

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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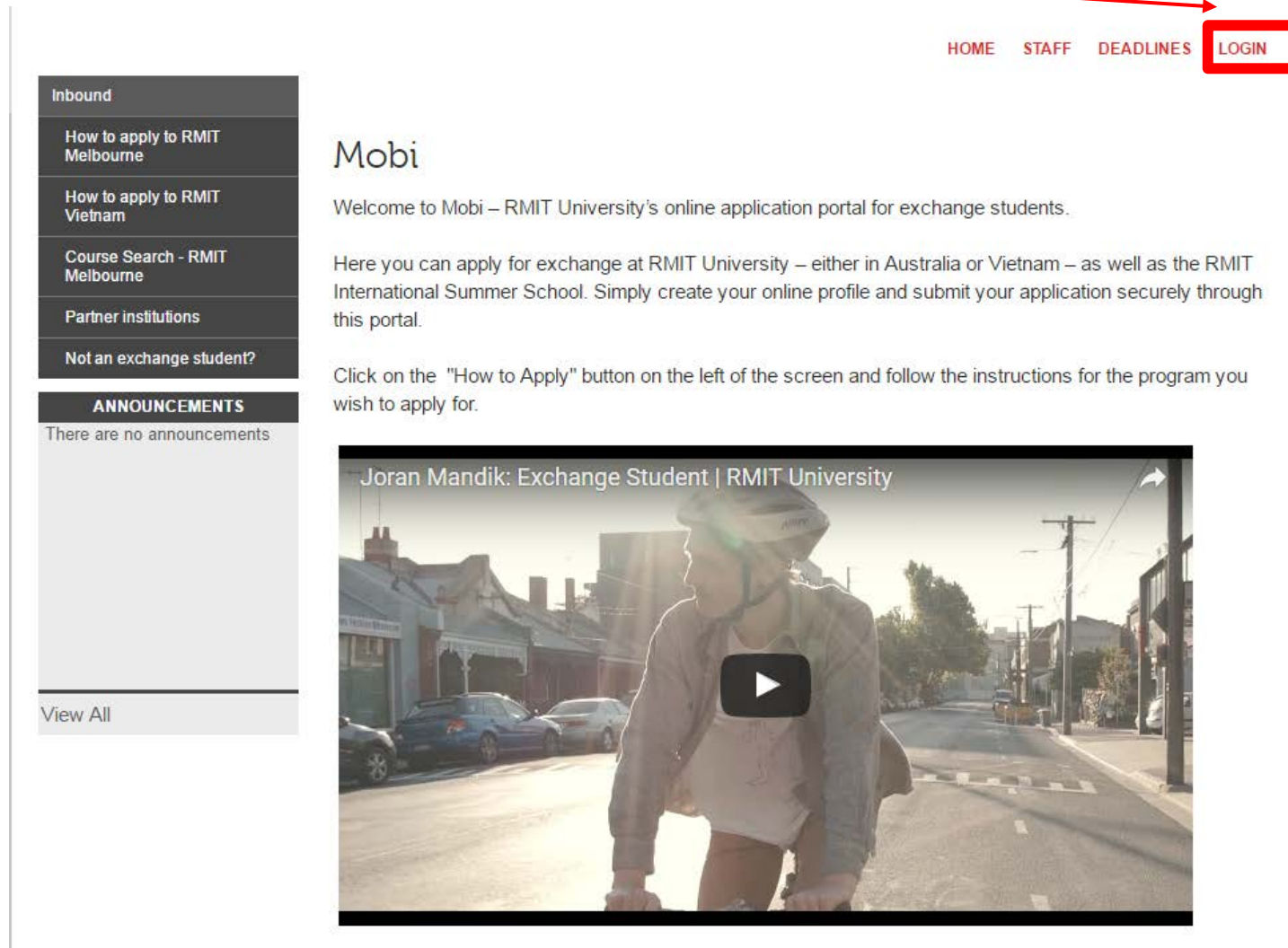
Screen 29 – Completing Inbound Student Declaration

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**'



The screenshot shows the RMIT Inbound Mobi homepage. The top navigation bar includes links for HOME, STAFF, DEADLINES, and LOGIN. The LOGIN link is highlighted with a red box and a red arrow pointing to it from the instructions above. The main content area features a 'Mobi' heading, a welcome message, and instructions on how to apply. A video player shows a student riding a bike, with a play button overlay. The left sidebar contains a menu with links like 'How to apply to RMIT Melbourne' and 'Course Search - RMIT Melbourne', as well as an 'ANNOUNCEMENTS' section.

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 1Hide 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 2Hide 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:

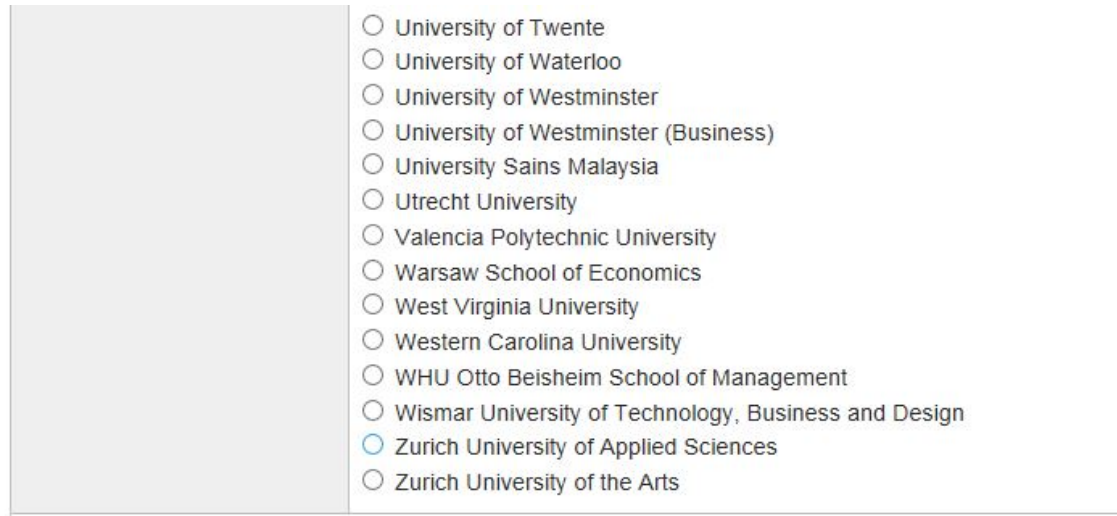
First Name*:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name*:	<input type="text"/>
Email*:	<input type="text"/>
Date of Birth*:	<input type="text" value="- Month -"/> <input type="text" value="- Day -"/> <input type="text" value="- Year -"/>
Gender*:	<input type="radio"/> Male <input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

> 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'



A screenshot of a web form for creating an account. On the left is a large, empty grey rectangular box. To its right is a list of institutions, each preceded by a radio button. The institutions listed are: 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 (which is selected with a blue radio button), and Zurich University of the Arts.

Create Account

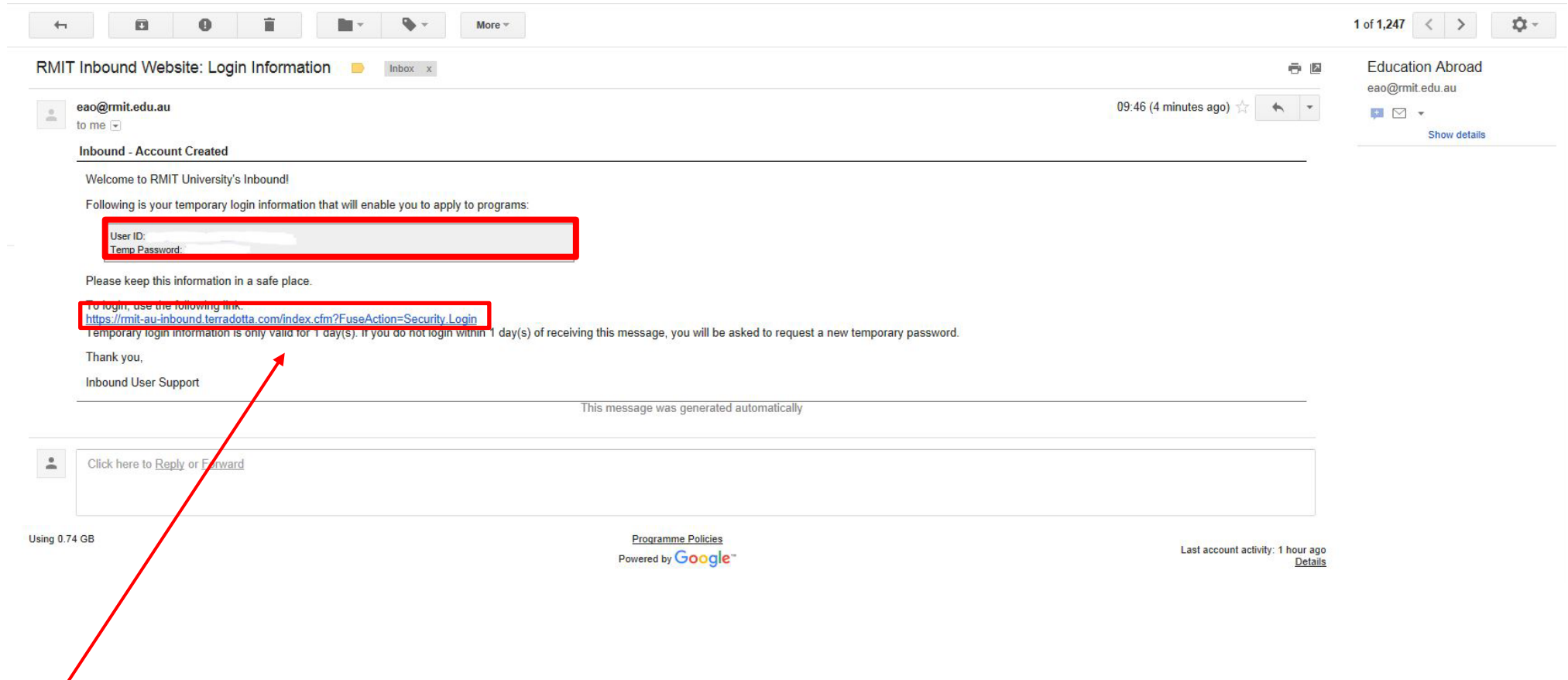
 **NOTE:** An email will be sent to you with your login and password information.

*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

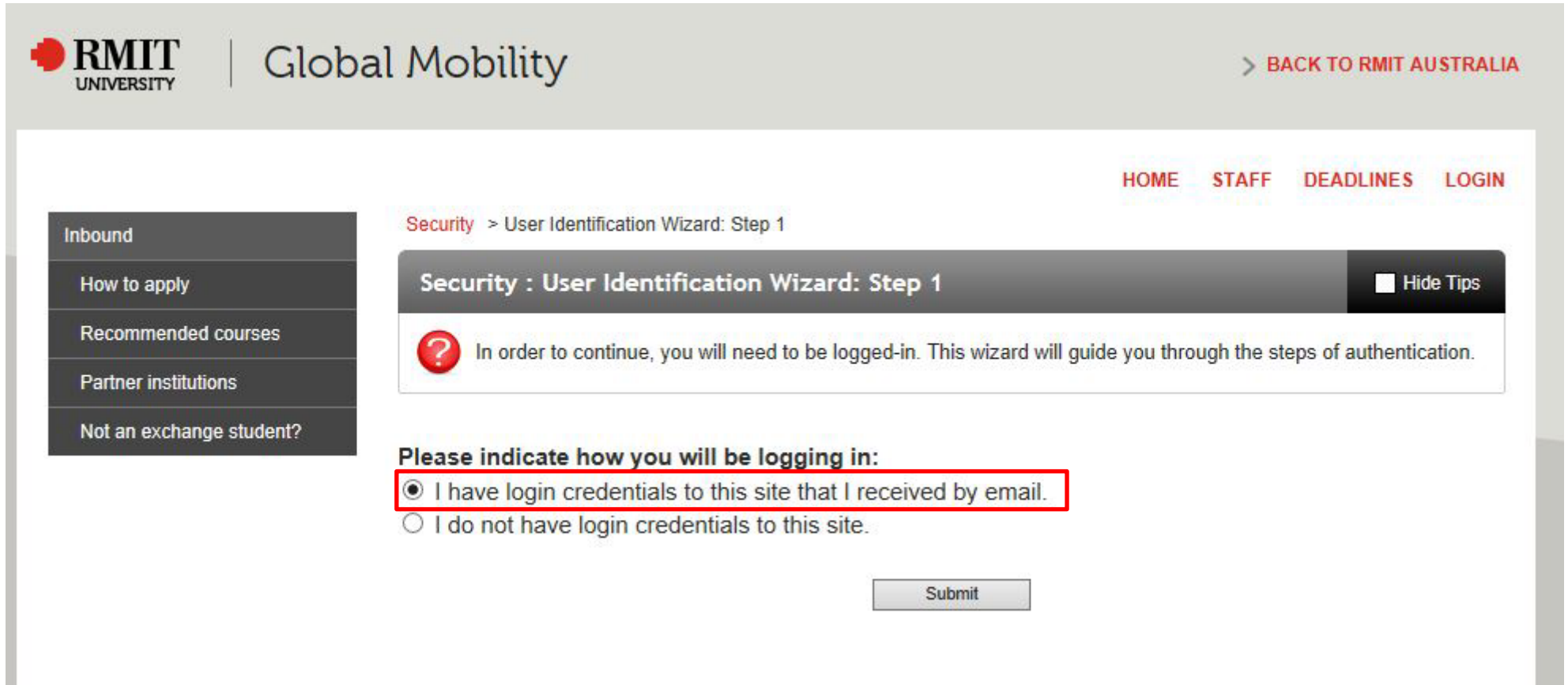
- > Once you have created your account and an email has been sent to your inbox, you will receive a User ID (email address) and a customised Password
- > Below is how the email will appear within your Inbox



- > 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. At the top left is the RMIT University logo. To its right is the text "Global Mobility". Further right is a link "> BACK TO RMIT AUSTRALIA". Below the header, there is a navigation bar with links: HOME, STAFF, DEADLINES, and LOGIN. On the left side, there is a sidebar menu with the following items: Inbound, How to apply, Recommended courses, Partner institutions, and Not an exchange student?. The main content area is titled "Security : User Identification Wizard: Step 1". Below this title is a message box with a red 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." Below the message box, there is a section titled "Please indicate how you will be logging in:". There are two radio button options: "I have login credentials to this site that I received by email." (which is selected and highlighted with a red box) and "I do not have login credentials to this site.". At the bottom right of the form is a "Submit" button.

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:

Username:

Password:

Login

[Forgot your password?](#)

[New User Registration](#)

New Administrative User:

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:

[Recommender](#)
[Reviewer](#)
[Staff](#)

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

New Password:	<input type="password"/> (this is the password you would like to use for all future login attempts) Password does not meet strength criteria
Re-enter New Password:	<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..."/> <div></div>
Citizenship** Please select as shown in your passport	<input type="text" value="Keywords..."/> <div></div>
Phone Number Type** Please select your phone number type	<input type="text" value="Choose One: ▼"/>
Phone Number** 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

[View All](#)

Home address:

RMIT University
Melbourne Victoria 3000
00000
00000

[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: Incoming ▾

Program Name

City

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

Country

Term

Region

Any ▾

Any ▾


Any ▾

Any ▾

< Cancel -

- Reset -

- Search >

 **RMIT**
UNIVERSITY

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?
ANNOUNCEMENTS
There are no announcements
View All

[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

HOME STAFF DEADLINES LOGIN

Programs > Brochure

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)	Apply Now Print
Program Dates & Deadlines:	Click here to view	
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

Update

Cancel

- > 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 Step by Step Application Guide 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 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 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

Applicant Name:	Anna Munro
Program:	RMIT Australia Exchange in Melbourne, Australia
Term of Study:	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

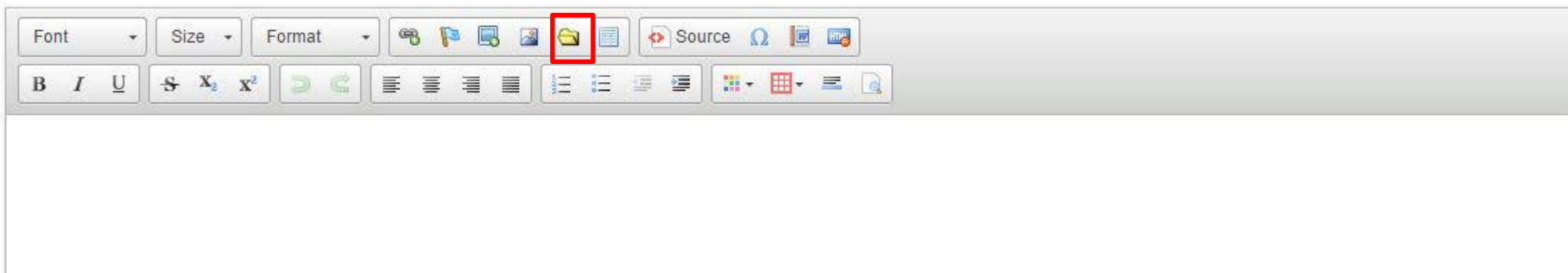
7. Passport (*)

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 various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and other functions. 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.

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	<input type="text" value="MIET2066"/>	<input type="text" value="Industry Experier"/>	<input type="text" value="Undergraduate"/>	<input type="text" value="Core"/>
Course 2	<input type="text" value="MKTG1025"/>	<input type="text" value="Marketing Princip"/>	<input type="text" value="Undergraduate"/>	<input type="text" value="Elective"/>
Course 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*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

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%

> To continue, click this button

<< >>

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 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



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
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

> 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
Australia Inbound Course Request Declaration	<input checked="" type="checkbox"/>
Inbound Student Declaration	<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.**

The screenshot shows the 'Program Application Page (Pre-Decision)' for Anna Munro. It includes a header with the user's name and a table of application details. Below this are four main sections: 'Application Instructions', 'Application Questionnaire(s)', 'Signature Documents', and 'Itinerary'. Each section has a 'Submitted' checkbox on the right. Red arrows point from the instructions to the 'Submit Application' button and from the 'Submitted' checkboxes to the 'Submit Application' button. A green banner at the bottom indicates successful submission.

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

- Submit Application -

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