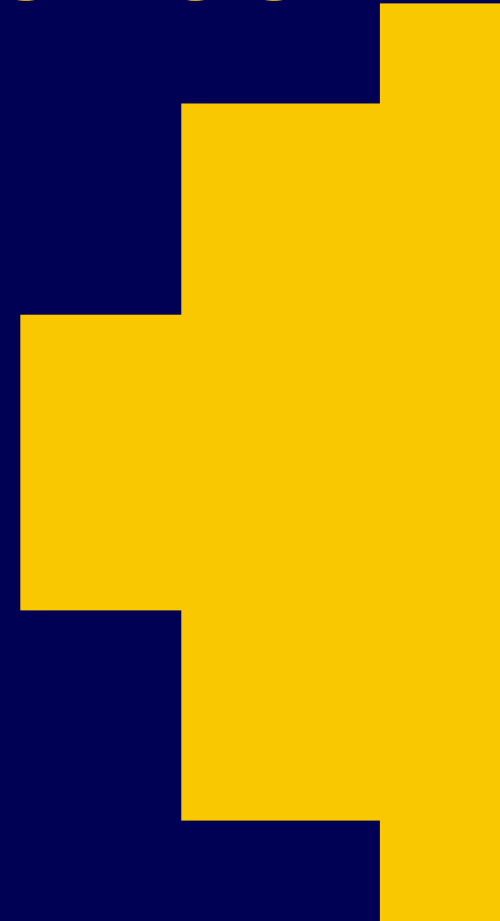


# RMIT Global Experience

Make the world your classroom



# Application Guide

This Guide is prepared for RMIT Vietnam students who are applying for the Cross Campus Program to RMIT Melbourne.

# Application steps

The application submission is divided into 2 parts

- **Part 1** – Complete the Course and Visa Information Request Form (which you will be required to upload in Part 2). The link will be available on RMIT Vietnam [website](#). We strongly recommend that you complete Part 1 properly first before moving to Part 2.
- **Part 2** – Submit your application on the Mobi portal

# Part 1 – Complete the Course and Visa Information Request Form

## Course and Visa Information Request Form for Cross Campus studies to RMIT Melbourne campus - Semester 2, 2019 (Feb-Jun)

### What is Cross-Campus Studies?

Students from the RMIT Vietnam campus are classified as Cross-Campus students. Please speak to your Mobility Team for more details on eligibility requirements.

### Eligibility

- Completed at least 72 credit points at RMIT Vietnam.
- Minimum cumulative GPA of 2.0 out of 4 or 60% average.
- Be 18 years of age or over at time of application.
- Students who are currently "Academically At Risk" will be considered on a case-by-case basis even if they meet the above criteria.

Please note that at time of application to RMIT Melbourne, all students are required to meet the [Simplified Student Visa Framework](#).

### Application closing dates

RMIT Semester 2 (Feb-Jun) 18 February 2019
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### Contact

If you have general questions regarding the courses and the application procedure or should you have any difficulties with your application, please do not hesitate to contact us at [mobility@rmit.edu.vn](mailto:mobility@rmit.edu.vn).

If you are applying starting in semester 1, 2020 (Jul-Dec 2019) Cross Campus studies please close this application form and contact us at [mobility@rmit.edu.vn](mailto:mobility@rmit.edu.vn) as this application is for students starting in semester 2, 2019 only. Thank you.

## FORM INFORMATION

This form may take around 30 minutes - 1 hour, please ensure that you are able to complete this form without any interruption (if you stop mid-way, you will have to complete the form from the start again). Please read the information below carefully. After completing this form, you will need to upload the PDF version of it on your Mobi portal.

### The form is divided into sections:

1. Your personal details
2. Visa information
3. Program details and courses selection. It is important that you have the list of courses selected at hand when you complete this form.
4. Declaration and submission of your documents

This form may take around 30 minutes - 1 hour, please ensure that you are able to complete this form without any interruption (if you stop mid-way, you will have to complete the form from the start again). Please ensure that you read the information provided in the form carefully.

# Part 1 – Complete the Course and Visa Information 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](#)



## What do you need to do now?

1. Click Next
2. Review your application
3. Save a pdf copy of this "Course and Visa Information Request form" as you will need to upload a copy of it for your Mobi portal
4. Submit the "Course and Visa Information Request form"

## Deadlines:

18 February 2019



## Important tip

At the end of the form, you need to ensure to “Download PDF” as you will need to upload it for the Part 2 (next step). Then scroll down until the end and click on “>>”. If this is not clicked we won’t receive your form

## Part 2 – Submit your application on Mobi portal

- Once you have submitted the 'Course and Visa Information Request Form', your next step is to submit your application on the Mobi portal

### To access Mobi

<http://inbound.rmit.edu.au>

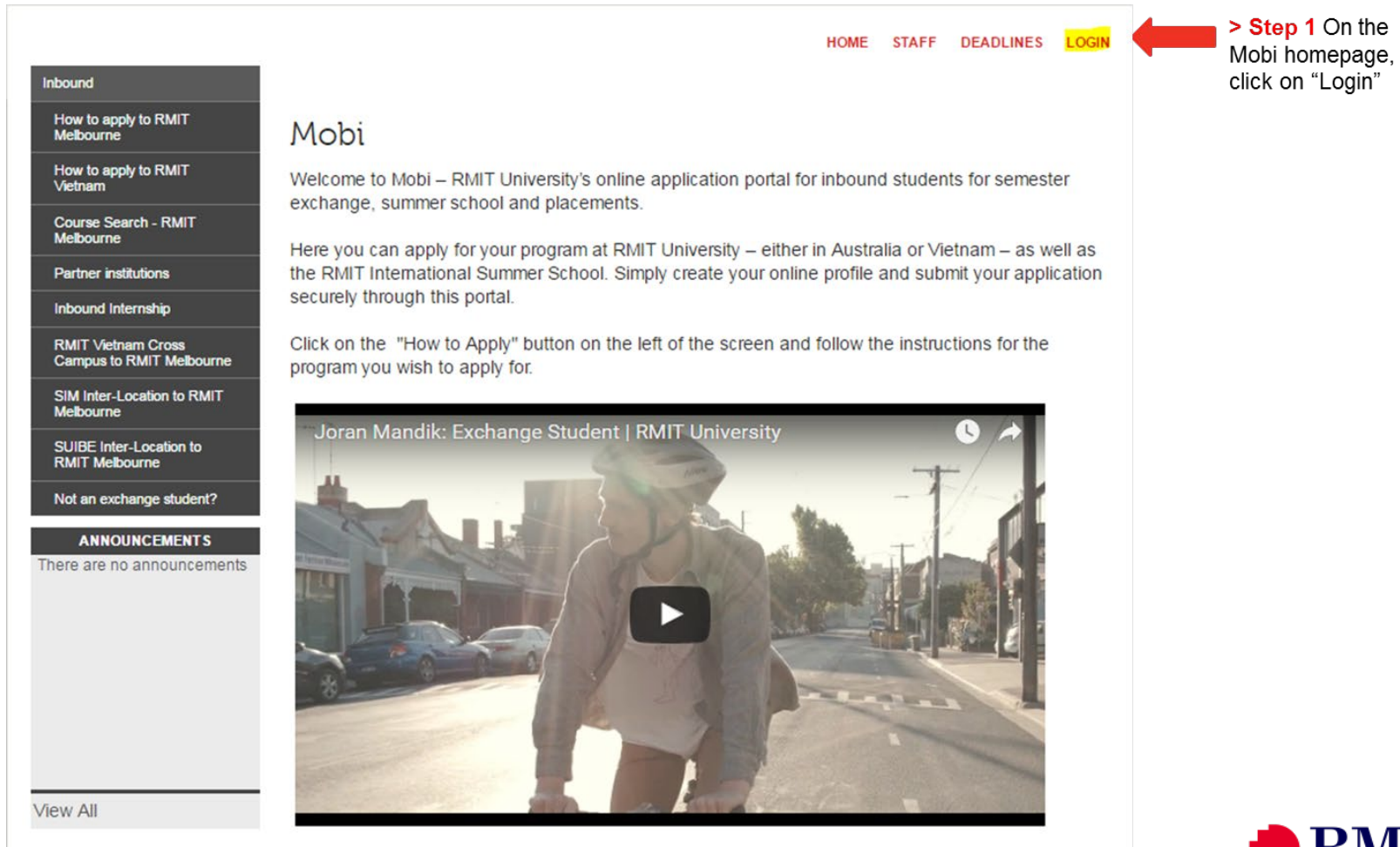
In the next steps, you will be provided information on how to:

**Part 2.1:** Creating your Mobi profile

**Part 2.2:** Applying for the program

# Part 2.1 Creating your profile

Login to Mobi (<http://inbound.rmit.edu.au>) and create your Mobi profile



The screenshot shows the RMIT Mobi homepage. On the left is a sidebar with a menu under 'Inbound' containing links like 'How to apply to RMIT Melbourne', 'How to apply to RMIT Vietnam', 'Course Search - RMIT Melbourne', 'Partner institutions', 'Inbound Internship', 'RMIT Vietnam Cross Campus to RMIT Melbourne', 'SIM Inter-Location to RMIT Melbourne', 'SUIBE Inter-Location to RMIT Melbourne', and 'Not an exchange student?'. Below this is an 'ANNOUNCEMENTS' section stating 'There are no announcements' and a 'View All' link. The main content area has a navigation bar with 'HOME', 'STAFF', 'DEADLINES', and a highlighted 'LOGIN' button. A red arrow points to the 'LOGIN' button with the text '> Step 1 On the Mobi homepage, click on "Login"'. The main heading is 'Mobi', followed by a welcome message: 'Welcome to Mobi – RMIT University's online application portal for inbound students for semester exchange, summer school and placements.' Below this is a paragraph: 'Here you can apply for your program 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.' Another paragraph says: '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.' At the bottom is a video player titled 'Joran Mandik: Exchange Student | RMIT University' showing a person on a bicycle.

HOME STAFF DEADLINES **LOGIN**

## Mobi

Welcome to Mobi – RMIT University's online application portal for inbound students for semester exchange, summer school and placements.

Here you can apply for your program 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

View All

# Creating your profile

> **Step 2** On the next two screens,

- **Step 2.1** Select

“I do not have login credentials to this site”


- **Step 2.2** Select

“I am a new applicant interested in the following program: **RMIT Vietnam Cross Campus to RMIT Melbourne**”

- **Step 2.3** Click “Submit” to proceed to the next step.

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

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 interested in the following program:  
- Select Program -  
- Select Program -  
RMIT Australia Exchange  
RMIT Vietnam Exchange  
Summer School Melbourne  
RMIT Australia Internship  
RMIT Vietnam Cross Campus to RMIT Melbourne  
SIM Inter-Location to RMIT Melbourne  
SUIBE Inter-Location to RMIT Melbourne

Submit



# Creating your profile

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

 To create an account, please fill in the form provided below.  
When adding your name, please capitalize the first letter of your first name and family names. Eg. Jane Doe.  
Please do not use accents and only use English characters.

**New User Form:**

First Name* (Be sure to capitalize only the first letter of your name):	<input type="text"/>
Middle Name* (Be sure to capitalize only the first letter of any middle name/s):	<input type="text"/>
Family Name/Surname* (Be sure to capitalize only the first letter of your family 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*:	<input type="radio"/> RMIT International University Vietnam

> **Step 3** Complete the “New User Form”.

> **Step 4** Fill in the details:

For example a student's name is NGUYEN THI VIET NHAT, the name order on the application will be

- The first name will be “Nhat”
- The middle name will be “Thi Viet”
- The family name/surname will be “Nguyen”

Please note that if you are successful in your Cross Campus process and you are issued an Electronic Confirmation of Enrolment (eCOE) to apply for student visa, the order of your name will be as per your **passport** as per Immigration requirement.

- For example the above student's name appears as NGUYEN THI VIET NHAT on their passport, the name order on the eCOE will be written in this order:
  - The given name will be “Thi Viet Nhat”
  - The family name/surname will be “Nguyen”
- For your email address, please enter your **RMIT email address** (DO NOT use a personal email address)

# Creating your profile

> **Step 5** You will receive a system email sent from Mobi that will include your temporary password. Please note that the temporary password expires within 5 days. So you need to set up your profile as soon as you get your temporary password

## Inbound - Account Created

Welcome to RMIT University's Inbound!

Following is your temporary login information that will enable you to apply to programs:

User ID: manjes@hotmail.com  
Temp Password: waLK5111wOorld

Please keep this information in a safe place.

To login, use the following link:

<https://inbound.rmit.edu.au/index.cfm?FuseAction=Security.Login>

Temporary login information is only valid for 2 day(s). If you do not login within 2 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Inbound User Support

> **Step 6** You can now log into Mobi by going back to the homepage and clicking on "Login". This time, please select "I have login credentials to this site that I received by email."

## 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

# Creating your profile


> **Step 7** You will now be prompted to set up your security questions.

Make sure to complete all three questions.

You will be required to create a permanent password after you create the security questions. **Make sure that you remember your permanent password**

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


- Update >

# Creating your profile

➤ **Step 8** You are now able to create a password for your profile. **Remember your password!!**  
You will need it throughout the application process.

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:

(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Change

# Creating your profile

> **Step 9** Next, you will need to complete your profile information.

**Profile : Required Information**Hide Tips

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**	<div>Keywords...</div> <div></div>
<div><div>?</div> <b>Citizenship**</b></div> <div>Please select as shown in your passport</div>	<div>Keywords...</div> <div></div>
<div><div>?</div> <b>Phone Number Type**</b></div> <div>Please select your phone number type</div>	<div>Choose One: ▼</div>
<div><div>?</div> <b>Phone Number**</b></div> <div>Please enter your phone number (including country code).</div>	<div></div>
Home Institution Country**	<div>- select - ▼</div>

**Additional Information**

<div><div>?</div> <b>Dual Citizenship</b></div>	<div>Keywords...</div> <div></div>
---	------------------------------------

# Creating your profile

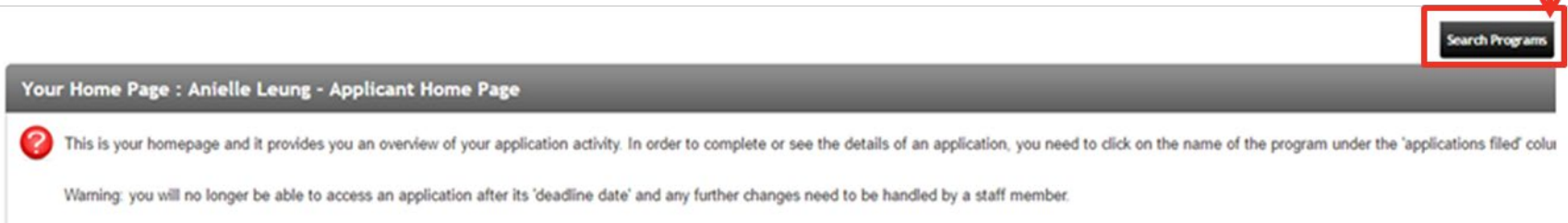
Required Addresses**	
Home address	
Address:	<input type="text" value="124 LaTrobe Street"/>
City:	<input type="text" value="Vienna"/>
State/Province:	<input type="text"/>
Zip Code (or Postal Code):	<input type="text" value="3000"/>
Country:	<input type="text" value="Austria"/>
Phone:	<input type="text" value="+68 555 5555"/>
Mobile:	<input type="text" value="+68 555 5555"/>
Emergency contact	
Address:	<input type="text" value="330 Swanston Street"/>
City:	<input type="text" value="Vienna"/>
State/Province:	<input type="text"/>
Zip Code (or Postal Code):	<input type="text" value="3000"/>
Country:	<input type="text" value="Austria"/>
Phone:	<input type="text" value="+68 666 6666"/>
Mobile:	<input type="text" value="+68 666 6666"/>
Addressee Name:	<input type="text" value="Ariel Liu"/>
Addressee Relationship:	<input type="text" value="Co-Worker"/>

> **Step 10** Make sure to complete all parts of profile information as they are required. You will not be able to move on without completing every question.

If you do not live in area with a state/province, please put a "." to continue.


# Part 2.2 Applying for the program

> **Step 11** You will now be redirected to your applicant home page. You now apply for the **RMIT Vietnam Cross Campus to RMIT Melbourne** by clicking on “**Search Programs**”.



**Search Programs**

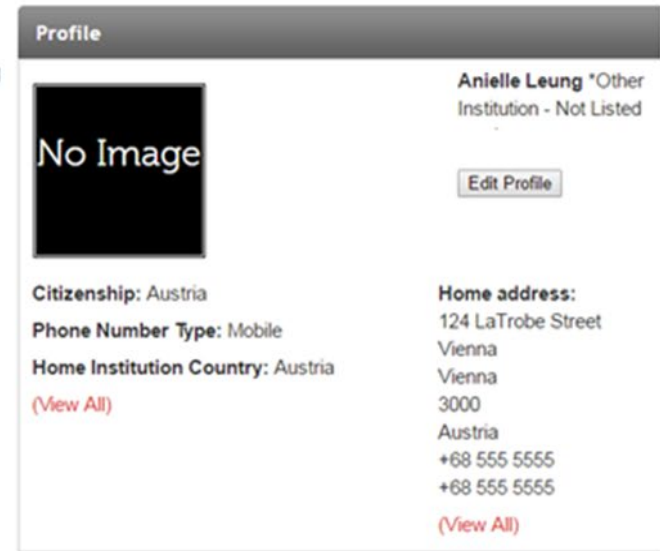
**Your Home Page : Anielle Leung - Applicant Home Page**

 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.

No applications on file. [View Programs](#)

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.



**Profile**

 No Image

**Anielle Leung** \*Other Institution - Not Listed

[Edit Profile](#)

**Citizenship:** Austria  
**Phone Number Type:** Mobile  
**Home Institution Country:** Austria  
([View All](#))

**Home address:**  
124 LaTrobe Street  
Vienna  
Vienna  
3000  
Austria  
+68 555 5555  
+68 555 5555  
([View All](#))

# Applying for the program

> **Step 12** From here, click on “**RMIT Vietnam Cross Campus to RMIT Melbourne**” in the left hand navigation pane. This should bring up the screen below.

The screenshot displays the RMIT website interface. On the left, a navigation pane lists various options, with "RMIT Vietnam Cross Campus to RMIT Melbourne" highlighted by a red box and a red arrow pointing to it. The main content area is titled "Programs > Brochure" and "Programs : Brochure". It includes a "Hide Tips" button and a message: "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." Below this message are several buttons: "List All", "Simple Search", "Advanced Search", "Featured Programs", "Course Search", and "Map Search". The main content area also displays "Melbourne, Australia (Incoming Program)" and a table of program terms. The "Apply Now" button is highlighted by a red box and a red arrow pointing to it. The "Print" button is also visible.

Program Terms:	Program Details
S1 Melb (Feb-Jun),	<a href="#">Apply Now</a> <a href="#">Print</a>
S1&2 Melb (Feb-Nov),	
S2 Melb (Jul-Nov),	
S2&1 Melb (Jul-Jun)	

[Save This](#)

> To apply, click on “**Apply now**”.



# Applying for the program

> **Step 13** Select the term that you are applying for.

**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 b

**Available Terms**

- ☐ S1 Melb (Feb-Jun).
- ☐ S1&2 Melb (Feb-Nov).

<Cancel -   -Reset-   **- Apply >**

> Click on “Apply >”.

Please refer to the table below to know which term you need to choose

Duration	Students starting in a Semester 1 program (February)	Students starting in a Semester 2 program (July)
1 semester	S1 Melb (Feb-Jun)	S2 Melb (Jul-Nov)
2 semesters	S1 & 2 Melb (Feb-Nov)	S2 & 1Melb (Jul-Jun)

# Applying for the program

- Submit Application -

## Stephanie Cheng

Program:	<a href="#">OL   RMIT Vietnam Cross Campus to RMIT Melbourne</a>
Term/Year:	S2 Melb (Jul-Nov), 2019
Deadline:	18/02/2019
Dates:	22/07/2019 - 31/12/2019

## 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
<a href="#">RMIT Vietnam Cross Campus Inbound Application</a>	<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
<a href="#">Inbound Student Declaration</a>	<input type="checkbox"/>
<a href="#">RMIT Vietnam Cross Campus to Melbourne Program 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: 22/07/2019  
End Date: 31/12/2019

### > Step 14

- You will now be taken to the Program Application Page.
- You will need to complete;
  - the "RMIT Vietnam Cross Campus Inbound Application"
  - the Signature Documents (Inbound Student Declaration and the RMIT Vietnam Cross Campus to Melbourne Program Declaration)

# Applying for the program

## > Step 15

- You may begin a questionnaire and save it for later completion.
- Please note that you **must click Submit** at the end of the questionnaire in order for the questionnaire to be logged as complete and ready for review

### 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. X

#### RMIT Vietnam Cross Campus Inbound Application

Applicant Name: Stephanie Cheng  
Program: RMIT Vietnam Cross Campus to RMIT Melbourne 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.

#### RMIT Vietnam Cross Campus Inbound Application:

(\*) Indicates the question is required.

##### 1. RMIT Student ID (\*)

Please enter your RMIT Student ID. Eg. s1234567

##### 2. Program of study at RMIT Vietnam (\*)

Please select your program of study at RMIT Vietnam

Please select one

##### 3. Proposed Study Duration at RMIT (\*)

Please select/confirm the number of semesters you are applying for

Please select one

##### 4. 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.

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

**Note:** You will upload the 'Course and Visa Information Request Form', your approved study plan and a copy of your passport in this section

# Applying for the program

## 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 -

Stephanie Cheng	
Program:	RMIT Vietnam Cross Campus to RMIT Melbourne
Term/Year:	S1 Melb (Feb-Jun), 2017
Deadline:	15/09/2016
Dates:	27/02/2017 - 30/06/2017

### 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

RMIT Vietnam Cross Campus Inbound Application

Submitted



### 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

Inbound Student Declaration

RMIT Vietnam Cross Campus to Melbourne Program Declaration

Submitted



### 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

### > Step 16

- Once you have successfully completed and submitted the questionnaires, a tick will appear in the box under "Submitted". Your application will not be considered complete until ticks appear against each questionnaire.
- Then click on **Submit Application** to finalise your application

# Applying for the program

> **Step 17** Your applicant home page will look like this format once you've completed your application. If you would like to withdraw your application, you can do so on this page. Once the application deadline has passed, a lock will appear next to your application. This means that you will no longer be able to edit your application after the deadline.

## Your Home Page : Stephanie Cheng - 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

#### S1 Melb (Feb-Jun), 2017

RMIT Vietnam Cross Campus to RMIT  
Melbourne (Melbourne)  
(ID 13639)

Deadline: 15/09/2016

[Withdraw](#)

### Profile

Stephanie Cheng

No Image

Home address:

Citizenship: South Africa

Phone Number Type: Home

Home Institution Country: Cameroon

[View All](#)[Edit Profile](#)