

# Step-by-Step Application Guide: How to Apply to RMIT Melbourne (Semester Exchange)

Welcome to Mobi – RMIT University’s online application portal for inbound students for semester exchange.

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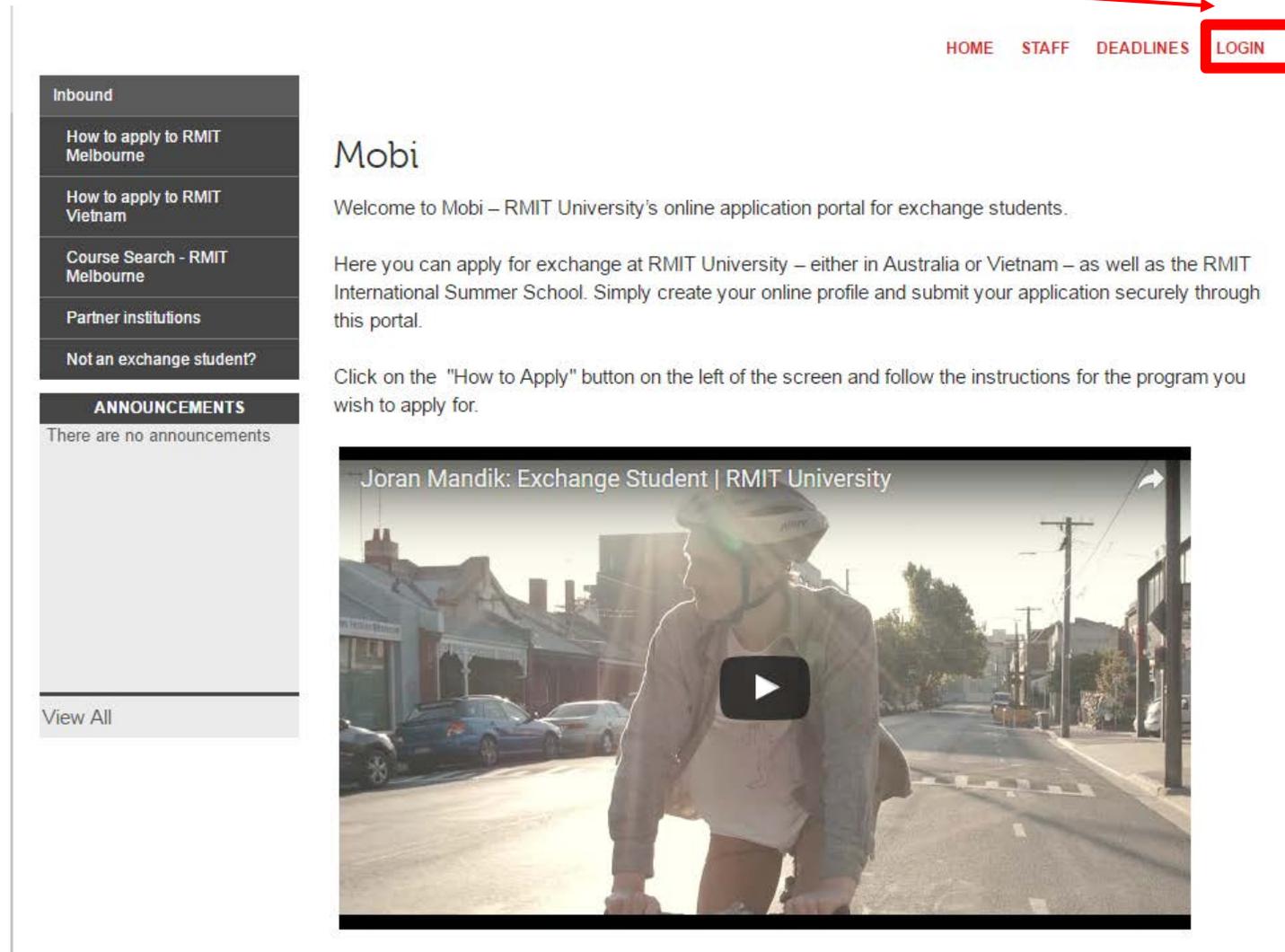
Screen 29 – Completing Inbound Student Declaration

Screen 30 – Submit Application



## SCREEN 1: Enter Inbound Mobi

- > Go to the Inbound Mobi homepage: <http://inbound.rmit.edu.au>
- > On the Mobi homepage, select **'LOGIN'**



HOME STAFF DEADLINES **LOGIN**

**Inbound**

- How to apply to RMIT Melbourne
- How to apply to RMIT Vietnam
- Course Search - RMIT Melbourne
- Partner institutions
- Not an exchange student?

**ANNOUNCEMENTS**

There are no announcements.

[View All](#)

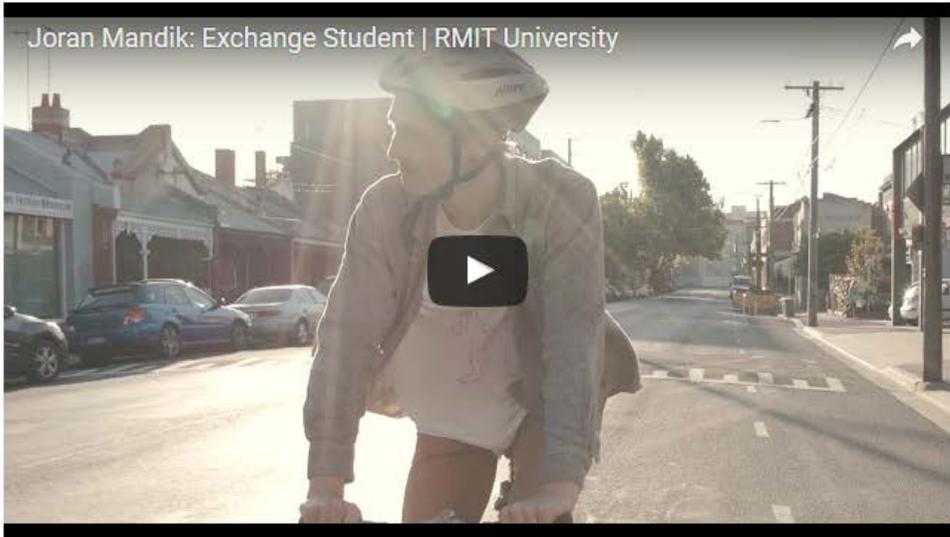
### Mobi

Welcome to Mobi – RMIT University’s online application portal for exchange students.

Here you can apply for exchange at RMIT University – either in Australia or Vietnam – as well as the RMIT International Summer School. Simply create your online profile and submit your application securely through this portal.

Click on the "How to Apply" button on the left of the screen and follow the instructions for the program you wish to apply for.

Joran Mandik: Exchange Student | RMIT University



## SCREEN 2: Enter Inbound Mobi (cont.)

> Select 'I do not have login credentials to this site'

Security : User Identification Wizard: Step 1 Hide Tips

 In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

> Select 'I am a new applicant'

Security : User Identification Wizard: Step 2 Hide Tips

 In order to request login credentials, we will need to know what type of applicant you will be on the site. Select one of the following options and click the 'Submit' button.

Please indicate which type of user you are:

- I am a new applicant.

Submit

## SCREEN 3: Create an account

Inbound

- How to apply to RMIT Melbourne
- How to apply to RMIT Vietnam
- Course Search - RMIT Melbourne
- Partner institutions
- Not an exchange student?

**ANNOUNCEMENTS**  
There are no announcements

[View All](#)

Security > Login (new user)

**Security : Login (new user)** [Hide Tips](#)

 To create an account, please fill in the form provided below.

**New User Form:**

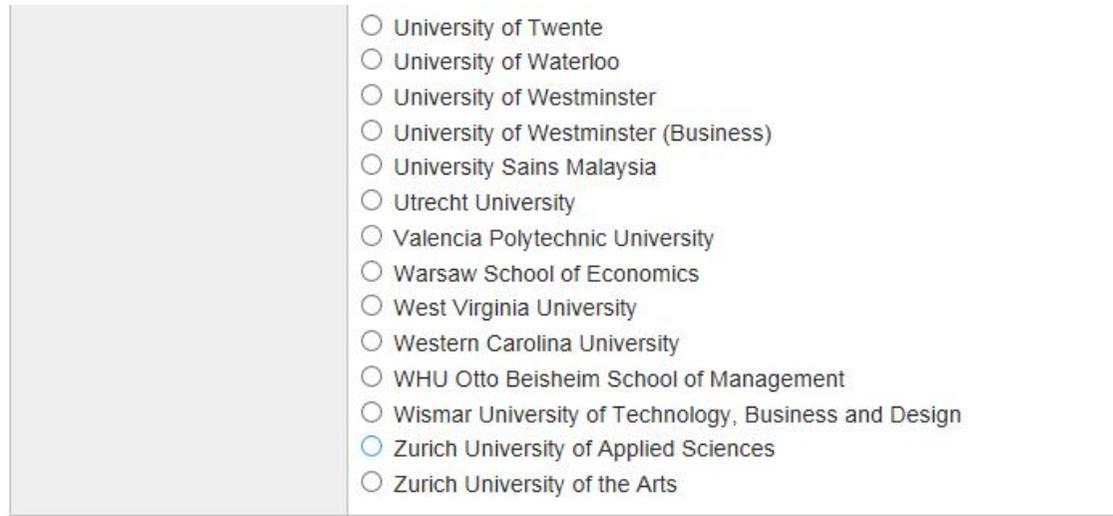
<b>First Name*:</b>	<input type="text"/>
<b>Middle Name:</b>	<input type="text"/>
<b>Last Name*:</b>	<input type="text"/>
<b>Email*:</b>	<input type="text"/>
<b>Date of Birth*:</b>	- Month - ▼ - Day - ▼ - Year - ▼
<b>Gender*:</b>	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
<b>Partner Institution*:</b>	<ul style="list-style-type: none"><li><input type="radio"/> *Other Institution - Not Listed</li><li><input type="radio"/> Aalto University</li><li><input type="radio"/> Aarhus School of Business</li><li><input type="radio"/> ACICIS (Australian Consortium for In-Country Indonesian Studies)</li><li><input type="radio"/> Arizona State University</li><li><input type="radio"/> Babson College</li><li><input type="radio"/> Bangor University</li><li><input type="radio"/> Barcelona School of Design and Engineering (ELISAVA)</li><li><input type="radio"/> Bentley University</li><li><input type="radio"/> Berlin School of Economics and Law</li></ul>

> Fill in personal details as per your **passport**

> Scroll to find and select your home institution (make sure you check the list carefully for your home institution as all of RMIT's partners are definitely listed here).

## SCREEN 4: Create an account (cont.)

> After all mandatory fields have been filled and institution is selected press 'Create Account'



- University of Twente
- University of Waterloo
- University of Westminster
- University of Westminster (Business)
- University Sains Malaysia
- Utrecht University
- Valencia Polytechnic University
- Warsaw School of Economics
- West Virginia University
- Western Carolina University
- WHU Otto Beisheim School of Management
- Wismar University of Technology, Business and Design
- Zurich University of Applied Sciences
- Zurich University of the Arts

Create Account

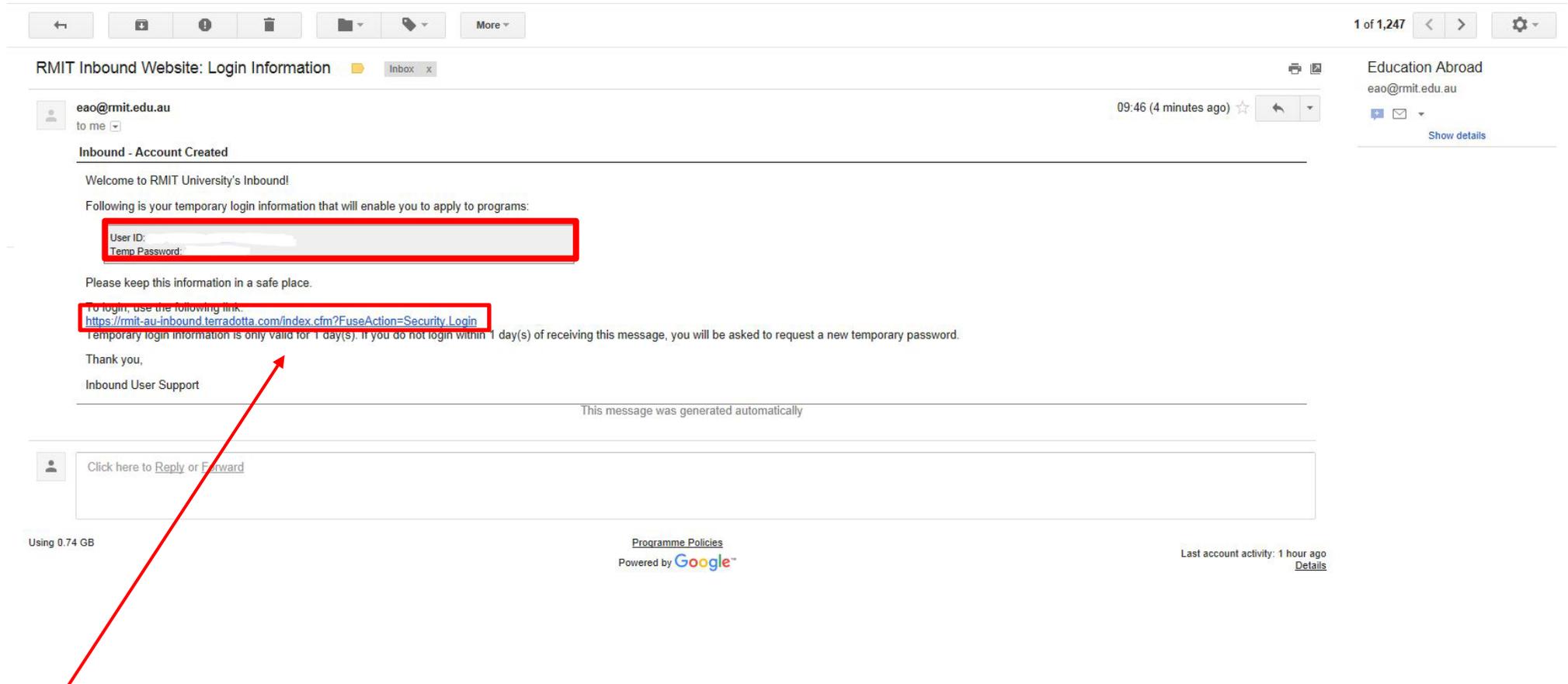
 **NOTE:** An email will be sent to you with your login and password information.  
\*Mandatory field

> Once you have successfully created an account, your login details will be emailed to the address you have nominated above

## SCREEN 5: Access your Login credentials via email

> Once you have created your account and an email has been sent to your inbox, you will receive a User ID (email address) and a customised Password

> Below is how the email will appear within your Inbox



The screenshot shows an email interface with the following content:

- Sender: eao@rmit.edu.au
- Subject: RMIT Inbound Website: Login Information
- Body text:
  - Welcome to RMIT University's Inbound!
  - Following is your temporary login information that will enable you to apply to programs:
  - User ID: [redacted]
  - Temp Password: [redacted]
  - Please keep this information in a safe place.
  - To login, use the following link:  
<https://rmit-au-inbound.terradotta.com/index.cfm?FuseAction=Security.Login>
  - Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.
- Sign-off: Thank you, Inbound User Support

A red arrow points from the bottom left towards the login link.

> Click on the link, which will take you back to Mobi to continue the application process

## SCREEN 6: Login

> You will be returned to the initial login page. However this time you will select to log in with the credentials you received via your email

The screenshot shows the RMIT Global Mobility website. The header includes the RMIT University logo and the text 'Global Mobility'. A navigation menu on the right contains links for 'HOME', 'STAFF', 'DEADLINES', and 'LOGIN'. A breadcrumb trail indicates the current location: 'Security > User Identification Wizard: Step 1'. A 'BACK TO RMIT AUSTRALIA' link is visible in the top right. On the left, a sidebar menu lists options: 'Inbound', 'How to apply', 'Recommended courses', 'Partner institutions', and 'Not an exchange student?'. The main content area features a dark header for 'Security : User Identification Wizard: Step 1' with a 'Hide Tips' button. Below this is a red tip box with a question mark icon and the text: 'In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.' The primary instruction is 'Please indicate how you will be logging in:', followed by two radio button options. The first option, 'I have login credentials to this site that I received by email.', is selected and highlighted with a red box. The second option is 'I do not have login credentials to this site.'. A 'Submit' button is located at the bottom of the form.

RMIT UNIVERSITY | Global Mobility

> BACK TO RMIT AUSTRALIA

HOME STAFF DEADLINES LOGIN

Security > User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1  Hide Tips

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

**Please indicate how you will be logging in:**

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

Submit

## SCREEN 7: Login (cont.)

> Log in with the username and password that was emailed to you

Security > Login (existing user)

**Security : Login (existing user)**  Hide Tips

 To login, please enter your username and password in the form provided below.

**Please log in:**

<b>Username:</b>	<input type="text"/>	<input type="button" value="New User Registration"/>
<b>Password:</b>	<input type="password"/>	
	<input type="button" value="Login"/> <a href="#">Forgot your password?</a>	<p><b>New Administrative User:</b></p> <p>If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:</p> <p><a href="#">Recommender</a> <a href="#">Reviewer</a> <a href="#">Staff</a></p>

**Browser Requirements:**

- You must have JavaScript enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.

## SCREEN 8: Set Security Questions

- > Once successfully logging in, select three password security questions & responses
- > Once completed click **'Update'**

Security > Choose Security Questions

### Choose Security Questions

Hide Tips



In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

### Select Password Reset Security Questions

Question #1:	Select One: ▼
Correct Response:	<input type="text"/>
Question #2:	Select One: ▼
Correct Response:	<input type="text"/>
Question #3:	Select One: ▼
Correct Response:	<input type="text"/>

- Update >

## SCREEN 9: Change your Password

> Create a new password and press 'Change'

**Security : Change Temporary Password**  Hide Tips

 Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

**Change Temporary Password**

<b>New Password:</b>	<input type="password"/> (this is the password you would like to use for all future login attempts) <b>Password does not meet strength criteria</b>
<b>Re-enter New Password:</b>	<input type="password"/>

**Change**

## SCREEN 10: Complete your Profile

> Fill all mandatory fields, leaving those not applicable blank

[Your Home Page](#) > [Profile](#) > Required Information

### Profile : Required Information

 There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page.

 Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.

### Required information

Country of Birth**	<input type="text" value="Keywords..."/> <input type="text"/>
 <b>Citizenship**</b> Please select as shown in your passport	<input type="text" value="Keywords..."/> <input type="text"/>
 <b>Phone Number Type**</b> Please select your phone number type	<input type="text" value="Choose One: ▼"/>
 <b>Phone Number**</b> Please enter your phone number (including country code).	<input type="text"/>
Home Institution Country**	<input type="text" value="- select -"/>

> Scroll down to fill all required fields

> When completed press 'Update>'

## SCREEN 11: Your Home Page

> Once you have been redirected to your applicant home page, click **'View Programs'**

### Your Home Page : Anna Munro - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. ✕

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

#### Applications

No applications on file.

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

View Programs

#### Profile



**Anna Munro**

anna.munro@rmit.edu.au

**Bio:** Anna is the Global Mobility Advisor for the Americas. She looks after exchange and study abroad in this region for both inbound and outbound students. Staff can contact Anna for information on partnerships. For specific questions about the region, stu...

**Citizenship:** Australia

**Phone Number Type:** Home

**Home Institution Country:** Australia

**Home address:**

RMIT University

Melbourne Victoria 3000

00000

00000

View All

Edit Profile

## SCREEN 12: Start Your Application

> Click 'How to apply' for the campus you wish to study at

Inbound

**How to apply to RMIT Melbourne**

How to apply to RMIT Vietnam

Course Search - RMIT Melbourne

Partner institutions

Not an exchange student?

**ANNOUNCEMENTS**

There are no announcements

View All

[Logout](#) | [Applicant Home](#) | User: Ariel Liu

[Programs](#) > Search (simple)

### Programs : Search (simple)

Hide Tips



Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search.

List All

Simple Search

Advanced Search

Featured Programs

Course Search

Map Search

Simple Search form fields can be used in combination to find programs that match all selected criteria.

Show:

Program Name

Type any search words above, or to search for an exact match, use double quotes (") around your search string.

Term

City

Country

Region

< Cancel -

- Reset -

- Search >

## SCREEN 13: Start Your Application(cont.)

> Click 'Apply Now'

Inbound
How to apply to RMIT Melbourne
How to apply to RMIT Vietnam
Course Search - RMIT Melbourne
Partner institutions
Not an exchange student?
<b>ANNOUNCEMENTS</b>
There are no announcements
<a href="#">View All</a>

[Home](#) > [How to apply to RMIT Melbourne](#)

Applying to study at RMIT is easy, but does require you to prepare your documents. To assist you, we have produced some easy-to-follow instructions.

### Step 1:

Please ensure you have the following supporting documents available in electronic version prior to starting your application. They will need to be uploaded online.

1. Your **certified copy of your official academic transcript** from your current studies (If your original transcript is not in English, please ensure that you can also provide a certified copy of the official English translated transcript).
2. If you have completed a Bachelor degree, you will be required to upload a certified copy of your official academic transcript and completion evidence of your Bachelor degree. (If your original academic document is not in English, please ensure that you can also provide a certified copy of the official English translated academic documents). *Please note that most of the Postgraduate courses required a completion of a Bachelor degree.*
3. **English evidence** (see [RMIT's English language requirements](#))
4. **Portfolio** for courses starting with the course code ARCH, VART, GRAP. You will have the option of uploading a portfolio or providing us with a website link.
5. If you are choosing courses from Computer Science and Information Technology, please complete this [form](#)

*Hard copies are not required*

### Step 2:

Identify 6 courses you wish to request by using the [course selection guide](#). You will be required to list these later within the online application. (A full time load is 36-48 credit points (usually 3-4 courses), however we require you to request more courses as alternatives).

### Step 3:

Download a copy of these [step by step instructions](#) (to be updated shortly) to assist you through the application process. The instructions will show you how to:

- create a login
- complete the Inbound Application Questionnaire
- complete the Course Request Form

### Step 4:

**APPLY NOW**

## SCREEN 14: Start Your Application (cont.)

> Click on 'Apply Now' to begin your application

Inbound

- How to apply to RMIT Melbourne
- How to apply to RMIT Vietnam
- Course Search - RMIT Melbourne
- Partner institutions
- Not an exchange student?

**ANNOUNCEMENTS**

There are no announcements

Programs > Brochure

[HOME](#) [STAFF](#) [DEADLINES](#) [LOGIN](#)

### Programs : Brochure

Hide Tips



This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

List All

Simple Search

Advanced Search

Featured Programs

Course Search

Map Search

### RMIT Australia Exchange

#### Melbourne, Australia (Exchange Program) (Incoming Program)

Program Terms:	S1 Melb (Feb-Jun), S1&2 Melb (Feb-Nov), S2 Melb (Jul-Nov), S2&1 Melb (Jul-Jun)	<a href="#">Apply Now</a>	<a href="#">Print</a>
Program Dates & Deadlines:	<a href="#">Click here to view</a>		
Restrictions:	Non-RMIT applicants only		

## SCREEN 15: Choose Program Term

### Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page. ✕

#### Available Terms

**Terms**

S1&2 Melb (Feb-Nov), 2017

S1 Melb (Feb-Jun), 2017

- > Click to select the term and then click **'Update'**
- > You will have the option of choosing 1 or 2 semesters

## SCREEN 16: Program Application Page (Pre-Decision)

> The sections you must complete are listed on the right hand side of the screen. Once you have completed, and submitted them, a tick will appear in the box next to them. Your application will not be considered complete until ticks appear in each relevant box

> You may begin a questionnaire and save it for later completion, but note that **you must click Submit** in order for the questionnaire to be logged as complete and ready for review.

### Program Application Page (Pre-Decision)

This page shows current and required elements of your application. When you complete one of the questionnaires, the box on the right hand side will be ticked. Once they are all ticked, you have completed the application. You are required to complete all questionnaires that are presented to you. **NOTE: If a questionnaire is not relevant to you and you answer as such, the check box will not be checked but will show 'NA'. This is only relevant for some questionnaires.**

- Submit Application -

Anna Munro	
Program:	RMIT Australia Exchange
Term/Year:	S1 Melb (Feb-Jun), 2017
Deadline:	31/10/2016
Dates:	27/02/2017 - 30/06/2017

Application Instructions
Please read the <b>Step by Step Application Guide</b> and follow the processes to complete your application.
You will need to complete the following:
<u>Questionnaires</u>
• Australia Inbound Application
<u>Signature Documents</u>
• Australia Inbound Course Request Declaration (Complete the <b>Course Request Form</b> online prior to accepting the declaration)
• Inbound Student Declaration
Then click on the "-Submit Application-" button at the top of the screen.

Application Questionnaire(s)	
Please view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click 'Submit', at the bottom of each questionnaire, in order for the questionnaire to be logged as complete and ready for review. When all boxes are ticked you have completed all questionnaires.	
Questionnaires	Submitted
Australia Inbound Application	<input type="checkbox"/>

Signature Documents	
Please view the documents below to digitally sign and indicate your agreement and understanding. When all boxes are ticked you have completed all signature documents.	
Questionnaires	Submitted
Australia Inbound Course Request Declaration	<input type="checkbox"/>
Inbound Student Declaration	<input type="checkbox"/>

Itinerary
The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.
Melbourne, Australia (Asia and Pacific)
Start Date: 27/02/2017
End Date: 30/06/2017

## SCREEN 17: Complete Application Questionnaires

> Click on the application questionnaire that you want to complete.

### Application Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

#### Australia Inbound Application

<b>Applicant Name:</b>	Anna Munro
<b>Program:</b>	RMIT Australia Exchange in Melbourne, Australia
<b>Term of Study:</b>	S1 Melb (Feb-Jun), 2017

**⚠ WARNING:** Please remember to save your responses frequently, as your session will time out after 59 minutes.

#### Australia Inbound Application:

(\*) Indicates the question is required.

##### 1. Program level at home institution (\*)

Please select your program level at your home institution

Please select one ▼

> Questions will ask for a range of answers: e.g yes or no; ask you to choose from a list; ask you to type information in or ask for uploads.

## SCREEN 18: Complete Application Questionnaires (cont.)

> For uploads click the folder icon to upload any required documents

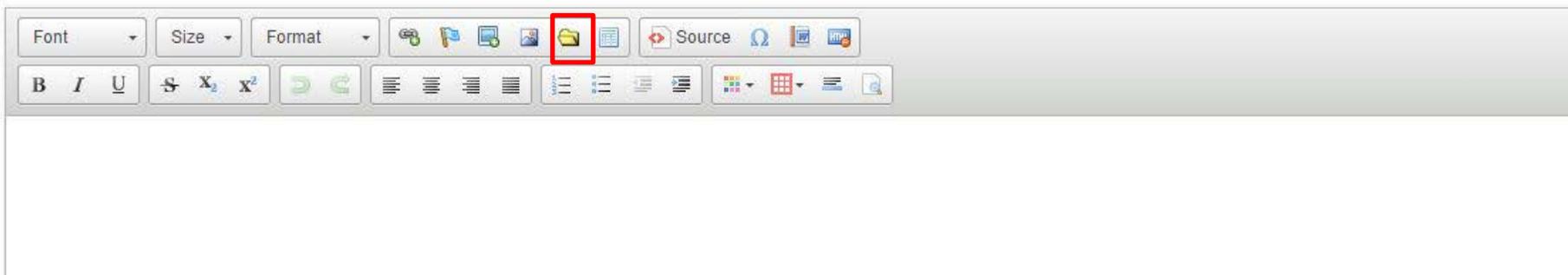
### 7. Passport (\*)

Please upload a copy of your current passport identification page here.

If you currently do not have a valid passport, you can submit an old passport and/or driver's licence together with a written statement confirming that you will be applying for a new passport soon (or something similar).

If you have dual citizenship, please also upload a copy of your other passport identification page and/or proof of your other citizenship.

Note: Use the "folder" icon to upload your attachment/s. Clearly label your attachment with your surname, first name and document title, eg SMITH\_John\_Passport

A screenshot of a rich text editor toolbar. The toolbar includes options for Font, Size, and Format. It also contains various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), and other functions like undo, redo, and source. A red box highlights the folder icon, which is used for uploading documents. A red arrow points from the text above to this icon.

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

**Save** **Submit** Cancel

> Don't forget to 'save' if you want to come back to the questionnaire later or 'submit' after you have completed it for it to be submitted as part of your application

## SCREEN 19: Complete Course Request

### Application Instructions

Please read the **Step by Step Application Guide** and follow the processes to complete your application.

You will need to complete the following:

Questionnaires

- Australia Inbound Application

Signature Documents

- Australia Inbound Course Request Declaration  
(Complete the **Course Request Form** online prior to accepting the declaration)
- Inbound Student Declaration

Then click on the "-Submit Application-" button at the top of the screen.

Australia Inbound Application	<input type="checkbox"/>
-------------------------------	--------------------------

### Signature Documents

Please view the documents below to digitally sign and indicate your agreement and understanding. When all boxes are ticked you have completed all signature documents.

Questionnaires	Submitted
Australia Inbound Course Request Declaration	<input type="checkbox"/>
Inbound Student Declaration	<input type="checkbox"/>

### Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Melbourne, Australia (Asia and Pacific)

Start Date: 27/02/2017  
End Date: 30/06/2017

> Click on the link to the 'Course Request Form' in the Application Instructions box to complete your Course Request.

## SCREEN 20: Complete Course Request (cont.)

> This is the course request form. Please follow these Instructions carefully.

> Please ensure that you refer to the “[Study Abroad and Exchange Course Search](#)” and choose your courses before starting your course request form



### Course Request Form Inbound Exchange students RMIT Australia Semester 1, 2017 (Feb-Jun)

This course request form is for selecting your courses for Semester 1 2017 only.

*Note: this form does not enrol or register you.*

#### Contact:

If you have any questions regarding the courses or should you have any difficulties with your online course request form, please do not hesitate to contact us at [global.mobility@rmit.edu.au](mailto:global.mobility@rmit.edu.au).

#### Important dates:

**6 February 2017** - Fashion and Textiles, Engineering Technology courses sometimes have an earlier start date. These courses would be part of the [Associate Degree](#) offerings at RMIT (Check the [RMIT course search tool](#) to confirm if your courses are part of this program type). **The last date to arrive at RMIT to commence these courses is 17 February 2017.**

**15-17 February 2017** - Global Mobility Orientation Program

**27 February 2017** - Undergraduate and Postgraduate course start date

**23 June 2017** - end of semester 1

View the RMIT academic calendar summary [here](#).

*Note: to access the hyperlinks in this form, please right-click and open in a new tab.*

## SCREEN 21: Complete Course Request (cont.)

> Complete Section 1 and Section 2

**Before you start completing this form, please ensure that you have the relevant documents:**

- **Academic transcript.** This must be a certified copy of **your official** academic transcript from your current studies. (If your original transcript is not in English, please ensure that you also attached together the certified copy of the official English translated transcript).
- Students from North American universities: Please do not provide transcripts that are locked by a password or have a viewing expiry date.
- **English evidence** (see [RMIT's English language requirements](#)).

Additional requirements (if applicable)

- **Proof of Bachelor degree completion**

*If you are taking Postgraduate (Master) courses, you will be required to upload a **certified copy of your official** academic transcript and completion evidence of your Bachelor degree. (If your original academic document is not in English, please ensure that you also attached together the certified copies of the official English translated academic documents).*

- **Portfolio**

*For courses starting with the course code ARCH, VART, GRAP. You will have the option of uploading a portfolio or providing us with a website link.*

- **Computer Science and Information Technology**

*For courses from Computer Science and Information Technology, please complete this [form](#) and you will be required to upload near the end of this application.*

### SECTION 1 - PERSONAL DATA

Given name/ First Name

Family Name/ Surname

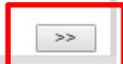
Email address (same email address from your Mobi portal application)

### SECTION 2

**Enter the name of your current studies** (eg. Bachelor of Business, Bachelor of Science, Master of Engineering)

0%  100%

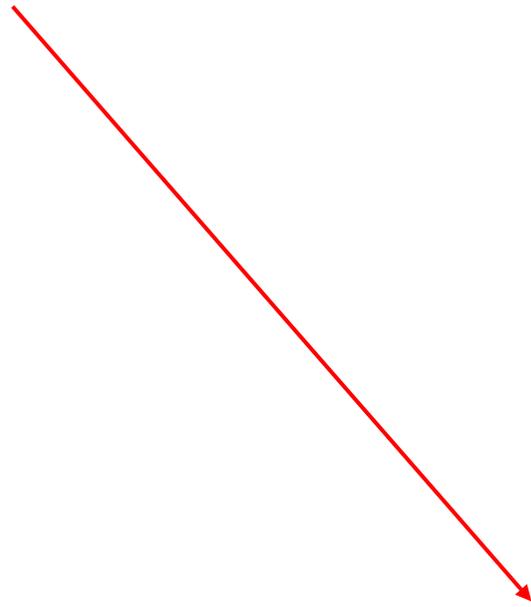
> To continue, click this button



## SCREEN 22: Complete Course Request (cont.)

> Complete the course selection table

***Please note that courses are subject to availability***



1. Please choose up to **6 courses**. Please use the following website [How to search for courses](#) as a guide for the list of courses available at RMIT:

Prerequisites must be met before you can be accepted into some courses.

Choose as many courses as allowed on this form as some may not be pre-approved and/or not available.

- > If your studies at RMIT is for 2 semesters, you will be selecting courses for your first semester of study only
- > Check that the course is available in your preferred semester and campus
- > Courses running for the duration of 1 year are not available for students in a 6 month program
- > RMIT has 3 campuses in Australia: City, Brunswick and Bundoora.

All courses should be selected from the same campus. However, due to the close proximity of the City and Brunswick campuses, it may be possible to select a mixture of courses.

2. Check with your home institution that you will receive credit for these courses

3. You need to study a full-time on-campus load.

- > Students are required to study a minimum of 36 credit points per semester and to a maximum of 48 credit points.
- > Generally each course is valued at 12 credit points.
- > Online and distance courses can only make up 25% of your full-time study load.

*Note: this form does not enrol or register you and all courses are subject to approval and availability by RMIT University.*

### Courses for Semester 1 2017:

Please list in order of preference (with Course 1 being the 1st preference)

	Course Code (e.g MKTG1025)	Course Title (e.g Marketing Principles)	Academic Level (Undergraduate/Postgraduate)	Core / Elective*
Course 1	MIET2066	Industry Experier	Undergraduate	Core
Course 2	MKTG1025	Marketing Princip	Undergraduate	Elective
Course 3				
Course 4				
Course 5				
Course 6				

\*Core: This course has been approved by your home institution as a requirement for your program major/minor.

\*Elective (or Breadth subject): This course has been approved by your home institution but is not a requirement for your program major/minor.

## SCREEN 23: Complete Course Request (cont.)

> Upload your official Academic Transcript and complete the question

*Please Note: If you have completed a Bachelor Degree, please select 'Yes' and you will need to upload your Bachelor Degree Transcript as well as evidence of completion of your Degree on the next page*

> To continue, click this button

Please upload your official Academic Transcript from your current studies (If your original transcript is not in English, please ensure that you also attached together the official English translated transcript).

Drop files or click here to upload

Have you completed a Bachelor degree?

- No
- Yes (Please note that you will be required to upload the official academic transcript and completion evidence of your Bachelor degree.)

0%  100%



## SCREEN 24: Complete Course Request (cont.)

> Students who have chosen courses from the School of Computer Science and IT, please upload the [form](#) here

> Upload all applicable documents here by clicking on the dark grey areas

> Make sure to complete the statement with your full name and the date

> To continue, click this button

Please upload the "Computer Science and IT courses" form if you have chosen any courses from the "Computer Science and IT" area (if applicable)

Drop files or click here to upload

English evidence (if applicable)

Drop files or click here to upload

If you are in the process of obtaining your English proficiency evidence, please provide the estimated date (DD/MM/YYYY) that you will receive your results. As soon as you receive the results, please send a copy to [global.mobility@rmit.edu.au](mailto:global.mobility@rmit.edu.au) with the subject title "Inbound Exchange Application English Results\_First Name\_Last Name"

Portfolio (if applicable).

If you have a weblink to your portfolio, please go to the next question.

Drop files or click here to upload

Alternatively please provide a weblink to your portfolio (if applicable)

**Statement**

I understand that I will not be able to change these courses until after arrival at RMIT unless otherwise requested from RMIT Global Mobility staff. If studying more than one semester at RMIT, I understand that I will enrol in my second semester whilst at RMIT.

Student name

Date (dd/mm/yyyy)

0%  100%

<< >>

## SCREEN 25: Complete Course Request (cont.)

> Check to see that you've completed the course request form by ticking these boxes

**RMIT UNIVERSITY**

**Course request checklist**

- All questions answered
- Supporting documents have been uploaded

**What do you need to do now?**

- Click on the >> next arrows
- Review your Course Request Form
- **Download a PDF copy of this Course Request Form for your reference**
- Only click to submit the Course Request Form after you have saved the PDF copy. (You cannot edit the course request form after submission!).

0%  100%

<<< >>>

> To continue, click this button

## SCREEN 26: Complete Course Request (cont.)

- > Make sure that all of the information on the form is correct. You will **NOT** be able to change them after submission.
- > Click “**Download PDF**” in order to download a copy of your course request form.

This should automatically download a file called “Response Summary” to your computer. Please keep this document for your reference.

### > **DO NOT CLOSE THE COURSE REQUEST FORM YET**

At this stage, you have **NOT** completed your course request form



Please check your answers carefully as once you have submitted your form, you cannot change them.

**IMMEDIATELY** click on the Download PDF link (*on the right hand side of this message*) and save a copy of your answers.

You **CANNOT** save or print this after you have submitted your application.

**IMPORTANT:** After saving a PDF copy of the answers, scroll down to the bottom of this page and click on the >> arrow to submit your application. Your application will not be complete until you have done this step.

Below is a summary of your responses

[Download PDF](#)

### **Course Request Form Inbound Exchange students RMIT Australia Semester 1, 2017 (Feb-Jun)**

This course request form is for selecting your courses for Semester 1 2017 only.  
*Note: this form does not enrol or register you.*

## SCREEN 27: Complete Course Request (cont.)

> Scroll all the way down to the bottom of the page

> Click this button to **complete your course request form**.

If you do **NOT** click this button, your course request form will **NOT** be submitted

Alternatively please provide a weblink to your portfolio (if applicable)

**Statement**

I understand that I will not be able to change these courses until after arrival at RMIT unless otherwise requested from RMIT Global Mobility staff. If studying more than one semester at RMIT, I understand that I will enrol in my second semester whilst at RMIT.

Student name

Date (dd/mm/yyyy)

**Course request checklist**

All questions answered

Supporting documents have been uploaded

**What do you need to do now?**

- Click on the >> next arrows
- Review your Course Request Form
- **Download a PDF copy of this Course Request Form for your reference**
- Only click to submit the Course Request Form after you have saved the PDF copy. (You cannot edit the course request form after submission!)

0%  100%

<<  >>

**SCROLL DOWN TO THE BOTTOM OF THE FORM**

## SCREEN 28: Complete Course Request Declaration

Australia Inbound Application

### Signature Documents

Please view the documents below to digitally sign and indicate your agreement and understanding. When all boxes are ticked you have completed all signature documents.

Questionnaires	Submitted
<a href="#">Australia Inbound Course Request Declaration</a>	<input type="checkbox"/>
<a href="#">Inbound Student Declaration</a>	<input type="checkbox"/>

### Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Melbourne, Australia (Asia and Pacific)

Start Date: 27/02/2017  
End Date: 30/06/2017

> Once you have completed your online Course Request form, you will need to return to your Mobi portal and complete the “**Australia Inbound Course Request Declaration**” in the Signature Documents.

### Australia Inbound Course Request Declaration

Munro, Anna ( RMIT Australia Exchange, S1 Melb (Feb-Jun), 2017 )

[PDF](#) [Cancel](#)

I can confirm that I have submitted my [Course Request Form](#) online and downloaded a PDF copy for my own reference. (You are NOT required to send us a copy of the downloaded PDF form)

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

**Applicant Name:**  
Anna Munro

**Date:**  
07/09/2016

[CLICK HERE TO SIGN DIGITALLY](#)

> Read the declaration and click to sign digitally

## SCREEN 29: Complete Inbound Student Declaration

> Click on 'Inbound Student Declaration'. It will pop up in another window.

Signature Documents	
Please view the documents below to digitally sign and indicate your agreement and understanding. When all boxes are ticked you have completed all signature documents.	
Questionnaires	Submitted
<a href="#">Australia Inbound Course Request Declaration</a>	<input checked="" type="checkbox"/>
<a href="#">Inbound Student Declaration</a>	<input type="checkbox"/>

> Read the declaration and click on the button to sign digitally.

NOTE: Printing the document is NOT required – you do not need to click the PDF button.

I understand that RMIT University may pass my name and email address to RMIT students for the purpose of promoting the exchange/study abroad program.  
\*I understand that I am responsible for booking my own temporary and permanent accommodation.  
\*I understand, if looking for off-campus accommodation, that it is recommended I arrive in Melbourne at least 3 weeks prior to commencement of the semester.  
\*I hereby submit this application for the RMIT Exchange or Cross Campus or Inter-Location program and have attached the requested compulsory materials.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name:

Anna Munro

Date:

08/09/2016

[CLICK HERE TO SIGN DIGITALLY](#)

## SCREEN 30: Submit Application

- > Once you have completed the two Signature Documents and the Application Questionnaire you should have a tick in each "Submitted" box.
- > Now click on the **-Submit Application-** button to submit the completed application to RMIT Global Mobility.
- > The screen will then show a message saying that you have successfully submitted your application.
- > Keep an eye on your email account and Mobi portal for updates to your application.

### NOTE:

Semester/Year Exchange students ONLY:  
For your application to be successful you will need to have been nominated by your home institution for an exchange place.

Semester/Year Study Abroad students ONLY:  
You will need to visit [these pages](#) to apply in the iApply system. Mobi does not cater for Study Abroad students.

## Program Application Page (Pre-Decision)

This page shows current and required elements of your application. When you complete one of the questionnaires, the box on the right hand side will be ticked. Once they are all ticked, you have completed the application. You are required to complete all questionnaires that are presented to you. **NOTE: If a questionnaire is not relevant to you and you answer as such, the check box will not be checked but will show 'NA'. This is only relevant for some questionnaires.**

**- Submit Application -**

Anna Munro	
Program:	RMIT Australia Exchange
Term/Year:	S1 Melb (Feb-Jun), 2017
Deadline:	31/10/2016
Dates:	27/02/2017 - 30/06/2017

### Application Instructions

Please read the **Step by Step Application Guide** and follow the processes to complete your application.

You will need to complete the following:

- Questionnaires
  - Australia Inbound Application
- Signature Documents
  - Australia Inbound Course Request Declaration (Complete the **Course Request Form** online prior to accepting the declaration)
  - Inbound Student Declaration

Then click on the "- Submit Application -" button at the top of the screen.

### Application Questionnaire(s)

Please view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click "Submit", at the bottom of each questionnaire, in order for the questionnaire to be logged as complete and ready for review. When all boxes are ticked you have completed all questionnaires.

Questionnaires	Submitted
Australia Inbound Application	<input checked="" type="checkbox"/>

### Signature Documents

Please view the documents below to digitally sign and indicate your agreement and understanding. When all boxes are ticked you have completed all signature documents.

Questionnaires	Submitted
Australia Inbound Course Request Declaration	<input checked="" type="checkbox"/>
Inbound Student Declaration	<input checked="" type="checkbox"/>

### Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Melbourne, Australia (Asia and Pacific)

Start Date: 27/02/2017  
End Date: 30/06/2017

You have successfully submitted your application. RMIT Global Mobility will be in contact with you following the decision date. 08/09/2016 @ 14:43:31 PM