Transferring to Deakin University

Are you an international student finishing your studies at Deakin College?

Congratulations!

You are just a few steps away from transferring to and enrolling at Deakin University.

This brochure will provide you with important information about how to successfully transfer to Deakin University. It will also give you step-by-step instructions to help ensure that you have prepared everything you need.

If you have any questions about the instructions in this brochure or about transferring to Deakin University, please get in touch with a Student Adviser or Deakin International Admissions, using the contact information inside. They will happily answer your questions and help you with the transfer process.

How to enrol

Step 1: Meet the entry requirements

Visit **deakincollege.edu.au/transfers** to check the entry requirements for your course at Deakin University. If your Deakin College course results meet or exceed the Deakin University entry requirements, you will be guaranteed direct entry into the appropriate Deakin University degree program. To learn about the release dates for your final results, see: **deakincollege.edu.au/important-dates**.

Step 2: Receive your Confirmation of Transfer Letter

If you meet the entry requirements for your course, Deakin University International Admissions will send you an email with a Confirmation of Transfer Letter. You should receive your Letter within two weeks of your final results being released.

Step 3: Accept your place at Deakin University

You Confirmation of Transfer Letter will contain a section called 'To Accept This Offer'. Follow the instructions in this section to accept your place at Deakin University. Your acceptance must be complete before the start of Orientation and Enrolment Week.

Step 4: Enrol

You will enrol in your Deakin University course during Orientation and Enrolment Week. See here for dates: **deakin.edu.au/study-at-deakin/important-dates**. Download your personal Orientation and Enrolment Program details at **deakin.edu.au/get-started**.

Step 5: Pay fees

After your enrolment is finalised, your fee invoice will be available online through Deakin University's Student Connect system. Make sure you pay the fees by the due date on the invoice, or your enrolment may be cancelled. If your enrolment is cancelled, it may have a serious impact on your student visa compliance status.

Orientation and enrolment week

It is very important that you attend Orientation and Enrolment week. Your personalised Orientation and Enrolment Program details are available for you to download from **deakin.edu.au/get-started**.

During Orientation and Enrolment Week you will:

- Meet your faculty course advisers and enrol in your course
- Record your credit arrangements
- Confirm unit choices and selection
- Find out how to structure your course with core units and electives
- Gain assistance with online tutorial sign up
- Learn how to use online study materials
- Get your ID card and IT access
- Meet International Student Services (ISS Connect)
- Find peer support volunteers/mentors
- Network and find student clubs.

Please remember to bring the following items with you to Orientation and Enrolment Week:

CHECKLIST

- [ ] Copy of your Confirmation of Transfer Letter
- [ ] Your official transcript from Deakin College
- [ ] Your passport

Frequently asked questions

I would like to change my course at Deakin University. How can I do this?

- Go to Deakin College Reception and make an appointment to talk with a Student Adviser about any changes to entry requirements and credit transfer into your preferred course.
- Fill out and submit the Deakin College to Deakin University Amendment Form (included in this document below).

I have received my final results, and met the entry requirements, but I have not received my Confirmation of Transfer Letter from Deakin University. What do I do?

- Deakin University International Admissions will email your Confirmation of Transfer Letter within two weeks of the release of your Deakin College final results. Keep checking your email until two weeks have passed – the Letter will likely arrive soon. Release dates for your final results are here: **deakincollege.edu.au/important-dates**.
- To contact you and to send your Confirmation of Transfer Letter, Deakin University will use the email address that you provided to Deakin College. If your email has changed, fill out and submit the Deakin College to Deakin University Amendment Form (included in this document below).
- Check your email settings and junk mail folders to see if the Confirmation of Transfer Letter accidentally ended up there.
- If you still haven't received your Confirmation of Transfer Letter, contact Deakin University International Admissions directly:
  Email: **deakin-int-onshore@deakin.edu.au**
  Phone: 03 9244 5301 / 03 9244 5488

I want to discuss my major/find out what subjects I will be studying at Deakin University next trimester. What should I do?

- Deakin Day is held at Deakin College every term. Deakin staff and student mentors will be there to talk with you about your Deakin University course, and all aspects of your student life at Deakin. Ask at Deakin College reception for upcoming "Deakin Day" events, and join the Deakin University team for information, free food and advice.
- Attend the Orientation and Enrolment Week for international students! Deakin University faculty course advisers will meet with you to provide advice and enrolment assistance. Dates for Orientation and Enrolment Week for international students are available here: **deakin.edu.au/study-at-deakin/important-dates**

I won't be able to attend the Orientation and Enrolment Week for international students. What should I do?

- Orientation and Enrolment Week for international students is a critical part of your induction into Deakin University. Please arrange your schedule to ensure you can attend. Dates for International Students' Orientation and Enrolment Week are here: **deakin.edu.au/study-at-deakin/important-dates**.
- If you cannot attend Orientation and Enrolment Week due to compelling circumstances outside of your control, please contact Deakin University to seek approval for a later arrival date. Contact details can be found at the bottom of this page.

I want to defer (delay) my commencement at Deakin University to a later intake than the one stated on my Confirmation of Enrolment (COE). What should I do?

- As you are on a package course visa, deferment may affect your student visa.
- Approval for deferring your studies can only be granted due to compelling or compassionate circumstances that are beyond your control. Examples of compassionate or compelling circumstances could be:
  - Serious illness or injury, where a medical certificate states that you are unable to attend classes
  - Bereavement of close family members such as parents or grandparents (if possible, a death certificate should be provided)
  - Major political upheaval or natural disaster in your home country requiring emergency travel and impacting on your ability to study
  - A traumatic experience that impacts your ability to study, e.g. involvement in, or witnessing of, a serious accident; or witnessing or being the victim of a serious crime (where possible, a psychologist's report should be provided).
- DIBP may cancel a student visa if they believe the grounds for deferral are not genuine.
- To seek approval for deferral from Deakin University, please contact Deakin International Admissions and provide the compelling or compassionate circumstances affecting you: **deakin-int-onshore@deakin.edu.au**.

CONTACT US

Deakin University
Phone: 03 9244 5301 / 03 9244 5488
Email: deakin-int-onshore@deakin.edu.au

Deakin College
Phone: 03 9244 5197
Email: deakincollege@deakin.edu.au

Please note that Deakin University continually revises, updates and improves its programs and processes. While the information in this document was correct as of July 2016, Deakin University reserve the right to alter, amend or delete any information. For the most up to date information, visit deakin.edu.au.

Melbourne Institute of Business and Technology Pty Ltd (trading as Deakin College) CRICOS Provider Code: 01590J Deakin University CRICOS Provider Code: 00113B

Deakin College to Deakin University Amendment Form

DEAKIN COLLEGE in association with DEAKIN UNIVERSITY

Fill out this form only if you want to change your course at Deakin University and/or if your contact email has changed.

- Please complete all sections and print neatly in BLOCK LETTERS. Incomplete forms may experience delays in outcomes.
- Please print this form, sign and date it in your own hand, then send it to Deakin International Admissions:
  > Drop in to DI Reception or Deakin Central on your campus, or
  > Scan and email to deakin-int-onshore@deakin.edu.au.

Deakin Student ID ☐☐☐☐☐☐☐☐☐

PERSONAL DETAILS

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Mx Other:

Family name | Given name(s)

Date of birth ☐☐/☐☐/☐☐ (DD/MM/YY)

CHANGE MY CONTACT DETAILS

Email:

Home Phone No.: | Mobile Phone No.:

CHANGE MY COURSE PREFERENCE

I would like to change my Bachelor Degree course to:

Course Code: ☐☐☐☐ | Intake: Trimester ☐, 20☐☐

Course Name: | Campus:

Reason for changing course:

DECLARATION

If I am eligible for the new course, I will be issued an offer letter and:

1. I understand that there may be changes to the fees and associated costs, Credit for Prior Learning, course duration, English language proficiency requirements, description of teaching methods, assessment, facilities, and equipment and learning resources.
2. I understand that Deakin University will send my offer letter according to my preference in Section 2, or if not applicable, to my postal address registered with Deakin College.
3. I understand that no Confirmation of Enrolment (CoE) will be revised/issued until I accept the offer
4. I declare that to the best of my knowledge the information I have supplied in this form is correct and complete. I will provide original documentation as required. I acknowledge that providing incorrect information or documentation, or withholding relevant information or documentation may result in cancellation of any offer of enrolment or actual enrolment by Deakin University.

☐ **I have read, understand and agree to the Declaration and Agreement Statement**

Applicant's signature:

Date: ☐☐/☐☐/☐☐ (DD/MM/YY)

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