HOW TO APPLY FOR AN ACICIS PROGRAM AS A MURDOCH STUDENT

STEP 1: APPLY TO ACICIS

1. Research which ACICIS program you would like to participate in here: ACICIS Programs.
2. Apply to ACICIS here: ACICIS Application Form.
    Note: There is not a separate application for the New Colombo Plan grant. We will automatically consider you for one after receiving your application.
3. You will receive the outcome of your application (i.e. successful or not) via email approximately one month after the application deadline.

STEP 2: GET CREDIT APPROVED at MURDOCH

1. Complete a Cross Institutional Enrolment (CIE) Request form. You need to complete the following sections:
    a. Student Information.
    b. Host University Details.
        If you need help with completing this section, please email ACICIS at enquiries@acicis.edu.au
    c. Student Declaration.

2. Email the Cross Institutional Enrolment (CIE) Request form to your Academic Chair.
    a. You can find out who your Academic Chair is here: Who is my Academic Chair?
    b. Copy, paste and tweak as required the following email template. Make sure to attach your CIE.
        If you need help with this email, please email ACICIS at enquiries@acicis.edu.au.

"Dear <Academic Chair first name>,
I hope this email finds you well.

As my Academic Chair, I am emailing to request credit approval for a study abroad program. I have attached my Cross Institutional Enrolment request form and added the program details. Would you please complete the 'Murdoch Equivalent' section and email it back to me? I have provided some additional information about the program below:

ACICIS Program Name: XX
Course Outline link: XX
Host Institution: XX
When: XX
Credit Requested: XX credit points
Type of Units (Discipline): XX

Please let me know if you require further information. Thank you in advance for your assistance.
Kind regards,
X"

3. Once your Academic Chair has completed, signed and returned the CIE form to you, submit it to Murdoch via MyAnswers → Ask A Question or, via email to studentcentre@murdoch.edu.au.

4. The enrolments team will process your Cross-institutional enrolment form and you will receive a confirmation email from them. It is imperative that you **f**orward this confirmation email to studyabroad@murdoch.edu.au.

STEP 3: MAKE TRAVEL BOOKINGS VIA MURDOCH'S TRAVEL MANAGEMENT SYSTEM

Important note #1: <u>Do not</u> make any travel bookings until you have received an acceptance letter from ACICIS. If your application is successful, you will receive your acceptance letter around one month after the application deadline. This will outline your travel dates and steps for pre-program preparation.

Important note #2: Once you have received your acceptance letter from ACICIS, you must book your flights via Murdoch's travel system in order to be supported by Murdoch and to receive complimentary travel insurance.

1. Set up your profile on Murdoch's Travel Management Platform (TMP). Note: Make sure you are logged in with your Murdoch Student ID.
   - Add your personal details.
   - Add your passport details under the 'document' tab. Note: Your profile name must be exactly as it appears in your passport.
   - Add your bank card details under the 'financial' tab. Select *Self-Funded (international)* when you are placing your booking.
     Note: This will be the bank card used to pay for your flights. These details are kept strictly locked and fully PCI compliant. <u>No payments will be charged</u> until the final amounts are confirmed by you.

2. Search for a suitable international flight. If none are available or coming up easily, use the help chat function or send an email to travel@murdoch.edu.au.

STEP 4: OBTAIN TRAVEL INSURANCE VIA MURDOCH
1. Once your travel is booked you should automatically receive confirmation of your insurance. However, if you do not, please email insurance@murdoch.edu.au to request a) Murdoch student policy wording and b) a certificate of currency (which should include your name and travel dates).

STEP 5: PAY YOUR PROGRAM FEES TO ACICIS

1. After you have been accepted onto the program, you will be required to pay a non-refundable administration fee and visa fee to confirm your place.

2. Around one month before the program commences, you will be required to pay the
ACICIS program tuition fees upfront to ACICIS. You do not pay fees to Murdoch
University.

STEP 6: ENJOY THE PROGRAM!

STEP 7: RECEIVE YOUR RESULTS

1. You will receive your results via email around 6 weeks (short-term programs) or 12 weeks
(semester programs) after the program finishes. You will receive an ungraded Pass or fail. A
copy of your results will be sent to Murdoch University.

STEP 8: JOIN THE ACICIS ALUMNI COMMUNITY

1. Upon completion of your ACICIS program, you will be invited to join our alumni community
and mailing list where we send regular communications about events, jobs, and many other
opportunities.

OTHER INFORMATION

FUNDING

- To check whether you are eligible for a New Colombo Plan grant from ACICIS, take this short
quiz: NCP Grant Test via ACICIS.
- You may be eligible to apply for an Overseas Study Loan (OS-HELP Loan) of up to ~$9,000
through Murdoch. Read more about the loan here: OS-HELP Loan via Murdoch.

NOTES FOR MURDOCH ACADEMIC CHAIRS
- Academic Chairs (ACs) will need to assess the program for Advanced Standing and
confirm the point and level equivalence at Murdoch. ACs need to add these details
to the 'Murdoch Equivalent' section of the Cross Institutional Enrolment (CIE) form.
- Once the student submits the CIE form, the enrolments team will process their
enrolment into the relevant OTH shell units: OTH199 for level 1 units, OTH299 for
level 2 units, OTH399 for level 3 units etc; with the allocated credit points as
confirmed by the AC.
- ACICIS programs indicate equivalency of 12 credit points for semester programs, 6
credit points for the summer programs (6 weeks) and 3 credit points for the
intensive tours (2-3 weeks).
- For any queries, ACs can contact The International Relations and Programs Office at
StudyAbroad@murdoch.edu.au.

*Disclaimer: This application guide was prepared by ACICIS in collaboration with
Murdoch University in June 2024. While the information was up to date at the time of
writing, please note that processes and procedures may change between the time of
publication and your participation. Please contact enquires@acicis.edu.au if you have
any trouble accessing any of the links contained within this document.*