

HOW TO APPLY FOR AN ACICIS PROGRAM AS A CURTIN 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 CURTIN (do this simultaneously with step 1 above)

Faculty of Business & Law (FBL) students:

1. Read and complete this form: [FBL Study Proposal Form](#).
2. Any questions related to this form should be directed to FBLengagement@curtin.edu.au

Faculty of Health Sciences

1. Complete this form: [Go Global Study Plan Proposal Form](#).
2. Then have it signed by your Course Coordinator and submit the signed form to goglobalprogram@curtin.edu.au

Faculty of Humanities / Faculty of Science and Engineering students:

1. Complete this form: [Go Global Study Plan Proposal Form](#).
2. Then have it signed by your Course Coordinator and submit the signed form to goglobal@curtin.edu.au

STEP 3: PAY YOUR PROGRAM FEES

ACICIS Fees

1. After you have been accepted onto the ACICIS program, you will be required to pay a non-refundable administration & visa fee 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 tuition fee upfront to ACICIS.

Curtin Fees

1. Curtin students are also required to enrol in a unit at Curtin. You will be directed by Curtin to which Curtin unit to enrol in when you complete **STEP 2** above. Previous students have enrolled in the following units:
 - Faculty of Business & Law (FBL) students enrol in XINO3005. This is a fee-exempt unit.
 - Faculty of Health Sciences (Health Promotion) enrol in PUBH3003. This is a fee-paying unit. To check the cost of this unit, use this calculator: [Curtin Fee Calculator](#).
 - Faculty of Humanities/Engineering enrol in [XINO2000](#). This is a fee-exempt unit.



HOW TO APPLY FOR AN ACICIS PROGRAM AS A CURTIN STUDENT

STEP 4: RESEARCH & APPLY FOR ADDITIONAL FUNDING

1. When you apply for an ACICIS program, we will 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: [NCP Eligibility Test](#). If eligible, the grant will be transferred from ACICIS to your nominated bank account.
2. You may also be eligible for funding through Curtin such as an [OS-HELP Loan](#). You can read more about the requirements of these funding options at [Curtin Go Global Funding](#). Your Curtin faculty contact (outlined in step 2) can sign your OS Help Loan Mobility Coordinator form.
3. If you are already receiving Centrelink payments, you may be able to continue receiving them while you are in Indonesia. To check this, you will need to request a letter from the Curtin Go Global Team confirming you will be receiving credit towards your degree for the program.

STEP 5: GET APPROVAL TO TRAVEL & TRAVEL INSURANCE (from Curtin)

1. Follow the steps outlined on Curtin's Travel Support page here: <https://www.curtin.edu.au/students/personal-support/travel-support/>.

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 your program.
2. You will also be required to attend a Curtin Pre-Departure briefing session – more information will come from your Curtin faculty contact (outlined in step 2).

STEP 7: ENJOY THE PROGRAM!

STEP 8: RECEIVE YOUR RESULTS

1. You will receive your results via email around 6 weeks (for short-term programs) and 3 months (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 Curtin.

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 Curtin 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.