RMIT Global Experience

Make the world your classroom

RMIT UNIVERSITY

Application Guide

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

RMIT UNIVERSITY

Application steps

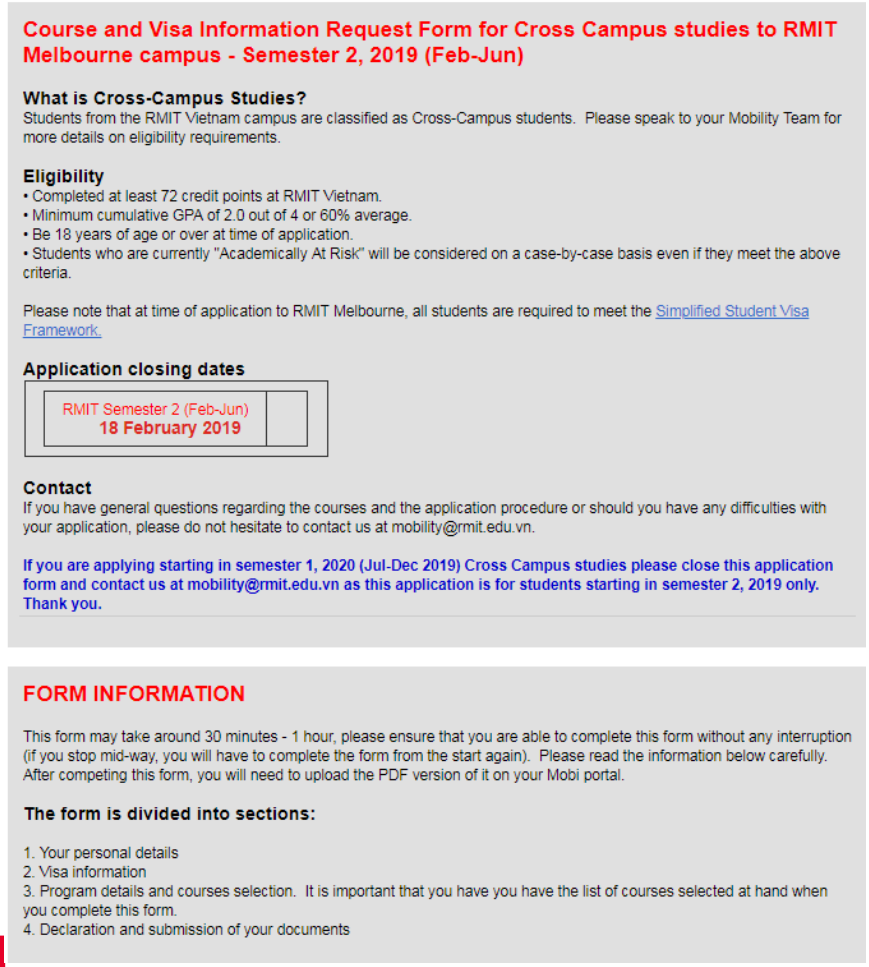
The application submission is divided into 2 parts

- **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

RMIT UNIVERSITY

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**	

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.

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 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 competing this form, you will need to upload the PDF version of it on your Mobi portal.

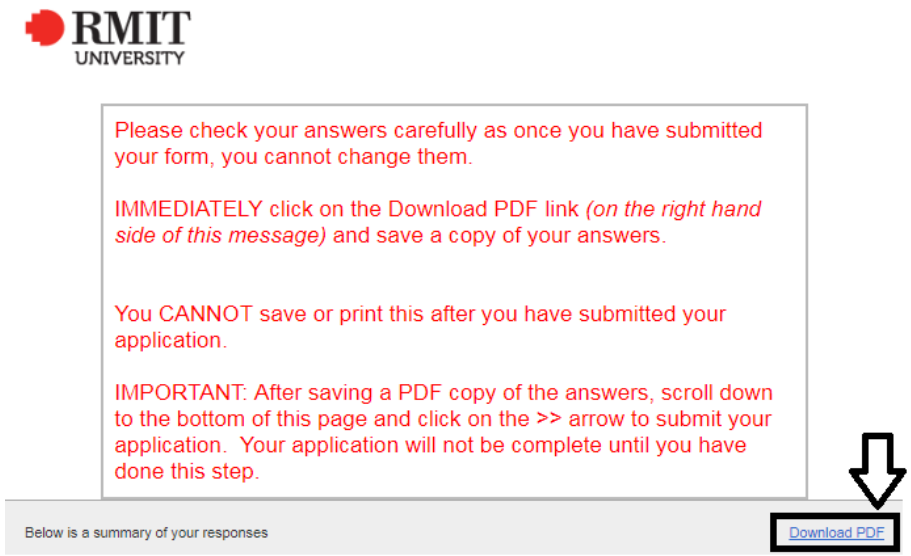
The form is divided into sections:

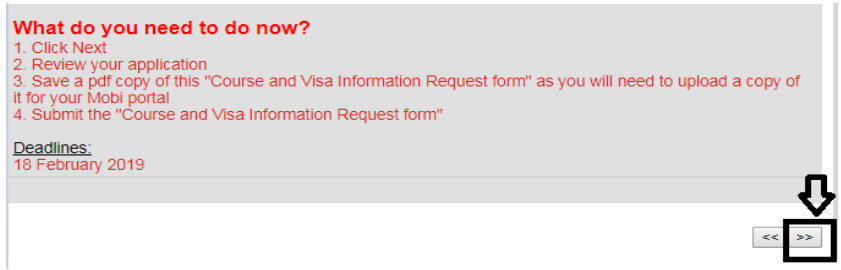
1. Your personal details
2. Visa information
3. Program details and courses selection. It is important that you have you have the list of courses selected at hand when you complete this form.
4. Declaration and submission of your documents

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.

RMIT UNIVERSITY

Part 1 – Complete the Course and Visa Information Request Form





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

RMIT UNIVERSITY

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:

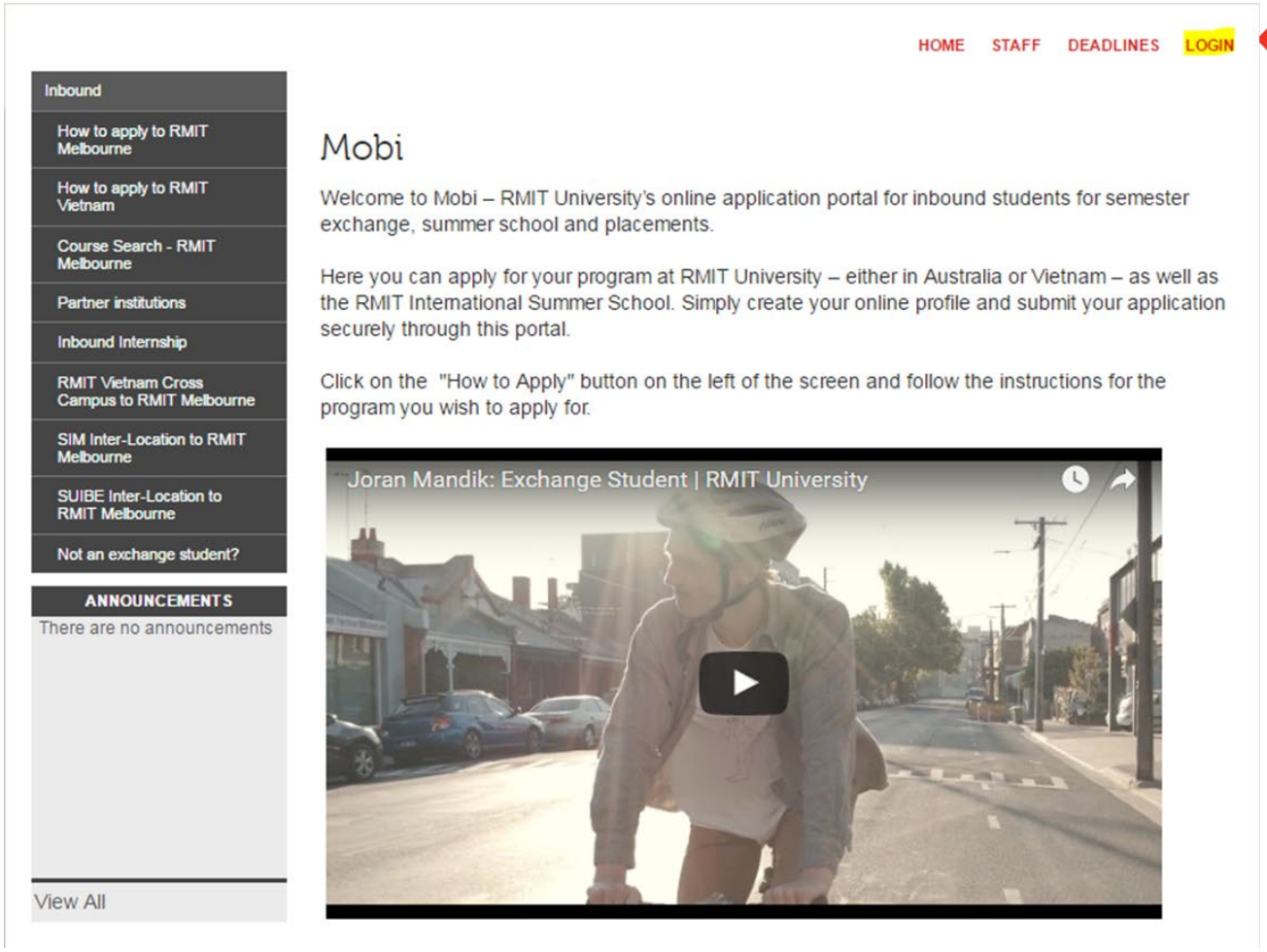
Part 2.1: Creating your Mobi profile

Part 2.2: Applying for the program

RMIT UNIVERSITY

Part 2.1 Creating your profile

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



> Step 1 On the Mobi homepage, click on "Login"

RMIT UNIVERSITY

Creating your profile

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

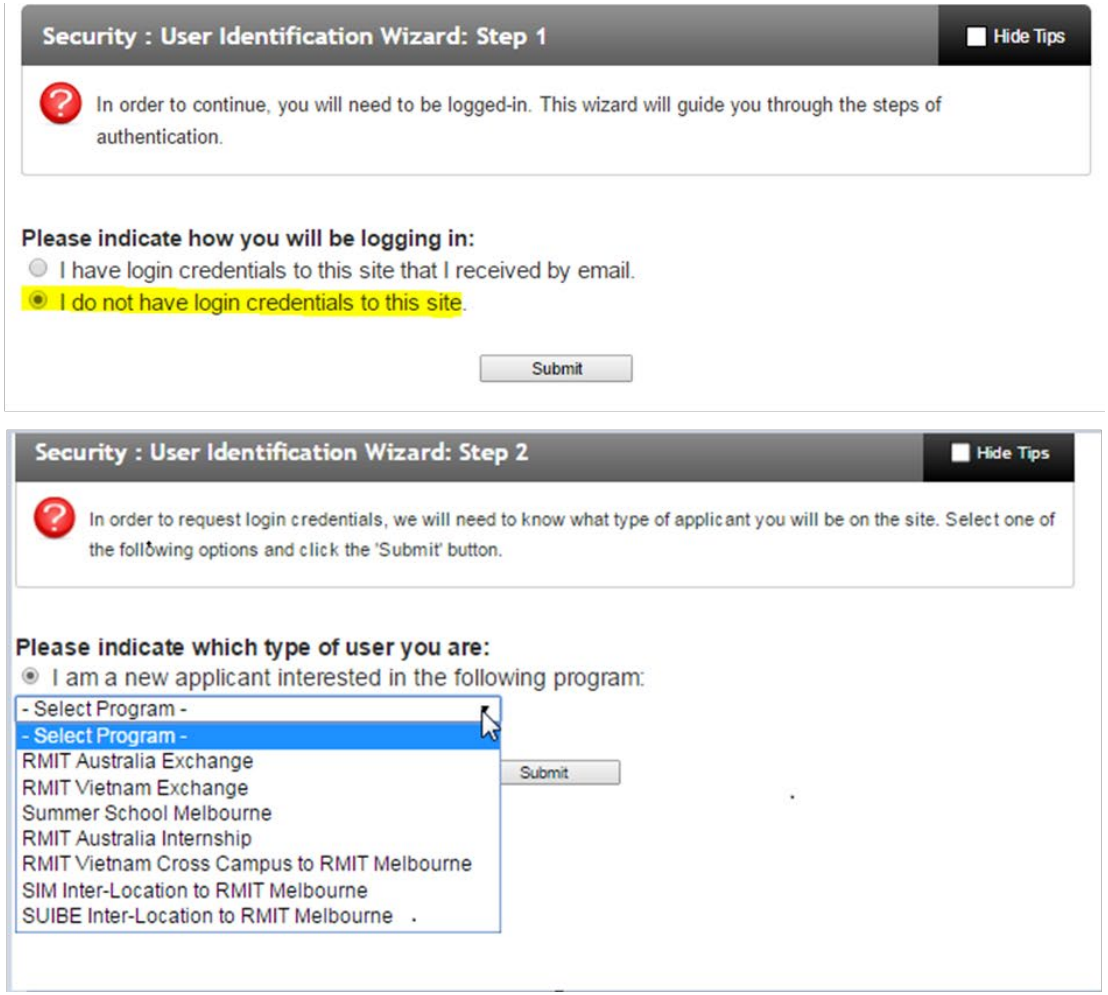
- **Step 2.1** Select

"I do not have login credentials to this site"

- **Step 2.2** Select

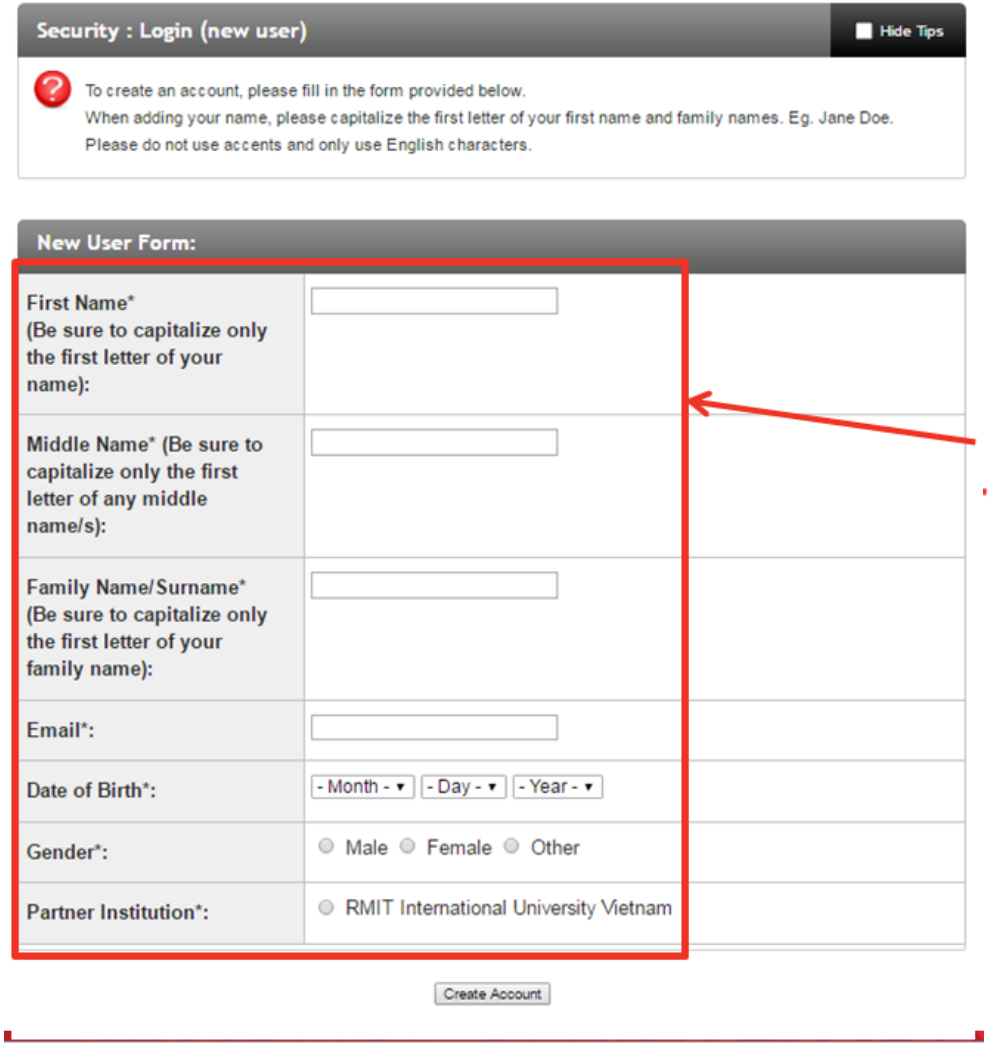
"I am a new applicant interested in the following program: RMIT Vietnam Cross Campus to RMIT Melbourne

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



RMIT UNIVERSITY

Creating your profile



> **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)

RMIT UNIVERSITY

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

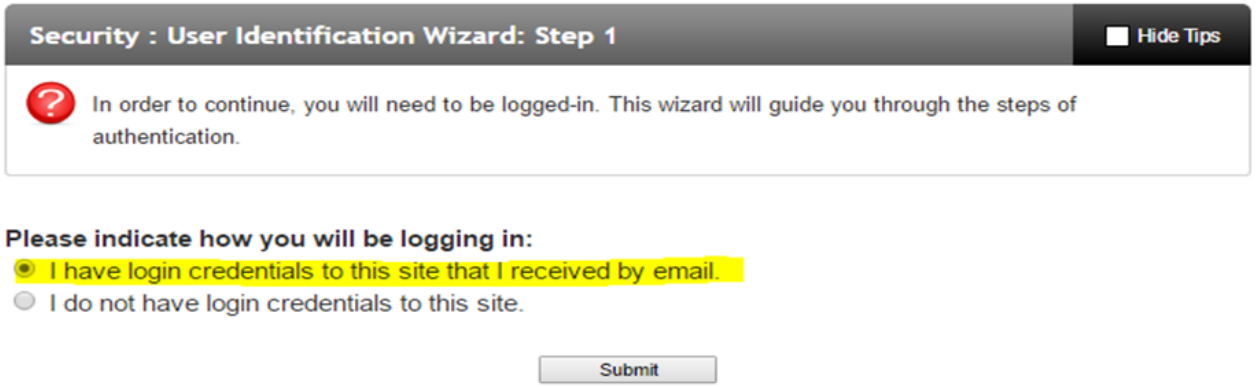
Please keep this information in a safe place.

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."**



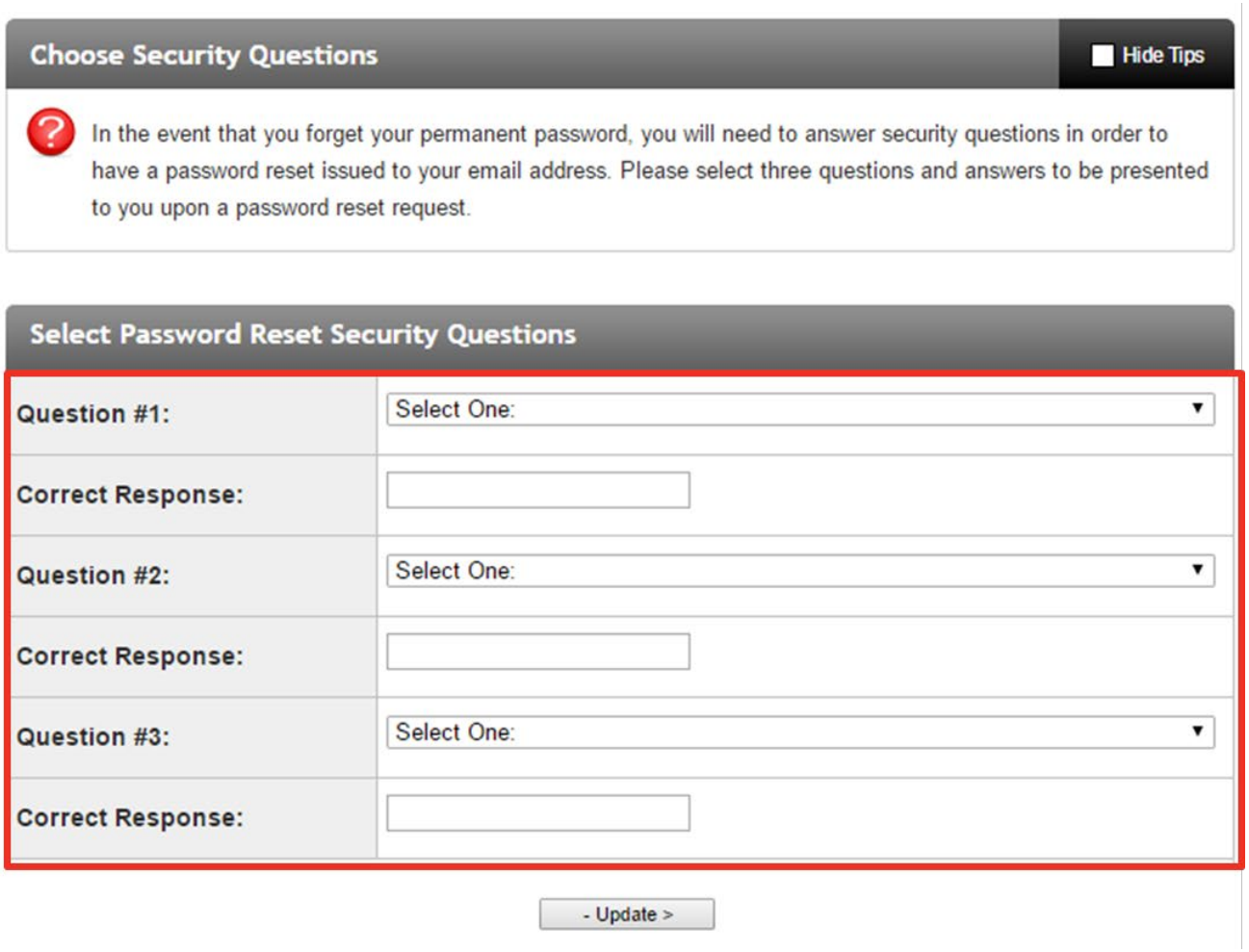
RMIT UNIVERSITY

Creating your profile

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

Make sure to complete all three questions.

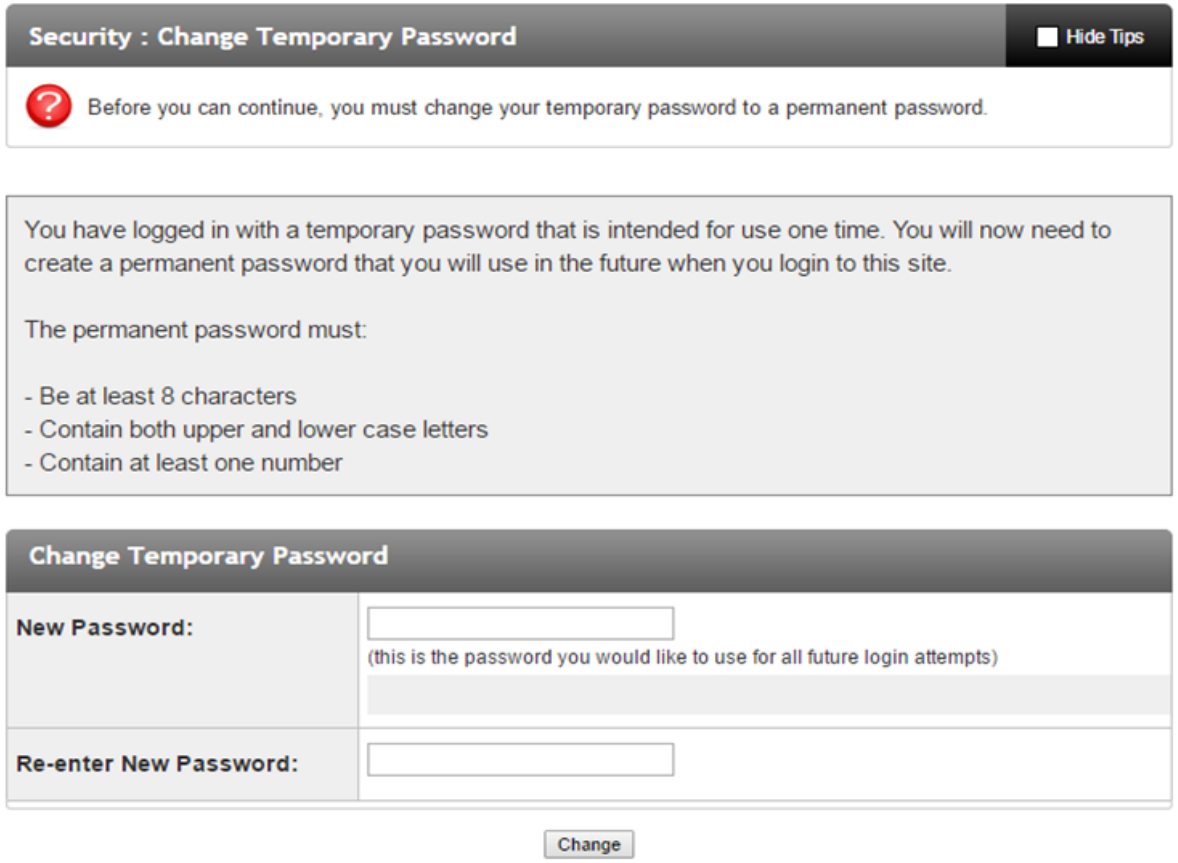
You will be required to create a permanent password after you create the security questions. **Make sure that you remember your permanent password**



RMIT UNIVERSITY

Creating your profile

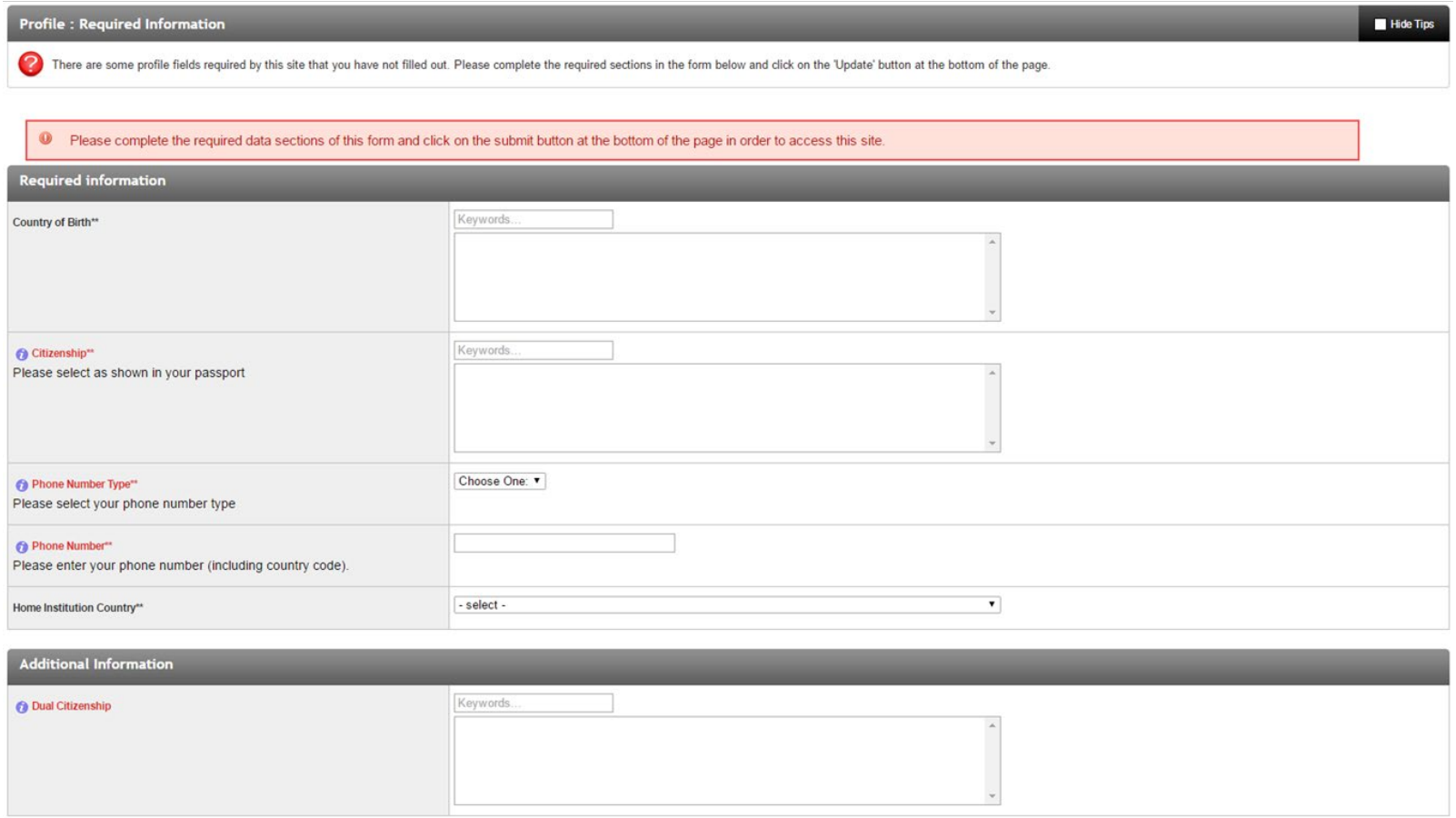
➢ **Step 8** You are now able to create a password for your profile. Remember your password!!
You will need it throughout the application process.



RMIT UNIVERSITY

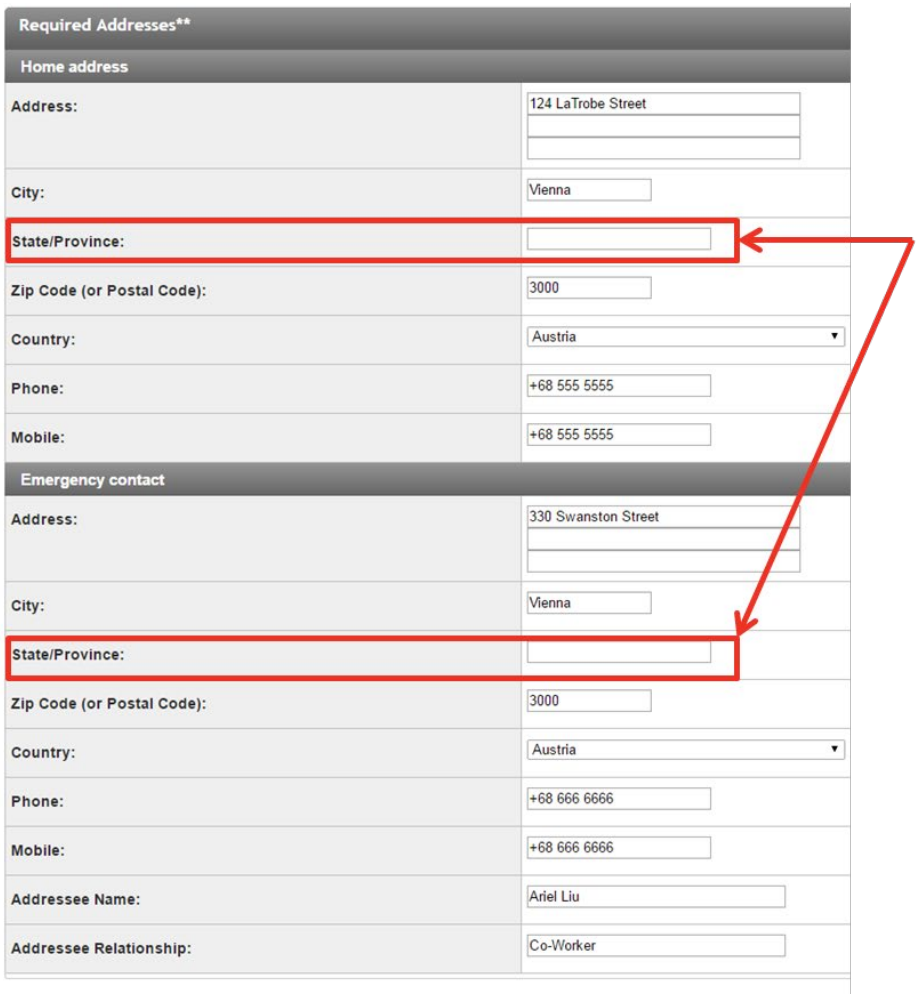
Creating your profile

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



RMIT UNIVERSITY

Creating your profile



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

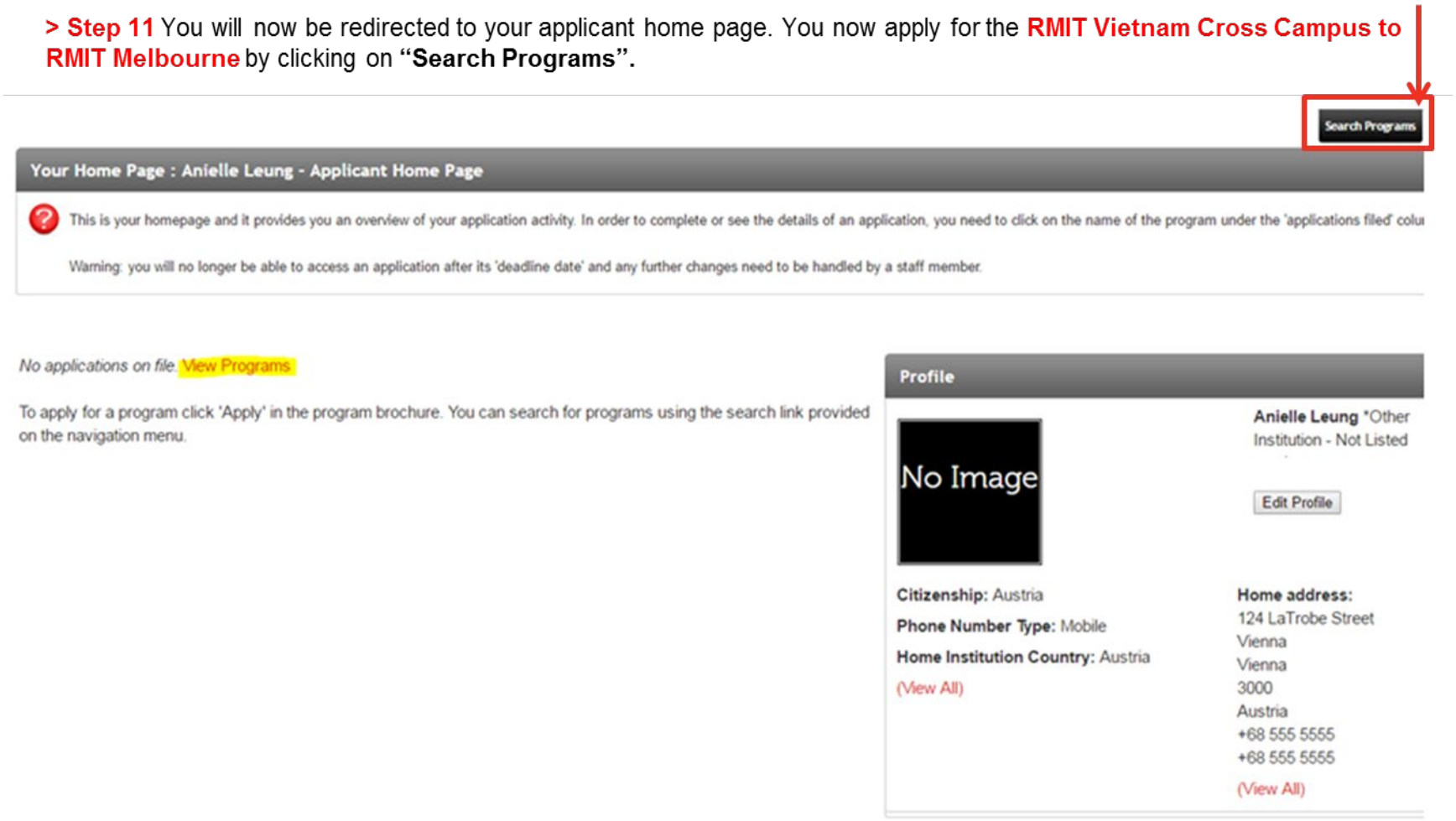
> Step 10 Make sure to complete all parts of profile information as they are required. You will not be able to move on without completing every question.

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

RMIT UNIVERSITY

Part 2.2 Applying for the program

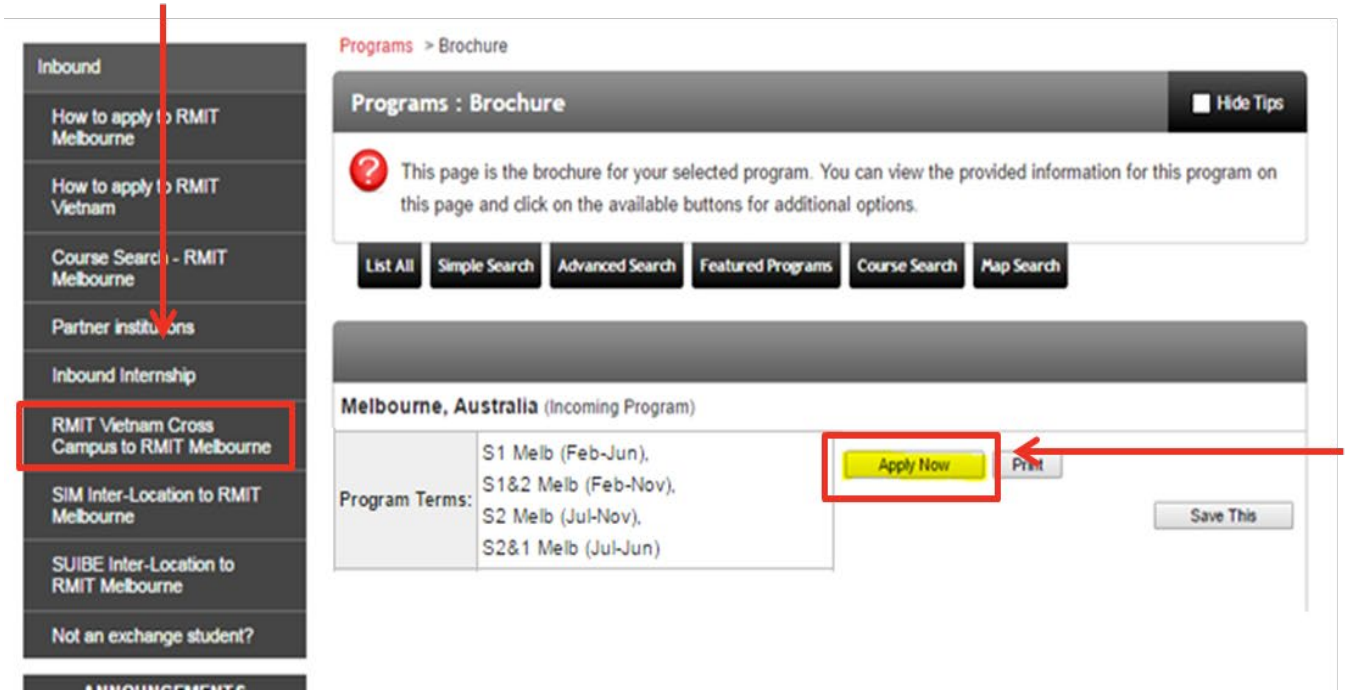
> **Step 11** You will now be redirected to your applicant home page. You now apply for the **RMIT Vietnam Cross Campus to RMIT Melbourne** by clicking on **"Search Programs".**



RMIT UNIVERSITY

Applying for the program

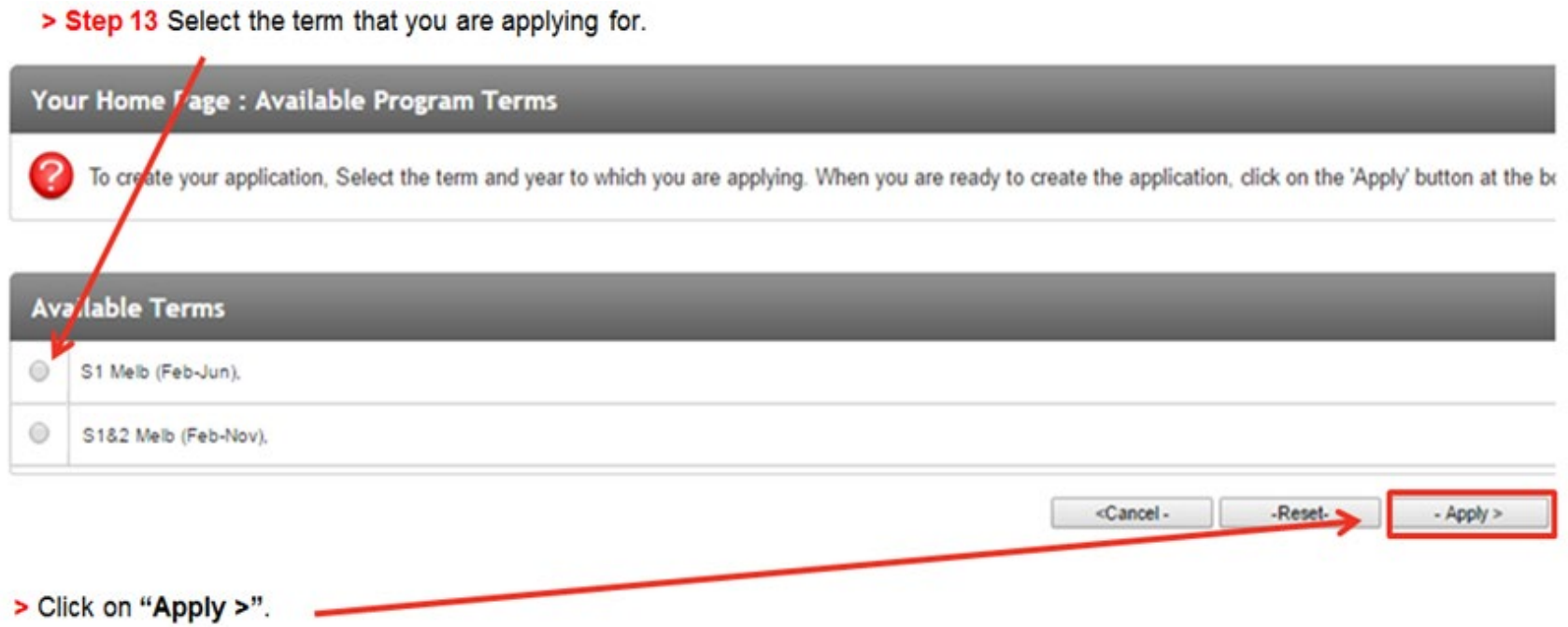
> **Step 12** From here, click on "**RMIT Vietnam Cross Campus to RMIT Melbourne**" in the left hand navigation pane. This should bring up the screen below.



> To apply, click on "**Apply now**".

RMIT UNIVERSITY

Applying for the program



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)

RMIT UNIVERSITY

Applying for the program

- Submit Application -

Stephanie Cheng	
Program:	OL | RMIT Vietnam Cross Campus to RMIT Melbourne
Term/Year:	S2 Melb (Jul-Nov), 2019
Deadline:	18/02/2019
Dates:	22/07/2019 - 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)

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
RMIT Vietnam Cross Campus 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
Inbound Student Declaration	☐
RMIT Vietnam Cross Campus to Melbourne Program Declaration	☐

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)

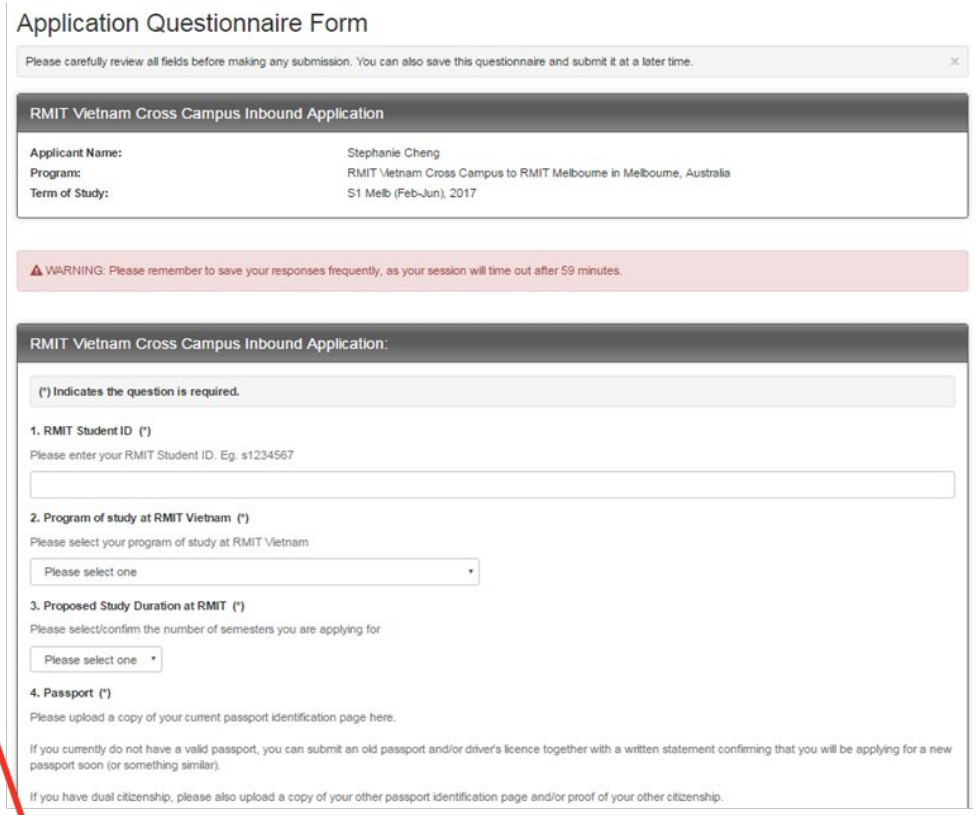
Start Date: 22/07/2019
End Date: 31/12/2019

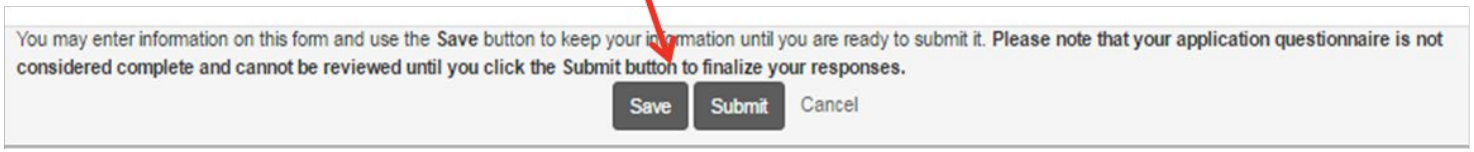
RMIT UNIVERSITY

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*

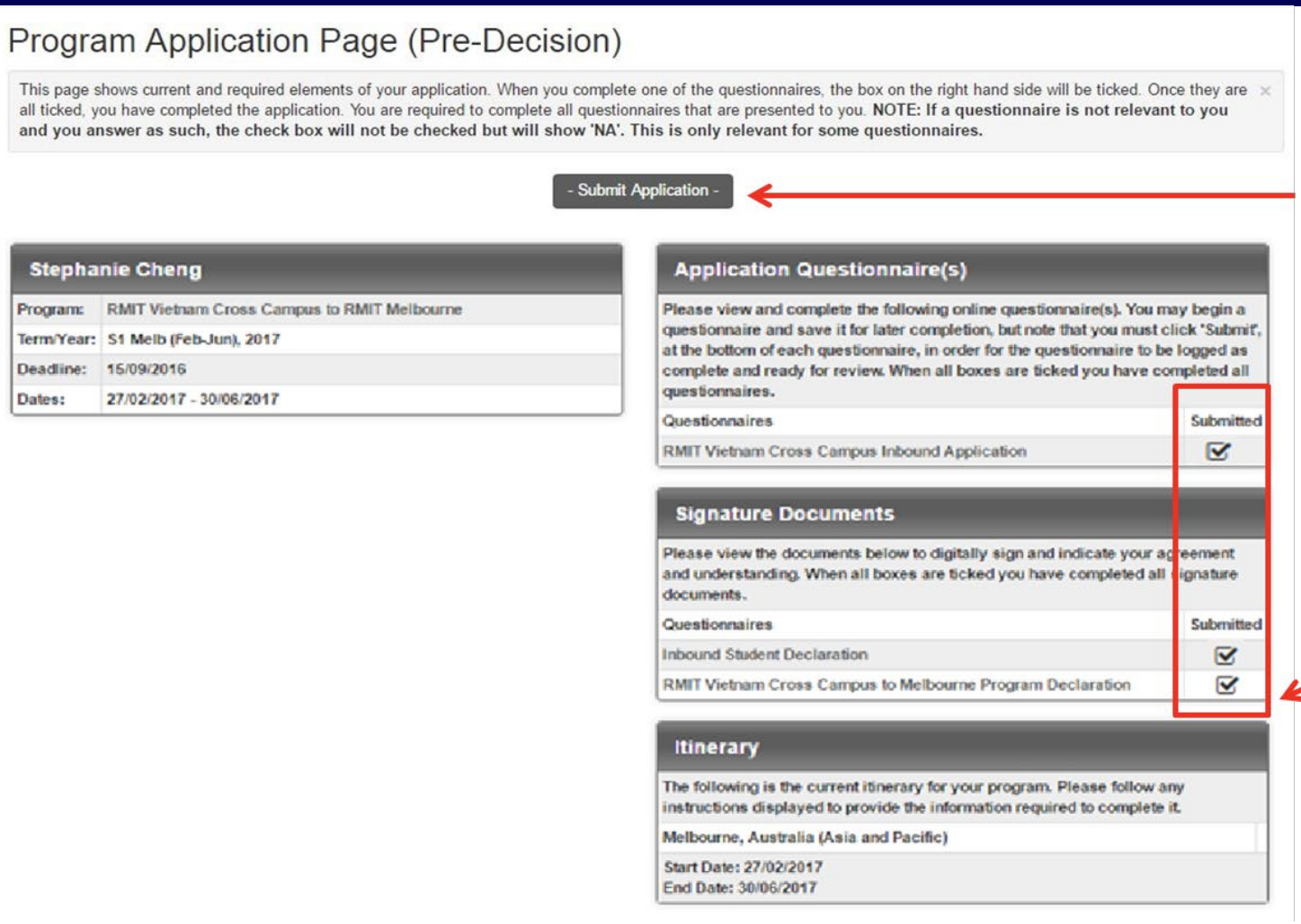




Note: You will upload the 'Course and Visa Information Request Form', your approved study plan and a copy of your passport in this section

RMIT UNIVERSITY

Applying for the program



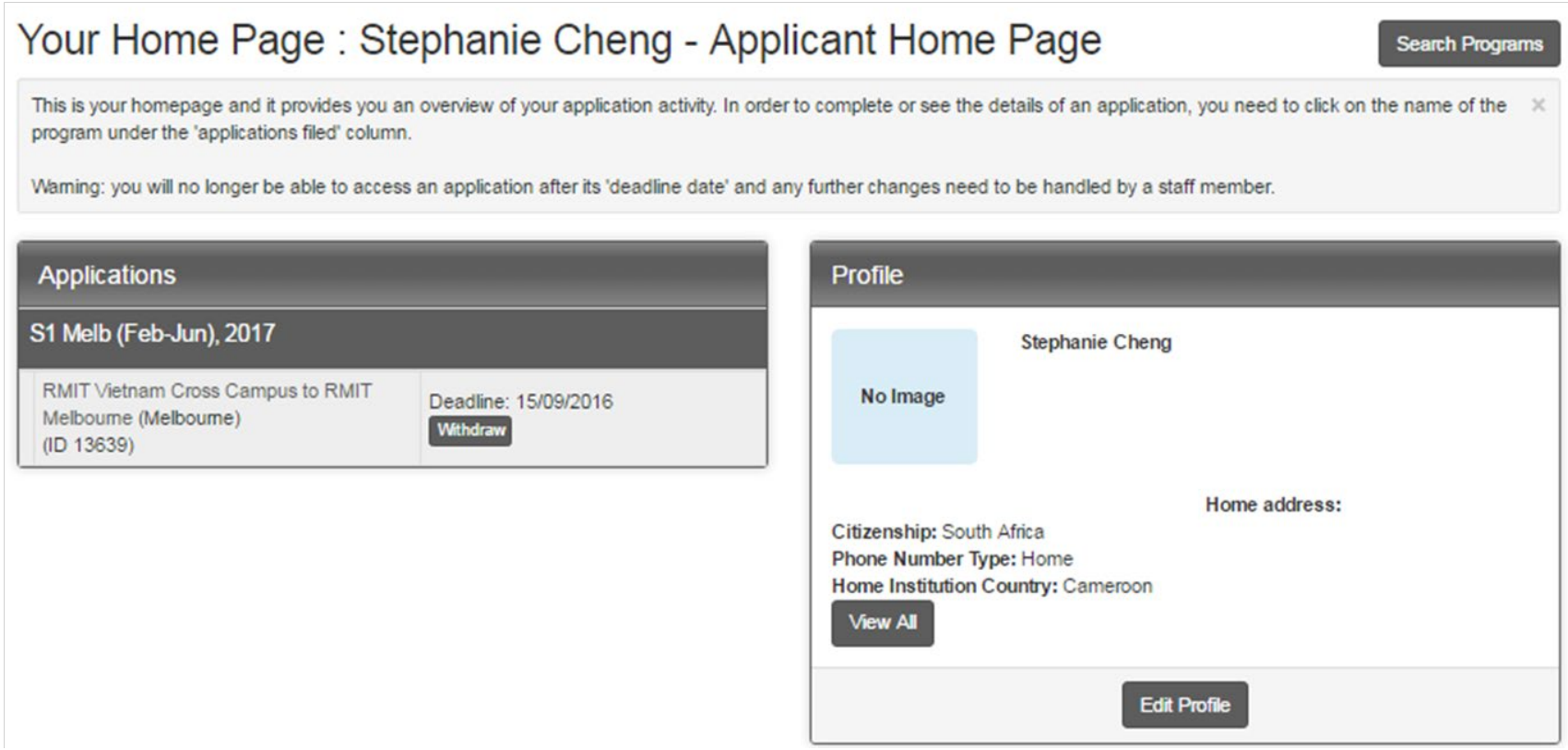
> Step 16

- 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

RMIT UNIVERSITY

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.



RMIT UNIVERSITY