HOW TO APPLY FOR AN ACICIS PROGRAM AS A UWA STUDENT

STEP 1: APPLY TO ACICIS

1. Research which ACICIS program you would like to participate in here: https://www.acicis.edu.au/programs/

2. Submit an application to ACICIS here: http://www.acicis.edu.au/apply-now/
   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

1. Firstly, if you are unsure if you can receive credit, you can check by submitting an AskUWA request to your Student Advising Office. Here is a template message:

   > *"Hi there, I would like to undertake a study abroad program in Indonesia through ACICIS for credit. Here are the details:*
   > *ACICIS Program name: X*
   > *ACICIS Program course outline link: X*
   > *Program dates: X*
   > *Indonesian host university: X*
   > *Requested credit: X*
   > *Discipline/Type of units: X*
   > *Could you please let me know if I am able to receive credit? Thank you!"*
   >
   > *Note: You can find the above highlighted details on our website or by emailing ACICIS at enquiries@acicis.edu.au*

2. Once you have received confirmation that you are able to receive credit for the program, you can complete the UWA Global Learning Application (for credit approval, insurance, travel arrangements, risk management, other funding etc.), you can start an application here: UWA GLO Registration for Study Abroad.

STEP 3: COMPLETE OTHER APPROVALS

1. In the same UWA GLO Registration for Study Abroad application, you will work through several other approvals, and you will be required to digitally sign several documents to indicate your agreement and understanding. Some of these documents include:
   a) Travel and destination and safety risk assessment

b) Conditions of participation
c) Insurance information
d) UWA Health & Safety module
e) Setting up Concur (to add your travel details when you have them)
f) Other helpful resources

Note: It may take a couple of weeks for you to complete the UWA Global Learning Application because you must wait for instructions from ACICIS regarding particular dates and entry points for flights and other arrangements. You can log in and out of this application as many times as you need.

STEP 4: PAY YOUR PROGRAM FEES

1. After you have been accepted onto the ACICIS program, you will be required to pay a non-refundable <u>administration & visa fee</u> to confirm your place. The payment link and information about this will be available in your acceptance letter.

2. Around one month before the program commences, you will be required to pay the ACICIS program <u>tuition fee</u> upfront to ACICIS or you may be able to defer them to your larger HELP loan*.

   This option may only be available to Indonesian major students who are undertaking the ACICIS Flexible Language Immersion Program for credit towards their Indonesian major. This will be confirmed by your Student Advising Office.

STEP 5: RESEARCH & APPLY FOR ADDITIONAL FUNDING

1. As per **STEP 1**, when you apply for an ACICIS program, we automatically consider you for a New Colombo Plan mobility grant. Provided you meet the eligibility criteria, it is highly likely you will be awarded a grant. You can check your eligibility here: <u>NCP Eligibility Test</u>.

2. You may also be eligible for funding through The University of Western Australia such as an <u>OS-HELP Loan</u> or a <u>Global Learning Grant</u>. You can read more about the requirements of these funding options here: <u>UWA Global Studio – Funding</u>.

3. If you are already receiving Centrelink payments, you <u>may</u> be able to continue receiving them while you are in Indonesia. To check this, you will need to request a letter from the UWA Global Learning Team by <u>submitting an AskUWA Request</u>.

STEP 6: ATTEND AN ACICIS PRE-DEPARTURE BRIEFING SESSION

1. In your acceptance letter, ACICIS will provide the details of your online pre-departure session. This session is compulsory and a great opportunity to meet the ACICIS Team and others on

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your program.

STEP 7: GO ON THE PROGRAM!

STEP 8: RECEIVE YOUR RESULTS

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

STEP 9: 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.

Disclaimer: This application guide was prepared by ACICIS in collaboration with The University of Western Australia's Global Learning Office in December 2023. 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.

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