PRE-DEPARTURE & ARRIVAL GUIDE 2009
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Pre-Departure Checklist

Below is a list of things you need to organise before you study at ANC.

- **Confirm that you hold a student visa subclass 572.** Make sure your visa expiry date is later than the end date of your final course.

- **Check that you have read, signed and sent the Acceptance Form to ANC with payment of the course fee and Overseas Student Health Cover (OSHC) fee.**

Make copies of all important documents to bring in your hand luggage

- your Offer letter
- Passport
- electronic Confirmation of Enrolment (eCoE) form
- study plan, certified academic transcripts from previous study
- documentation of previous study if applying for status or credit
- identification documents – an international Driver’s Licence or drivers licence from your home country
- other formal identification
- important medical records

We suggest that you put a second copy of each in your suitcase and leave a third copy at home with your family.

- **Your offer letter from ANC and admission letter should advise you of the enrolment date and campus location.**

- **At least AUD$2,000 available to you on arrival in Melbourne**
  (approximately AUD$500 in cash and AUD$1,500 in travellers’ cheques or ATM access)

- **Check customs and quarantine regulations and separately pack any items you need to declare including medicines.**

- **Time zone:** Melbourne is on Australian Eastern Standard Time (AEST) – the equivalent of Greenwich Mean Time (GMT) +10 hours. Daylight saving is from the first Sunday in October until early April (GMT +11 hours). For more information please go to the website: [http://www.timeanddate.com/](http://www.timeanddate.com/)

- **Note the contact details of your country’s embassy in Australia.** Refer to Australia’s Department of Foreign Affairs and Trade website: [http://www.dfat.gov.au/embassies.html](http://www.dfat.gov.au/embassies.html)
Pre-Departure and Arrival

The aim of this guide is to provide you with information relevant to International students before they arrive in Australia.

Before You Leave Home

Before you leave home to begin your studies at ANC, there are a number of things to consider. The following pages will assist you with your planning. Learning and Teaching Unit staff have produced a range of resources for you to access before leaving your home country. These resources provide you with helpful information about what to expect when you arrive and settle into life in Melbourne.

Pre-Departure Information

What to do if you arrive early

While it is important that you arrive in time for your Orientation program.

If you wish to arrive well before orientation then you need to be aware that you will only have access to limited resources. For example, if you arrive several weeks before orientation, you will not be able to:

- Enrol in Courses in your Program;
- Obtain an ANC username and password for computer access
- Organise your ANC Student ID card
- Legally work in Australia

However, there are some things that you will be able to organise if you arrive early. You may focus on:

- Settling into Melbourne;
- Opening a bank account (you will need proof of identity such as a passport and credit card and COE);
- Adjusting to the environment around you
- Looking for long-term accommodation.

If you arrive in Melbourne well before the commencement of your orientation program, please make sure you come and see an Administration Officer on your campus.
Welcome to Melbourne!

Living in Melbourne

Melbourne is the capital of the State of Victoria with a population of over 4.6 million people. It is Australia's second largest city. One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets. The city hosts a variety of festivals, cultural and sporting events including the Australian Grand Prix and the Australian Open which make it one of Australia's top tourist destinations.

Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

Recreation/Activities

Melbourne is addicted to sport, regularly hosting international and national sporting events. Major events include the Australian Open (tennis), the Australian Formula One Grand Prix, motorcycle racing, cricket, the Melbourne Cup (horse racing), rugby, soccer and Australian Rules Football. Australians enjoy being outdoors, going to the beach, walking in the bush and going for picnics or barbecues.

Melbourne has a reputation for its cuisine, with an array of restaurants, offering a variety of international cuisines. Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture, while many inner-Melbourne streets are dedicated to Indian, Vietnamese, Japanese, Italian and Greek foods - students can also find many popular places with quality food at reasonable prices.

You could say Melbourne has it all.

For more information about what is happening in Melbourne visit: www.citysearch.com.au.

Culture

Most Australians are relaxed and friendly and are known for their open manner and their belief in an equal society without social classes. There are some different customs that may seem strange. If you understand a little about the lifestyle you will find it easier to meet Australians and settle into your new surroundings.

Here are some important points about Australian culture:

- Men and women are equal in Australian society as are people from all levels of wealth, authority and occupation.
- Very few Australians have servants.
- Most Australians do their own housework. Men and women share jobs in the household such as cooking, cleaning, washing dishes etc.
- Australians enjoy watching and playing sport.
- In Melbourne, Australian Rules football is very popular during the winter. You may like to choose a team to support.
- Punctuality is important. Australians think it is rude if you don’t keep an appointment on time.
• It is polite to telephone and let the person know if you are going to be late or cannot make the appointment.
• People stand in queues when waiting at the bank or to get on a train or bus or to buy tickets. It is not polite to push ahead of somebody in a queue.
• It is considered bad manners to spit or sniff in public.
• If you have an appointment with someone or are in class you should turn your mobile phone off.
• Respect other people’s privacy- don’t go into other people’s rooms or offices without knocking and saying, ‘excuse me’.
• You should say thank you when someone has given you something or tried to help.
• Saying excuse me is also polite when you speak to someone who is not expecting you to speak to him or her.

Australia is a clean and relatively safe country. You will find that most Australians are relaxed and friendly, but as in all countries you must take responsibility for your own safety so:

DO NOT Get into cars with strangers.
DO NOT Leave your bags or backpacks unattended.
DO NOT Give your phone number or address to strangers.
TRY TO Travel with somebody if you are going to be out late at night.
DO NOT Become involved in arguments - walk away.

Keep your passport, wallet and other important documents in a safe place.

Climate and Clothes

Melbourne has a relatively mild climate but the weather can change rapidly from day to day, and even during the course of one day. It does not snow in metropolitan Melbourne. Maximum temperatures will range between 18 and 42 degrees Celsius, with most days being between 22 and 33 degrees, and minimum temperatures between 15 and 25 degrees. You can expect lots of sunshine and little rain.

When you are thinking about what clothes to pack, you need to consider the weather in Melbourne. The climate has four distinct seasons:

• Summer (December, January, February): 14–25 degrees Celsius with high temperatures of 35–40 degrees
• Autumn (March, April and May): 11–20 degrees Celsius
• Winter (June, July, August): 6–14 degrees Celsius, but can be near zero at night
• Spring (September, October, November): 10–20 degrees Celsius and this is usually the wettest season.

Please keep in mind that the weather in Melbourne changes constantly and sometimes you can experience four seasons in one day! So, layered clothing works well with t-shirts, jeans and skirts for summer, and a warm jumper (sweater), warm pants, scarves and gloves and a waterproof jacket for winter.

See the following site for more information on Melbourne and Australian weather: www.bom.gov.au.

Other useful information

Australian Education International, an Australian Government agency, publishes a very useful pre-departure guide for international students coming to Australia. While it is written primarily for North American students, it is a very useful introduction to studying in Australia for all international students. View it online at www.studyinaustralia.gov.au/Sia/en/LivingInAustralia.
Arriving in Melbourne

When you arrive at Melbourne airport, you must go to the Entry Control Point. You must have your passport and a completed Incoming Passenger Card. Once your passport is stamped at immigration you collect your luggage from the baggage-claim area. After you collect your bags you can go to one of two exit channels.

**RED EXIT:** Goods to declare  
**GREEN EXIT:** Nothing to declare.

Australia has very strict quarantine and customs laws to stop insects and other agricultural diseases from damaging our environment and industries.

If you have brought any of the following items with you from home you must go through the **RED** channel:

- Chinese herbs and medicines
- Dried/fresh fruit and vegetables
- Herbs/seeds
- Seafood
- All dairy, egg, and meat products
- Bee products honey/wax
- Bones, horns, feathers and shells
- Flowers (fresh and dried)
- Plants and wooden products.

**Australian Customs and Quarantine**

The Australian Customs and Quarantine unit at Melbourne Airport is very strict in relation to goods brought into the country. Every incoming traveller has to fill an Incoming Passenger Card prior to landing. If you are carrying any **food, wooden material, plant material or animal products**, please declare it. If you are not sure if an item needs to be declared it is better to seek assistance from customs officers.

Heavy penalties apply in regards to breaching custom/quarantine regulations. These include:

- On the spot fines up to $220 AUD.
- Be prosecuted and fined up to $66,000 AUD and /or 10 years imprisonment.

**Customs**

The Australian Customs Service manages the security and integrity of the Australian border and assists people and cargo to move in and out of the country.

On arrival, please present your passport and your completed Incoming Passenger Card to the Customs Officer. Then collect your baggage and proceed to the green channel/gate if you have nothing to declare or the red channel if you have something to declare or if you are unsure. The Australian Customs Service has posted a Guide for Travellers on their website:  
Customs Allowances

Medication

When you go through customs, you should declare all drugs and medicines including the following: prescription medications, alternative, herbal and traditional medicines, vitamin and mineral preparations and perform enhancing drugs or formulas. Some medicinal products may require an import permit or quarantine clearance. If you carry any drugs or medicines with you, it is recommended that you have a letter and/or a prescription from your doctor or practitioner describing your medication and medical condition.

If you are currently on medication, it is advisable to find out if your medication will be available for purchase in Australia. For more information see the Department of Health & Ageing – Therapeutic Goods Administration website: www.tga.gov.au

Currency

It is the law in Australia that amounts of money of AUD$10,000 or more in foreign or Australian currency (notes and coins) must be declared at Customs either as you bring it in or take it out of Australia. For more information visit the Australian Transaction Reports and Analysis Centre (AUSTRAC) website: www.austrac.gov.au

Computer/Laptop

Students can bring desktop or laptop computers and similar electronic equipment duty free into Australia, provided the Australian Customs Service is satisfied that these items are intended to be taken out again on departure. You might be required to show Customs Officers a copy of your COE or ANC Offer letter to provide evidence of your student status.

For more information on Customs and Quarantine laws and to understand what you can and can't bring to Australia, please visit this website: www.aqis.gov.au

Duty Free Allowances

You may bring any of the following goods (duty and/or tax free) in your accompanied baggage:

- **General** – AUD $900 worth of goods (AUD $450 for people under 18)
  
  This includes: gifts, souvenirs, cameras, electronic equipment, leather goods, perfume concentrates, jewelry, watches and sporting equipment. Alcohol and tobacco products cannot be included in this allowance.

- **Alcohol** – 2.25 liters of alcoholic beverages for each passenger aged 18 years or over.

- **Tobacco** – 250 cigarettes or 250 grams of cigars or tobacco products for each passenger aged 18 years or over.

Most personal items such as new clothing, footwear, and articles for personal hygiene and grooming (but not fur or perfume concentrates) may also be brought into Australia in accompanied baggage free from duty and/or tax. If you exceed any of the concession limits set out above, Customs will charge you duty and tax on the entire importation or purchase within that group of items.

For further information go to the Australian Customs Service website: www.customs.gov.au/site/page.cfm
How Much Money to Bring

There is a limit to how much cash you can bring into Australia (usually around $10,000).
Do not carry large amounts of cash!

We suggest that you bring $500 in cash and $500 - $1500 in Travellers cheque.

An important fact to remember is that a cheque (or banker's draft) may not be the most useful way of bringing money into the country. International cheques (or banker's drafts) can take up to 6 weeks to be cleared by a bank in Australia. You will have better access to your money if you can arrange with your bank to bring some funds in Australian dollars or travellers cheques and have other funds available through international automatic teller machine access.

Before you leave home it is important that you make sure that the money you receive from home, while you are studying in Australia, is enough to pay for your tuition costs and your living costs. If you are granted Work Rights after you start studying, it will be possible for you to look for a part-time employment. However, there is no guarantee that you will find work or, if you do find work, that you will be able to cope with work without your study suffering. It is best that you do not rely on part-time employment as a means of paying your tuition fees or living expenses while you are studying.

Transport

Public Transport

Melbourne has one of the best public transport systems in the world consisting of trains, buses and trams. The Melbourne public transport system incorporates train, tram and bus services. You can change services from train to tram to bus as often as you like on the one valid ticket Metcards can be purchased from any railway station.

In Victoria, only the International exchange students are eligible for concession prices on public transport. Exchange students can collect a concession application form during orientation. If you travel without a valid ticket, or on a concession ticket without a concession card, you are at risk of being fined by inspectors.

Melbourne's public transport network is split into two zones which are colors coded for easy recognition:

Zone 1 is (yellow) inner Melbourne
Zone 2 is (blue) suburban and outer Melbourne.

For more information, including fares and timetables, phone Metlink on 131 638 or visit: www.metlinkmelbourne.com.au.

Metcard fares effective from 1 January 2009:

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<td>$49.60</td>
<td>$169.00</td>
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Night Rider Bus Service

Night Rider buses operate on nine routes from the City to the suburbs, departing from Swanston Street (between Flinders and Collins Streets) every hour between 12.30 am and 4.30 am on Saturday and Sunday mornings. Additional services operate on some routes.

Night Rider tickets are available from the bus driver at the time of travel. Metcards, V/Line tickets, free travel passes and concessions are not accepted. Tickets are transferable between Night Rider services for two hours.

Taxis

Taxis are generally an expensive way to travel. The following companies offer services in and around Melbourne, and you phone them directly to book a taxi.

- North Suburban Taxis: 13 1119
- Silver Top Taxis: 13 1008
- Black Cabs: 13 2227

Driving

Before you start driving in Australia, we recommend you take some lessons to become familiar with local driving conditions and road laws. Road laws include:

- Driving on the left-hand side of the road; this applies to all states in Australia.
- All occupants in a car, including passengers, must wear seatbelts.
- Drink driving i.e. driving when over the legal blood alcohol limit can result in heavy fines or even loss of licence (including an overseas licence).
- At some Melbourne city centre intersections, hook turns are required; drivers turn right from the left-hand lane instead of the centre lane, to avoid obstructing trams.

Driver licensing in Victoria

You may drive on a valid overseas license indefinitely while holding a student or temporary visa, provided the license is either in English or is accompanied by an official English translation (e.g. an International Driving Permit).

An International Driving Permit is a translation of a driver license; **It is not a license itself.** For your International Driving Permit to be valid, you must also carry your overseas license when driving.


Car Rental -- Most rental agencies require you to be 25 and on a full license to rent a car.

Cycling

Certain road rules apply specifically to cyclists, including:

- Bicycles may not be ridden on footpaths;
- All cyclists must wear an approved safety helmet (except on medical and/or religious grounds);
- Bicycles must be equipped with a bell or horn, an efficient brake and, if ridden at night, a white headlight, red tail-light and red rear reflector.

Useful Contacts

Public transport lost property

**Metropolitan trains** 9610 7512
Please call to enquire about lost or found items on board trains. All lost property is held centrally at Flinders Street Station, Melbourne.

**Emergency and level crossing failure** 1800 001 050

**Metropolitan trams** 1800 800 166
Please call to enquire about lost or found items on board trams.

**Metropolitan buses**
Items found on board a bus are returned to the bus depot. Please contact the operator of your local bus service directly.

Postal Service

Post offices are located near all the main campuses and red post boxes (for posting mail) are found in the street. All post offices have basic postal and bill-paying services and some of the larger ones sell other goods and souvenirs.

Telephone

All public telephones charge a higher rate than private phones. Most public phones take coins or a card. The Yellow Pages or [www.yellowpages.com.au](http://www.yellowpages.com.au) are a good resource for general information about phone numbers. Australia’s country code is +61 and the area code for Victoria (and Melbourne) is 03.

Mobile Phone Access

There are many mobile phone service providers in Australia, offering pre-paid accounts and/or periodical bills. You will normally pay a connection fee plus a rate per minute for phone calls and a flat rate for SMS. Shop around for a deal that suits the way you use your phone.

Internet

The best and cheapest way to keep in touch with family and friends from your own country is via email. It is free and easy to use. ANC provides free internet usage at all campuses. Internet cafés are easy to find in the city and neighboring suburbs. The cost can be as little as AU$2-5 per hour. You will find wireless internet available in some cafés, restaurants and shopping centers.

Telephone Interpreter Service

This service operates 24 hours a day, offering assistance in communication in over 80 languages 131 450.
Banking

Open a Bank Account

Once you arrive in Australia the next important step is to open a bank account as soon as possible. A bank account makes it easy and safe for you to deposit and withdraw money whenever and wherever you want. It is very important that you discuss with your parents (or whoever is providing you with financial support) the most reliable way for you to regularly receive funds while you are living in Australia.

Australian currency is the only legal tender in Australia. When you first arrive, money from other countries can be exchanged at currency exchange facilities located at international airports, banks and some hotels. Please note there are no exchange facilities at the Townsville airport.

To help plan your budget and to convert currency from your country of origin to Australian dollars please click on: www.x-rates.com/calculator.html. It is a good idea to set up an Australian bank account soon after your arrival.

You will need to provide evidence of your visa and residency (e.g. proof of address). All major banks have branches in cities and regional centres around Australia which operate from 9am – 4pm Monday to Friday (some banks remain open until 5pm on Fridays). 24 Hour Automatic Teller Machines (ATMs) are available throughout Australia for your convenience. Many department stores, supermarkets and specialist shops have Electronic Funds Transfer at Point of Sale (EFTPOS) terminals where cash withdrawals can also be made in addition to purchasing goods.

Students can open a bank account at any Australian Bank by showing their passport and eCOE. There are a number of ATM machines near ANC. Therefore you can withdraw cash anytime you want. Most banks are open 9:00 am to 5:00 pm Monday to Friday.

Currency

All banks will change money during banking hours. Currency exchange is also available at Money Exchange offices throughout the city. Australia uses a decimal system with 100 cents in the dollar.

Bank notes in use are $5, $10, $20, $50 and $100.
Gold coins are $1 and $2
Silver coins are 5, 10, 20 and 50 cents.
Use an online currency converter to work out the exchange rate with your currency

Some banks located close to ANC:

**Commonwealth Bank of Australia (CBA)**
21 Swanston Street,
MELBOURNE VIC 3000 Ph: (03) 9675 8926

**WESTPAC Bank**
226 Swanston Street,
MELBOURNE VIC 3000 Ph: (03) 9602 2322

**ANZ Bank**
100 Queen Street
MELBOURNE VIC 3000 Ph: (03) 9273 555

**National Australia Bank**
500 Bourke Street
MELBOURNE VIC 3000 Ph: 1300 889 398
For further information about banking in Australia, visit one of the following bank’s websites:


**Cost of Living**

**Living**

Cost of living refers to the cost relating to food, accommodation, clothing, transportation, entertainment etc. A number of students do find Melbourne to be an expensive place to live, however if you budget properly you can maintain a healthy and comfortable lifestyle. Following is a rough breakdown of costs:

- Accommodation ( $120 - $200/ week)
- Food ( $60 - $100/ week)
- Public Transport ( $30 - $ 50/ week)
- Entertainment ( $30 - $40/ week)

It is recommended that students budget for living costs to a total of AUD$12,000 above their tuition fees.

**Home stay**

If you are living with a home stay family remember that they expect you to behave as part of their family not as a hotel guest. Australian families do not have servants so you may have to do things that you are unused to doing at home, such as clearing plates from the table, making your bed and keeping your room tidy and clean. You will also have to do your own washing using the facilities provided for you.

You will find the food is different from what you are used to but you should try everything. If there are any foods that you cannot eat, either for medical or religious reasons or you simply dislike them, you have to let your home stay family know.

Some Australian houses are not heated in winter so you might need extra bedding in order to keep warm. Please ask your home stay family about this. They may be able to provide blankets for you but you may have to buy them yourself. Please do not use small heaters and leave them on overnight as this can be dangerous.

**Accommodation**

Most students usually go for shared accommodation rather than renting on ones’ own. It is cheaper to go for shared accommodation whether renting or sharing you may need to buy your own furniture. Rental properties are normally leased for a minimum of 6 – 12 months. You will need to pay a bond for the property, normally 4-weeks rent in advance. This is returned to you when you leave and after the agent or the owner has checked the property to say that everything is okay. You will also be expected to share the costs of expenses like electricity, gas and phone bills. Make sure you make an agreement with housemates as to how these expenses will be shared. Finally, make sure that your name has been removed from the lease after you move out from the rental property. If your name is left on the property, and if something occurs at that property, you will still be held responsible even though you no longer live there.
There are several ways to find somewhere to live. One way is to check the advertisements in the city and local newspapers. The Melbourne Age has advertisements for flats and share houses each week. If you have trouble understanding anything in the advertisements ask your teacher or your home stay to help you. You will probably need to telephone to make an appointment to meet the other people who live in the house. Another way to look for a flat is to search the following websites for shared accommodation:

http://www.domain.com.au/?mode=share

You can also visit a real estate agent to see if they have any suitable property for you to rent. If you rent a place yourself you may have to find other people to share with you.

LIST OF REAL ESTATE AGENTS IN THE VICINITY OF THE INSTITUTE:

BP City Real Estate
396 Latrobe St
Melbourne 3000 Ph: (03) 9602 3866

Central Equity Apartments - Real Estate Agents
365 Queen St
Melbourne 3000 Ph: (03) 9600 1111

City First National - Real Estate Agents
Suite 201, 546 Collins St
Melbourne 3000 Ph: 1300 309 399

Shopping

Street shops, shopping centers and most other stores in the city and suburbs open from 9am -5pm, Monday to Saturday and late-night shopping is on Thursday and Friday till 9pm at shopping centers.

Markets around the city have low-priced fruit and vegetables, meat and seafood.

Queen Victoria market is open:
Tuesday and Thursday 6am-2pm; Saturday 6am-3pm and on Sunday9am-4pm.

Footscary Market is open:
Tuesday, Wednesday and Saturday 7am-4pm; Thursday 7am-6pm; Friday 7am-7pm

Preston market is open:
Wednesday 8am-3pm Thursday 8am-6pm, Friday 8am-8pm and Saturday 8am-3pm.

Food shopping can vary in prices depending on where you shop. Some common Supermarkets are Coles, Woolworths and Aldi.
ANC Entry Requirements

1. Equivalent to an Australian Year 12 education.
2. Successful completion of secondary studies.
3. Applicants must be at least 18 years of age on commencement of training.
4. Minimum English level of IELTS 5.5 is required.

Student Visa and Obligations as an International student

Visa Application for Dependants

You may be able to apply to have your immediate family (spouse and children under 18 years) join you in Australia as dependants on your student visa. You can include them on your initial visa application or apply for their visa once you have commenced your studies at ANC. For further information, contact the nearest Australian Diplomatic Mission or visit: www.immi.gov.au/students/students/bringing_family/index.htm

In order to undertake a course in Australia you need to hold a student visa (subclass 572 for Vocational Education and Training). There are certain visa conditions attached to a student visa. These are as follows:

- Student must maintain satisfactory academic progress.
- Student must maintain satisfactory attendance (minimum 80%).
- Student must have Overseas Health Cover.
- Student must notify Education Provider of change of address/contact details.
- Student must not work more than 20 hours a week.

Visa Applications

- Carefully check the visa requirements relevant to your country and the education sector in which you wish to study to ensure that you apply for the correct visa.

Visa Type

You are required to apply for a visa that is appropriate for the education sector that you wish to study in. The following visa types are relevant to studies at Nova Institute of Technology:

- 570 Independent ELICOS
- 572 Vocational Education and Training
- 573 Higher Education

If you intend to work you must apply for a visa with “permission to work” (condition 8105)
Visa Extensions

If you need to extend your visa to complete your course of study, you must lodge an application prior to your current visa expiring. Currently the cost for an extension is $430 AUD. Normally your application for extension requires the following:

- A financial statement
- A health check result
- Your academic transcripts
- Confirmation of Enrolment (COE)

For more information on student visa please refer to Department of Immigration and Citizenship website: [www.immi.gov.au](http://www.immi.gov.au).

Overseas Student Health Cover (OSHC)

DIAC advises that international students who do not maintain their OSHC may have their visas cancelled.

What is OSHC?
OSHC is designed to cover the costs of basic medical and hospital care for international students while in Australia. OSHC is compulsory for international students (except Norwegian and Swedish students) and was introduced to ensure you have adequate health care cover during your stay in Australia. Without OSHC, you might have difficulty paying for medical treatment. This covers you for basic medical treatments. For more information please visit: [www.ahm.com.au](http://www.ahm.com.au).

Family Health Insurance
You must have Overseas Students Health Cover (OSHC) for yourself and your family members while in Australia as part of the Department of Immigration and Citizenship’s (DIAC) student visa regulations. For further information visit [www.immi.gov.au](http://www.immi.gov.au).

What does OSHC cover?
OSHC provides a safety net for international students, similar to that provided to Australian residents through the Medicare system.

For more detail on what OSHC covers please refer to the OSHC website.

The OSHC policy does not cover:
- Pre-existing medical conditions.
- Private hospital charges.
- Services by dentists, opticians, physiotherapists, osteopaths, chiropractors, naturopaths or any other ancillary services.
- Any costs incurred outside Australia, even during a holiday trip taken during the course of a student's stay in Australia.

A higher level of cover called OSHC Plus is available and students can upgrade to this after they arrive.

Travel Insurance
Students should also take out comprehensive travel insurance in their home country before leaving home, to cover:

- Baggage and personal effects.
- Returning home in a medical or other emergency.
- Travel outside Australia on the way to and from Australia and at other times during their stay in Australia.

The OSHC required to obtain your visa only covers basic hospital and medical expenses whilst in Australia. It does not cover you whilst travelling to or from Australia, if you need to return home urgently, if you need to change your airfares or if you lose personal effects and so on. You must take our travel insurance (in addition to OSHC) before leaving home and check thoroughly what your travel insurance will cover.

### Transportation from the Airport

Most of the flight come into and leave from Tullamarine Airport which is half an hour drive from CBD. Another alternative is the Sky Bus. It operates 7 days a week and takes around 20 minutes from the airport to the city. It runs every 10-15 minutes between 6.00am and 21.30pm and half hourly or hourly at other times. It costs $15 one way and $24 return. Skybus service runs every 15 minutes from the Tullamarine Airport to the city. The other airport in Melbourne is Avalon Airport which is a bit far from the city. You can use Sunbus service approximately $20 to get to the city from Avalon Airport.

You also can take a taxi from the airport. It costs approximately $50 to $100, depending on where your home stay (or other accommodation) is located.


### Working as a Student

#### Working

Your student visa will allow you to work on a part time basis for up to twenty hours per week during the semester and on a full time basis during semester breaks. The work visa regulations place no restrictions on the type or nature of work that the student engages in. Students who obtain electronic student visas will not have visa stamps in their passports and do not need a stamp to work.

More information can be found on the Department of Immigration and Citizenship website: [www.immi.gov.au/students](http://www.immi.gov.au/students)

#### Work and Study Options for Family Members

**Work**

If your spouse and/or dependants are joining you, they can also work while you are studying in Australia and can apply for a permission to work visa once you have started your studies. The work conditions for your dependants will vary depending on the degree that you are taking. To apply for you or your family’s student visa with ‘permission to work’.
Study

Your spouse can study while they are in Australia for up to 3 months. If they wish to study for longer, they must apply for their own Student Visa. For further information please visit the DIAC website. If members of your family include dependants aged between 5 and 18 years of age, who will be living in Australia for more than 3 months, you will need to provide evidence that they are enrolled in an Australian school. In addition, any school fees payable will need to be paid prior to your family visa being processed.

Taxation

For tax purposes only, International students are considered residents of Australia. This means you will pay the same rate of tax as an Australian citizen. If you earn an income during the year you must complete a tax return by the end of the financial year (October 31).

Tax File Number (TFN)

A Tax File Number ensures you are taxed the correct amount. To apply for a Tax File Number you will need to complete an application form available from any post office or via the Australian Tax Office website: www.ato.com.au.

Welcome to ANC!

About ANC

Australian National College (ANC) strives to deliver a range of internationally respected and recognised qualifications in a friendly atmosphere. We provide educational opportunities that develop the skills and knowledge needed for a productive society and allow students to pursue their personal and professional goals.

The trainers and assessors at Australian National College (ANC) are qualified, experienced and dedicated professionals. They impart industry knowledge gained through their work experience and provide students with insight into the current industry trends and potential.

The atmosphere at Australian National College (ANC) is open and friendly. All the trainers and administration staff are always happy to help students with any problem they may face and work to make students feel comfortable with their studies.
The staff at Australian National College (ANC) would like to help you get started on your journey as an International student. We are sure that you would be excited as you make preparations to arrive in Melbourne and commence your course.

**Australia National College (ANC)**

**Address:** Level 11, 55 Swanston Street, Melbourne, VIC 3000 Australia  
**Phone:** 1300 2 2655343/+61-3-9662-3300  
**Fax:** +61-3-9662-3344  
**Email:** info@anc.vic.edu.au  
**Web:** www.anc.vic.edu.au

**Courses**

**Certificate III in Printing and Graphic Arts (Graphic Pre-press)-ICP30205 (50weeks)**

The Certificate III in Printing & Graphic Arts (Graphic Pre-press) emphasizes production skills: the ability to confidently use graphic arts software - Adobe Illustrator, Photoshop and In Design - to accomplish a broad range of production tasks. With a solid grounding in the technical aspects of Pre-Press and an understanding of design, layout and typography, this course will deliver skilled and highly adaptable practitioners suited to a wide variety of graphic arts environments.

**Diploma of Business (BSB50207) (50weeks)**

The material covered throughout the course is designed to build the students confidence in the field by giving them real life experience, in the industry, within a controlled learning environment. This course provides students with the skills, knowledge and approach to take in the current economic agenda and its influence on market development. Doing this course can lead to a career as an executive officer, a program consultant or a program coordinator.

**Facilities**

ANC is a new school with excellent facilities. The class rooms are equipped with modern style computer labs with the free access to internet and email.

**International Orientation & Enrolment Information**

ANC has developed an orientation program to specifically cater to the needs of our new international students. Held in the weeks prior to the commencement of classes, orientation is a fun and social event designed to introduce new international students to life at ANC. It will provide you with an opportunity to familiarise yourself with our campus facilities, enroll in your courses, meet some of our teaching staff and get to know a bit about what it’s like to live in Victoria.

You will need to have several documents ready to show when you arrive in Australia. After leaving the plane, you will proceed to Immigration.

**Student should collect and bring the following important documents:**

1. Confirmation of Enrolment (COE)  
2. Passport and e-visa  
3. 1 passport size Photo
4) Previous Academic Transcripts  
5) Offer Letter IELTS Report  
6) Proof of Health Insurance  
7) Any other relevant documents

**Medical Services**  
Following is a list of clinics and Hospitals close to the institute. If it is an emergency please call 000 to ask for an ambulance.

**Royal Women's Hospital**  
Grattan Street & Flemington Road  
Parkville  
Ph: (03) 8345 2000

**Medical One**  
Level 3, 23 QV Terrace  
229 Swanston Street  
Melbourne  
Ph: (03) 9650 4218

**St Vincent's Hospital**  
41 Victoria Parade, Fitzroy  
Ph: (03) 9288 2211

**Emergency Contacts**

Please call 000 in case of emergency relating to need for medical assistance, police or any other critical incident.  
The institute contact for any emergency is Mr. David Sharma – 0425 157 802.

**Public Holidays for Victoria**

There are no classes on Saturdays, Sundays or Victorian Public Holidays, which are outlined in the table below.
<table>
<thead>
<tr>
<th>National College Pre-Departure &amp; Arrival Guide</th>
<th>Version: 06/09</th>
</tr>
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<table>
<thead>
<tr>
<th>Event</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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<tr>
<td>New Year’s Day</td>
<td>Tuesday 1 January</td>
<td>Thursday 1 January</td>
<td>Friday 1 January</td>
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<tr>
<td>Australia Day</td>
<td>Monday 28 January</td>
<td>Monday 26 January</td>
<td>Tuesday 26 January</td>
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<tr>
<td>In lieu of Sat. 26</td>
<td></td>
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<tr>
<td>Labour Day</td>
<td>Monday 10 March</td>
<td>Monday 9 March</td>
<td>Monday 8 March</td>
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<tr>
<td>Good Friday</td>
<td>Friday 21 March</td>
<td>Friday 10 April</td>
<td>Friday 2 April</td>
</tr>
<tr>
<td>Easter Saturday</td>
<td>Saturday 22 March</td>
<td>Saturday 11 April</td>
<td>Saturday 3 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 24 March</td>
<td>Monday 13 April</td>
<td>Monday 5 April</td>
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<tr>
<td>Anzac Day</td>
<td>Friday 25 April</td>
<td>*Saturday 25 April</td>
<td>*Sunday 25 April</td>
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<tr>
<td></td>
<td></td>
<td>*No day in lieu when Anzac Day</td>
<td>falls on a weekend</td>
</tr>
<tr>
<td>Queens Birthday</td>
<td>*Monday 9 June</td>
<td>Monday 8 June</td>
<td>Monday 14 June</td>
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<tr>
<td>Melbourne Cup</td>
<td>Tuesday 4 November</td>
<td>Tuesday 3 November</td>
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<td>Christmas Day</td>
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<td>Boxing Day</td>
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