Permit
www.aaa.asn.au/touring/idp.htm

Youth Hostelling Australia (YHA)
www.yha.com.au/membership

Hostelling International
www.hihostels.com

Lonely Planet
www.lonelyplanet.com

Travel Cards
www.anz.com/aus/ind/banking/travel/travelcard.asp

www.travellerscash.com.au/whatistravellerscash.aspx

www.nab.com.au/wps/wcm/connect/nab/nab/home/personal_finance/1/5/5/

OS-HELP
www.mobility.unimelb.edu.au/outgoing/funding/os-help.html

Australian Tax Office
www.ato.gov.au

Centrelink
www.centrelink.gov.au/internet/internet.nsf/international/index.htm

Department of Foreign Affairs and Trade (DFAT)
www.smartraveller.gov.au

University of Melbourne's Policy on Overseas Travel
www.pb.unimelb.edu.au/ehs/workplace_ehs/travel/

Travelling with prescription medications
www.medicareaustralia.gov.au/yourhealth/going_overseas/to.htm

Reciprocal Health Care
www.medicareaustralia.gov.au/public/migrants/travelling/index.shtml

Free Student Health Insurance
<http://inasuitcase.aceinsurance.com.au/melbuni/homepage.aspx>

> Emergency Contact

T: +61 3 8344 6666

This number contacts the University of Melbourne Security Service which operates 24 hours a day. In the event that an emergency occurs outside working hours in Melbourne, ring this number and ask for a message to be passed to the "Melbourne Global Mobility" staff as soon as possible. If necessary, and if it is possible, someone will call you back.



SAFETY CONTINGENCY PLAN

In view of the current world situation the University of Melbourne advises students to take the following actions:

ENSURE YOU CAN BE EASILY CONTACTED

- In the event of an emergency, it is important that you can be easily contacted by your host institution, Melbourne Global Mobility, your Consul General and your family.
- Australian citizens should register with the Department of Foreign Affairs and Trade (DFAT through the on-line registration form (www.smartraveller.gov.au) and citizens of other countries, register with your nearest consulate or embassy in the country where you will be staying;
- All students should advise Melbourne Global Mobility that you have registered;
- Ensure that your contact details, including your address, telephone and email, are always current with your host institution, Melbourne Global Mobility, your Consul General and your family;
- Check your email regularly and if you do not use your University account, ensure that it is forwarding to the account that you do use often; and
- If you are going travelling during the term, advise your host institution and your family of your travel plans and keep in touch.

BE AWARE OF SAFETY WARNINGS ISSUED BY YOUR HOME AND HOST COUNTRIES
Governments issue travel and other warnings in relation to particular regions and countries. All students can subscribe with DFAT (www.smartraveller.gov.au) to receive travel warnings by email or simply check the website for the countries you are going to visit before you travel.

University Safety Warning Policy

In the event that the Australian Government (DFAT) warns Australians to "reconsider your need to travel" or "do not travel" to the country of your host institution, Melbourne Global Mobility will suspend all arrangements for the exchange until such times as the travel warning changes. If you are already in-country, you will be required to leave (you need not return to Melbourne but you will have to leave) the exchange and the area or country for which travel warnings exists. In that case Melbourne Global Mobility staff will assist you to make alternative arrangements for assessment for the semester either with the exchange partner or the University of Melbourne.

TRAVEL AND HEALTH INSURANCE

Familiarise yourself with your medical and travel insurance, for example, do you have to pay up front for treatment and claim later? If so, do you have emergency funds with you for that purpose? What processes do you have to follow to make a claim subsequently?

Australian Fast Facts

Here are a few fun facts about Australia that you can share with people in your host country.

- 1. 70% of the population is living in the 10 largest cities**
- 2. Australia is very multicultural, 2/5 of the population are migrants or first-generation children of migrants.**
- 3. Aboriginal and Torres Strait Islanders arrived 60,000 years ago and make up 2% of the population.**
- 4. Australia is the 2nd flattest and driest continent (after Antarctica).**
- 5. In 1954 Bob Hawke made it into the Guinness World Book of Records for sculling 2.5 pints of beer in 11 seconds, he then went on to become the Prime Minister of Australia**
- 6. Tasmanian devils have the jaw strength of a crocodile.**
- 7. Australia was the 2nd country to give women the right to vote.**
- 8. Australia's first police force was a band of the 12 most well behaved convicts.**
- 9. The University of Melbourne is the second oldest University in Australia.**
- 10. There are over 40,000 students that attend the University of Melbourne.**

STUDENT TRAVEL INSURANCE

Summary of Benefits- Policy No. 02PP014813

This "Summary" is provided for general information only and is not a substitute for the Policy. You should read the Policy for a complete list of all benefits, terms, conditions and exclusions. You may obtain a copy of the Business Travel Insurance Policy Wording and Product Disclosure Statement from the

Insured Persons	CATEGORY B: All Approved and Registered University of Melbourne Exchange Student Travel	Limit of Cover
SECTION 1: Personal Accident and Sickness		
Provides access to cover whilst on a Journey for a broad range of specified Events including: lump sum benefits for an Injury resulting in death, disablement and loss/use of senses and/or body parts. Benefits for Injury resulting in fractured bones. Loss of income as a result of Injury.		
Part A	Lump Sum Benefits	Table of Events 1-19 \$100,000
Part B	Weekly Benefits (Injury)	104 Wks/85% Salary 7 Days Excess Period \$250
Part C	Injury Resulting in Fractured Bones	\$2,000
SECTION 2: Kidnap & Ransom/Extortion		Included
Kidnap and Ransom/Extortion Access to international assistance is provided in relation to the kidnapping of a student while on a journey (subject to exclusions). When an event has occurred, or is believed to have occurred, telephone the University's Melbourne based 24 hour emergency phone no: +61 3 8344 6666.		
SECTION 3: Hijack and Detention		Included
Hijack and Detention Access to international assistance is provided if a student is hijacked or detained as a result of a hijack while on a journey (subject to exclusions). In the event of an incident which may lead to a claim, the procedure set out in Section 2 above should be followed.		
SECTION 4: Medical & Additional Expenses and Cancellation & Curtailment Expenses		
Medical Expenses	Excess Applied Per Person: \$200/Event	Unlimited Cover
Cancellation/Curtailment Expenses	Excess Applied Per Person: \$200/Event.	\$100,000
Continuous Bed Confinement	Over 48 Consecutive Hours. Maximum Days = 100	\$50/day
Provides access to cover for specified medical and additional expenses if a Student suffers an Accidental Death, Injury or Sickness whilst on a Journey. This includes unlimited coverage of expenses associated with medical evacuation and repatriation of remains. An additional benefit is also available if a Student is confined to bed by a doctor for more than 48 consecutive hours during the Period of Insurance		
SECTION 5: ACE Assistance		
In the event that a Student requires assistance whilst on a Journey, access to Emergency Assistance is provided for services such as replacing lost or stolen passports, emergency evacuation assistance, interpreter access and referral, tracing delayed luggage or medically supervised repatriation (conditions apply).		Included
SECTION 6: Loss of Deposits		Any one Student - Any One Event

Provides access to cover for specified pre-paid Travel and Accommodation costs should a Journey be cancelled due to Unforeseen Circumstances outside a Student's control (subject to exclusions).		\$10,000
SECTION 7: Baggage/Business Property, Electronic Equipment & Money/Travel Documents, Deprivation of Baggage		
Access to cover up to the amounts listed below for loss or theft of, or damage to a Student's Baggage, Business Property, Electronic Equipment and Money/Travel Documents (conditions and exclusions apply).		
Baggage/Business Property		No cover
Electronic Equipment		No cover
Deprivation of Baggage (In Excess of 8 hours)		No cover
Money/Travel Documents		No cover
SECTION 9: Personal Liability Any one Student – Any One Event		
Access to cover in the event that the Student becomes legally liable to pay damages in respect of either bodily injury to any person or loss of or damage to property And such injury or damage is caused by an accident.		\$10,000,000
SECTION 10: Rental Vehicle Excess Waiver		No cover
SECTION 11: Extra Territorial Workers Compensation		No cover
Access to cover for reasonable extra expenses incurred to enable a Student to use alternative scheduled public transport services to arrive at a business meeting or conference on time if they miss their transport connection due to Unforeseen Circumstances outside their control (conditions and exclusions apply).		No cover
SECTION 13: Political Evacuation Any one Student - Any One Event		
Access to cover for the cost of returning a Student to their country of residence or the nearest place of safety following the need to leave the country they are in due to being expelled or officials recommending that a Student leave the country.		\$20,000
Aggregate Limit of Liability	Any One Period of Insurance Non-Scheduled Aircraft	\$5,000,000 \$500,000
FILING A CLAIM		
ALL NON-EMERGENCY CLAIMS	If you are insured under the University of Melbourne's Policy, all claims must be submitted as soon as possible after the completion of the journey to: University Insurance Office 2nd Floor, Old Geology South Building The University of Melbourne, Vic. 3010 Tel.: +61 3 8344 3444 Fax: +61 3 8344 4497	
ALL EMERGENCY CLAIMS	ACE 24 hour Assistance Line +61 2 9929 2210 for specific assistance on all travel emergency matters while travelling overseas. You can also visit the ACE Assistance website: www.aceassistance.com	

Notes

> References

University of South Australia, Your Guide to Student Exchange. Retrieved 25/10/10 From: <http://www.unisa.edu.au/exchange/outgoing/documents/Info%20Booklet%20Outbound%20Exchange.pdf>

Lazen, Catherine. (2010). How to Prepare for Reverse culture shock. Galding. Retrieved 8/11/10 from <http://www.gadling.com/2010/05/24/ten-ways-to-deal-with-culture-shock/>

Lath, Jamie. (2010). Ten ways to deal with culture shock. Galding. Retrieved 1/11/10 from <http://www.gadling.com/2010/01/07/how-to-prepare-for-reverse-culture-shock/>

A Brazil-lion things to do!

1. Apply for a passport (if yours will expire during or within 6 months of your program end date)
2. Apply for necessary visas
3. For non-exchange students: Fill out the Online Mobility Registration and Scholarship Application
4. Apply for free travel insurance (note the academic calendar of host institution)
5. Enrol for your exchange/study abroad (subjects listed as STDY????/EXCH????) on the student portal
6. Register with the Department of Foreign Affairs and Trade www.smartraveller.gov.au
7. Visit your Doctor to discuss health issues while overseas and required immunizations
8. Research about your host country and host institution
9. Finalise your accommodation plans
10. Research how you will handle finances while overseas
11. Book your flight and have an amazing time abroad!

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W: www.mobility.unimelb.edu.au/

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