UNSW UNDER 18 STUDENTS
CARE PROGRAM INFORMATION BOOKLET
UNSW Under 18 Students Care Program Information Booklet

CONTENTS
CONFIRMATION OF APPROVED ACCOMMODATION AND WELFARE (CAAW) PROCEDURES ........................................... 3
CARE ARRANGEMENT PROCESS ........................................................................................................................... 5
WHAT TO DO BEFORE ARRIVING - TIPS ........................................................................................................... 6
BEFORE ARRIVAL ............................................................................................................................................... 7
AIRPORT PICKUP SERVICE ............................................................................................................................... 8
WELCOME CENTRE .......................................................................................................................................... 9
INTERNATIONAL STUDENTS ONLINE ORIENTATION TUTORIAL – UNSW ESSENTIALS ........................................... 10
UNDER 18 INDUCTION DAY .................................................................................................................................. 10
ARRIVAL ESSENTIALS ........................................................................................................................................ 10
GETTING STARTED ............................................................................................................................................. 10
INTERNATIONAL STUDENT BRIEFING DAY ...................................................................................................... 11
UNDER 18s SEXUAL HEALTH WORKSHOPS ........................................................................................................ 11
ACCOMMODATION PROCEDURES AND RULES .................................................................................................. 12
WHAT TO DO AS AN U18 STUDENT .................................................................................................................. 13
TO DO LIST: PREPARATION FOR COMPULSORY APPOINTMENTS WITH INTERNATIONAL STUDENT ADVISOR 14
FIRST APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 2) ..................................................... 15
SECOND APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 4) ...................................................... 17
THIRD APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 6) ..................................................... 18
FOURTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 8) ..................................................... 19
FIFTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 10) ...................................................... 20
SIXTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 12) ..................................................... 21
SEVENTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (END OF STUDY PERIOD) ..................... 22
EIGHTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (SEMESTER BREAK) ............................ 23
SECOND SEMESTER ........................................................................................................................................... 24
TURNING 18 ......................................................................................................................................................... 24
USEFUL TIPS ABOUT ACCOMMODATION ........................................................................................................... 24
UNSW KEY SERVICES ........................................................................................................................................ 25
UNSW RESOURCES ........................................................................................................................................... 30
ENGLISH LEARNING RESOURCES ....................................................................................................................... 31
Appendix – Item 1 ............................................................................................................................................... 33
Appendix- Item 2 .................................................................................................................................................. 34
Appendix- Item 3 .................................................................................................................................................. 35
Appendix- Item 4: ............................................................................................................................................... 37
Appendix –Item 5: ............................................................................................................................................... 39
CONFIRMATION OF APPROVED ACCOMMODATION AND WELFARE (CAAW) PROCEDURES

Upon arrival in Australia, International students under the age of 18 must have approved accommodation and welfare arrangements in place before a student visa can be issued. These arrangements are regulated by the Australian Government to ensure students’ safety and wellbeing. For further information, please refer to the UNSW Under 18 Care Program Procedure.

Accommodation and Welfare Arrangements

Option 1:

Live in Australia with a parent/legal guardian or relative approved by the Department of Immigration and Border Protection (DIBP). For more information please refer to the DIBP website.

If students are living in Australia with a parent/legal guardian or relative approved by DIBP, please complete the Under 18 International Students Living with an Approved Parent/Legal Guardian or Relative Notification Form before accepting your offer. Students are also eligible to enrol in the UNSW Under 18 Care Program.

Option 2:

Live in Australia unaccompanied by a parent, legal guardian or a relative approved by DIBP and have a Care Arrangement approved by UNSW (fees apply). The Care Arrangement includes the CAAW letter and the UNSW Under 18 Care Program.

A Care Arrangement with UNSW requires students to:

- Live in UNSW approved accommodation at either Unilodge@UNSW, Unilodge@Broadway or Urbanest Darling Square; and
- Participate in the UNSW Under 18 Care Program until students turn 18 years of age. For further information, please refer to UNSW Under 18 Care Program.

UNSW Under 18 Care Program

The UNSW Under 18 Care Program is available to students who:

- Are under 18 when entering Australia to begin a course at UNSW;
- Are under 18 when beginning a course at UNSW;
- Are post Foundation Studies students remaining in their selected Undergraduate Program (as listed on your Provisional Offer); and
- Do not need a CAAW in order to meet DIBP student visa requirements.
The **UNSW Under 18 Care Program** includes:

- U18 Orientation workshops and programs;
- Regular meetings with an International Student Advisor (ISA) to support academic and social adjustment; and
- An assigned cultural mentor to help students in their transition to study at UNSW.

**To apply for the UNSW Under 18 Care Arrangement**

- Students and their parents/legal guardians must complete the following forms and send as directed:
  - Option 2 application form for **The Under 18 Care Arrangement** and the online accommodation application form for **UniLodge@UNSW, UniLodge@Broadway** or **Urbanest Darling Square**; and
  - If UniLodge or Urbanest is considered unsuitable, parents/guardian should contact UNSW Student Life and Learning (SLL) via email **under18@unsw.edu.au**.

- Pay FEES

  The **Under 18 Care Arrangement** includes:
  - $150 for the Care Arrangement registration fee; and
  - $8 per day from the beginning of the CAAW period until the student turns 18.

**Make a Payment for the UNSW Under 18 Care Arrangement and Under 18 Care Program**

Payment for the **Under 18 Care Arrangement** and **Under 18 Care Program** can be made via the **UNSW Under 18 Care Arrangement Application** form using MasterCard, Visa or American Express. Once the payment has been made, a receipt will be forwarded to your nominated email address. You do not need to inform us that payment has been made.

**Refunds for UNSW Under 18 Care Arrangement and Under 18 Care Program**

If a student enrolls in the **Under 18 Care Arrangement** and subsequently wishes to withdraw, they must notify SLL by email **under18@unsw.edu.au**. A full refund minus the CAAW registration fee ($150) will be made if written notification of withdrawal is received by SLL before the start of the care arrangements. After this date, unused portions of the Care Program fee will be refunded. Students are required to give 10 working days’ notice if they are discontinuing in the **UNSW Under 18 Care Program**.

If a student has been issued with a CAAW and they withdraw from the **UNSW Under 18 Care Program**, UNSW will cancel the CAAW and notify DIBP that these care arrangements have been cancelled.
The **UNSW Under 18 Care Program** is also available to option 1 students (international students who will be under 18 years of age when they enter Australia and will be living with parents/legal guardians) who would like to have extra support and guidance until they turn 18 years of age. Please complete the form **UNSW Under 18 Care Program**.

**Getting a Confirmation of Enrolment (COE) as soon as possible**

SLL staff will assess student applications once they complete the online application form and pay the care arrangement fee. If student application documents meet the requirements, student applications will be approved and will be sent the COE and CAAW. Students will be notified if it does not meet the requirements.

**Transitioning from UNSW Global Foundation Studies on a Package Offer**

If students are on a packaged offer from UNSW Global Foundation Studies, students will have been issued a conditional CAAW. In order to meet the conditions of the CAAW, students need to apply for the **UNSW Under 18 Care Program** prior to starting their course at the UNSW.

If students are changing their program from the one on your original conditional offer, they need to re-apply for a new CAAW and the **UNSW Under 18 Care Program** before accepting their new offer.

For further information about the UNSW Under 18 Care Program and Care Arrangement, please refer to [https://student.unsw.edu.au/visa18](https://student.unsw.edu.au/visa18) or please email under18@unsw.edu.au.

---

**CARE ARRANGEMENT PROCESS**

1. **Step 1:** Student/Parent to complete the online form U18 Care Arrangement Application and upload all required documents.
2. **Step 2:** Student/Parent pay Care Arrangement fee online.
3. **Step 3:** Student/Parent book accommodation by applying directly online. Student/Parent upload copy of confirmation of booking with online forms.
4. **Step 4:** Accommodation Provider advise UNSW the accommodation is confirmed.
5. **Step 5:** SLL advise UNSW Admissions the accommodation and welfare arrangements have been approved.
6. **Step 6:** UNSW Admissions process the COE and CAAW for the Student/Parent and send to SLL.
7. **Step 7:** SLL send CAAW signed by Manager, with UNSW Welcome Letter, Notice of Arrival and a copy of the COE to the Student/Parent.
8. **Step 8:** Student/Parent apply for student visa.
9. **Step 9:**
   1. Student/Parent book flight arriving in Australia no earlier than 14 days prior to semester start date and no later than the day before the International Student Briefing Day.
   2. Student send Notice of Arrival to SLL.
If you break the rules and conditions of your CAAW you will be:

1. First Breach - notification by email to student.
2. Second Breach - notification by email to Parent and student.
3. Third Breach notified by formal letter from Manager SDI to parent and student.
4. Reported to Immigration which may result in the cancellation of your “Confirmation of Appropriate Accommodation and Welfare” letter (CAAW) and Student Visa.

WHAT TO DO BEFORE ARRIVING - TIPS

- Insider Guide: Packing for Australia
- Insider Guide: Improving your English
- Insider Guide: Preparing for Study
- Insider Guide: Student Resources on Campus
- Insider Guide: How to Succeed while Studying Abroad
- Insider Guide: Welcome to Australia Email Course
- Insider Guide: Setting Up Your New Australian Phone
- Insider Guide: Study in Australia Glossary
- Insider Guide: Multicultural Society
- Insider Guide: Areas of Sydney
- StudyinAustralia government website: Plan your departure
- Australia Government: International Students
- Fact Sheet – Accommodation and Welfare Requirements for Overseas Students in Australia

Note: these are external resources and do not represent the University of New South Wales.
BEFORE ARRIVAL

Complete the Under 18s Arrival Checklist (Appendix Item 1)

Complete and send the Notice of Arrival (Appendix Item 2) to under18@unsw.edu.au

Check Australian Customs and Quarantine Information

Before travelling to Australia, students need to make sure they do not bring any prohibited items into Australia, such as firearms, weapons, illicit drugs, protected wildlife and associated products.

Travellers must declare any of these items on arrival by completing an Incoming Passenger Card during the flight or before going through Customs. Importation of fresh or packaged food including: diary, egg products, meat, poultry, seafood products, seeds, nuts, fresh food, fresh vegetables, plant material, live animals and animal products are strictly controlled. If you are not sure about any items to be declared, ask a customs official. Failure to declare may result in serious consequences or penalties.

For further information please visit DIBP, Department of Agricultural and Water Resources or Arriving in Australia – Biosecurity.

Understanding your Visa Conditions

Before arriving in Australia, students should ensure they have completed the procedures to obtain the correct VISA.

Important things to note:

| Your main course of study must continue to be a course in the education sector that matches your student visa | You must notify the university of changes in contact detail within 7 days |
| You must continue to have sufficient financial capacity to support your study and stay in Australia | You must maintain visa length Overseas Student Health Cover (OSHC) |
| You cannot transfer providers within the first six months without a release letter | |
| You must limit online/distance learning to 25% | If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. |
| You must maintain satisfactory course progress | |
| You must ensure you do not exceed your work restriction | |

For further more information, please visit Department of Immigration and Border Protection Student Visa conditions.
OHSC Card

Students need to order their OHSC card online via their OHSC provider website. E.g. Medibank.

For further information, please visit Australian Department of Health OHSC Frequent Asked Questions.

Important Documents

Please scan and make copies of important documents, (including but not limited to):

- Passport;
- Student visa;
- Academic transcript;
- Confirmation of Enrolment (COE); and
- Birth Certificate.

Note: It is important for students to keep both soft and hard copies in the case of an emergency.

AIRPORT PICKUP SERVICE

UNSW Student Development International (SDI) organises an airport pickup service for newly arriving under 18 year international students. The service picks students up from Sydney’s International Kingsford Smith Airport and takes students directly to either Unilodge or Urbanest.

Please note: there are no porters available to carry bags.

- Arrival transfer: Sydney International Airport to UNSW Kensington Campus.
- Hours of operation: 6am to 4pm.
- Cost: $25 per person.

For further information please refer the website: https://student.unsw.edu.au/airport or email international.student@unsw.edu.au.

Please note: if your parents are travelling with you, it may be more affordable to travel by taxi.
WELCOME CENTRE

Under 18 international students must come to the SDI Welcome Centre within 24 hours of arriving in Sydney or the next business day. SDI staff members and student volunteers are available to help and provide information about settling into Sydney and commencing studies at UNSW.

Welcome Centre staff can assist student with various tasks, including (but not limited to) the following:

- **Registering** for compulsory and other orientation events
- **Enrolment**: how and where to enrol; what subjects to choose;
- **UNSW student ID cards**: where and how to get student ID cards;
- **Navigating the university**: where to find offices, buildings and locations;
- Setting up **bank accounts** and making tuition **fee payments**;
- **Mobile phone** systems in Australia;
- Using **wireless internet** on campus;
- **Transportation system** in Australia and international students’ rights to concession transportation tickets;
- **Health insurance**: where to collect health insurance cards;
- **Tax file number**: how to apply for a Tax File Number (TFN) and why;
- **Employment**: part-time, internship opportunities and volunteering; and
- **Student life**: extra curriculum activities on and off campus.
INTERNATIONAL STUDENTS ONLINE ORIENTATION TUTORIAL – UNSW ESSENTIALS

UNSW Essentials are important for newly arrived U18 students. Accessing the UNSW essentials is easy. The content of each topic is clearly identified giving you flexibility to navigate the modules in a way that works for you. We suggest viewing all the modules now, bookmarking the website and revisiting the UNSW Essentials all throughout the semester as necessary. Having the right information at the right time is the key to a smoothing transition to university.

UNDER 18 INDUCTION DAY

The Under 18 Induction Day provides important information about U18 rules and conditions, student visa conditions, transitioning into uni life, and preparing for first appointments. It is COMPULSORY for U18 students to attend. At the U18 Induction Day, students will:

- Be assigned an International Student Advisor (ISA);
- Receive CAPS Newsletter – Starting University;
- Receive a weekly study schedule and session planner (which they are required to complete and bring to the first appointment); and
- Receive a module completion sheet.

Register for the Under 18 Induction Day via the SDI Online Booking System

ARRIVAL ESSENTIALS

In the Arrival Essentials workshop, you will learn the essentials to settling in, living and learning in your new environment. These workshops will be facilitated by an International Student Advisor. It is COMPULSORY for U18 students to attend.

Register for the Arrival Essentials sessions via the SDI Online Booking System

GETTING STARTED

Getting started in the Main Library support service will provide in-person assistance with enrolment, ID cards, and IT set up. For further information, including operating dates and hours, please visit the Getting Started website.
INTERNATIONAL STUDENT BRIEFING DAY

The International Student Briefing Day covers topics such as intercultural understanding, teaching and learning in Australia, student support services, professional and personal development and classroom behaviour. This is a great opportunity to get to know the university, make new friends and have some fun.

SDI orientation social activities include:

- Harbour cruise;
- Rocks tour;
- Harbour cruise and The Rocks tour;
- G'Day international students movie and pizza night; and
- Coogee to Bondi coastal walk and beach safety workshop.

It is COMPULSORY for U18 students to attend this event.

Register for Arrival Essentials sessions via the SDI Online Booking System.

To find further information about university services and programs, please refer to My Guide from SDI: An International Student Guide to UNSW Australia.

UNDER 18s SEXUAL HEALTH WORKSHOPS

This small-group interactive workshop for Under-18 international students will provide students with information on reproductive and sexual health including contraception, STI's and testing, healthy relationships, consent and how to report abuse. Workshops will be either all male or all female and held during Week one of the semester. It is COMPULSORY for U18 students to attend.
ACCOMMODATION PROCEDURES AND RULES

Unilodge@UNSW


Social Events: Community Spirit Program

U18 procedures and rules:

- 10pm curfew (students need to return to the building by 10pm each day);
- Students need to sign the log book and present their Unilodge ID at reception between 7pm and 10pm every evening;
- If students intend on staying away from their accommodation overnight or for a holiday, they must seek approval from their ISA by completing the Overnight Absence form for u18’s (refer to Appendix Item 5); and
- The Overnight Absence form for u18’s must be signed and submitted to Reception before 5pm on the intended day(s) of absence.

Unilodge@Broadway


Social Events: Community Spirit Program

U18 procedures and rules:

- U18 students must sign in/sign out at reception from Sunday to Thursday between 6am and 10pm, and Friday and Saturday between 6am and 12am (midnight);
- Sunday to Thursday curfew: 10pm (students need to return to the building by 10pm each day);
- Friday to Saturday curfew: 12am (students need to return to the building by 12am (midnight);
- If students intend on staying away from their accommodation overnight or for a holiday, they must complete the vacation form located at Unilodge reception, alongside providing Unilodge with written permission from parents/legal guardians or from UNSW; and
- U18s students are not allowed overnight visitors.
Urbanest@Darling Square

House Rules of Urbanest

Social events: please refer to the reception desk.

U18 procedures and rules:

- 10pm curfew. U18 students must sign in at the reception between 9:30pm and 10pm every night to avoid their parent/legal guardian, or institution being contacted;
- Permission to go on holiday or stay outside of urbanest can only be granted by the institution and/or parent/legal guardian and must be communicated in writing to Urbanest;
- No overnight guests are permitted. All visitors must leave the rooms by 10pm; and
- U18 are strictly not permitted to consume or keep alcohol in their rooms.

Please note: restriction rules apply to all U18 students. Breaking any rules may lead to the University or parent/legal guardian being notified.

WHAT TO DO AS AN U18 STUDENT

- Check your university email account regularly for scheduled meetings;
- Attend a meeting every fortnight with your ISA until you turn 18;
- Abide by the accommodation rules and conditions concerning U18s;
- Complete a vacation/pre-departure form prior to mid-semester and end of semester;
- Advise ISA departure and return dates if students plan to leave for holidays;
- Seek approval from ISA if students stay away from their accommodation overnight (during the semester overnight stays away are only allowed on Friday or Saturday nights);
- Update current contact details – address, email, mobile and home phone number on www.my.unsw.edu.au as required by your student visa conditions; and
- Notify ISA if students have any concerns about their study or stay in Australia.
TO DO LIST: PREPARATION FOR COMPULSORY APPOINTMENTS
WITH INTERNATIONAL STUDENT ADVISOR

- Complete UNSW Essential Module 1: Preparing to Arrive (accept your offer; plan your arrival; explore the UNSW campus through our Interactive Digital Experience; accommodation in Sydney; budgeting; develop intercultural awareness; and making friends);

- Complete UNSW Essential Module 2: Getting Started (UNSW Welcome Centre; enrolment; student ID; IT setup; and safety and wellbeing);

- Complete UNSW Essential Module 3: Getting Acquainted (Navigating eUNSW; student visa information; legal services; rights and responsibilities; UNSW library; degree essentials; and finding work);


- Complete weekly study schedule and session planner.

Refer to Appendix Item 3 for “weekly study schedule”.

Refer to Appendix Item 4 for “session planner”.
FIRST APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 2)

Student To Do List

- Bring the completed weekly study schedule and session planner.
- Sign the ‘Monitoring of U18 Students’ form and ‘Release of Confidential Information’ form.
- Must have completed UNSW Essentials Modules 1, 2 and 3 prior to appointment.
- Check/update contract details on myUNSW.
- Complete Overnight Absence Form for Under 18’s if relevant (refer to Appendix Item 5).

Topics covered in appointment:

- Under 18 Interview Questions – initial meeting.
- UNSW Essentials:
  - **Module 1**- Preparing to Arrive (Exploring the UNSW Campus Through Our Interactive Digital Experience - Develop Intercultural Awareness - Making Friends).
  - **Module 2**- Getting Started (UNSW Welcome Centre - IT Set Up - Safety and Wellbeing).
  - **Module 3**- Getting Acquainted (Navigating eUNSW - Rights and Responsibilities – UNSW Library – Degree Essentials).
Additional Online Resources


- Subscribe UNSW SDI Newsletter: [https://student.unsw.edu.au/inews](https://student.unsw.edu.au/inews)

- Match up with UNSW SDI Cultural Mentors: [https://student.unsw.edu.au/cultural-mentors](https://student.unsw.edu.au/cultural-mentors)

- Academic Integrity and Plagiarism: [https://student.unsw.edu.au/plagiarism](https://student.unsw.edu.au/plagiarism)

- Insider Guide: A Step-by-Step Guide to Saving Money on Textbooks

- Insider Guide: 7 Habits of International Students Who Make Tonnes of Friends

- Insider Guide: How to Really Immerse Yourself in Australian Culture

- Insider Guide: Essential Aussie Food Experiences

- Insider Guide: Health Issues Faced by International Students

- Insider Guide: A Brief Guide to the History of Australia

- Insider Guide: Staying Safe – The Essentials

- Insider Guide: Finding Comfort Away from Home
SECOND APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 4)

Student To Do List

• Partially complete UNSW Essential Module 4: Settling In (Australian basics, time management and note taking).

• Submit Under 18s Vacation and Pre-Departure Form for semester break if relevant.

Topics covered in appointment:

• Checklist for Under 18 Students.

• UNSW Essentials:


Additional Online Resources

• Australia Public Holidays

• Study Sydney - Why NSW

• UNSW Sport, Gym and Fitness

• Insider Guide: Australian Indigenous Cultures

• Insider Guide: 6 Things About Australian Learning Culture You Need To Know

• Insider Guide: How to Combat in Loneliness in a Foreign Country

• Insider Guide: A Guide to Australian Etiquette

• Insider Guide: Make it Count: How to Get the Most Out of Your Degree
THIRD APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 6)

Student To Do List

- Complete remainder of UNSW Essential Module 4: Settling In (critical thinking, summarising and paraphrasing, and discussion skills).
- Must submit Under 18s Vacation and Pre-Departure Form for semester break if relevant.

Topics covered in appointment:

- UNSW Essentials:
  - Module 4 (Critical Thinking - Summarising and Paraphrasing - Discussion Skills).

Additional Online Resources

- UNSW Critical Thinking Tips
- UNSW Note Taking Skills Tips
- UNSW Listening and Note-Taking Strategies
- UNSW effective Note-making from Written Text
- UNSW Language and Conversation Skills
- The Critical Thinking Community
- Critical & Creative Thinking Program
FOURTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 8)

Student To Do List

- Partially complete UNSW Essential Module 5: Managing your Studies (managing assignments; essay writing skills; and report writing skills).

- Submit Under 18s Vacation and Pre-Departure Form for semester break if relevant.

Topics covered in appointment:

- UNSW Essentials:
  
  **Module 5** (Managing Assignments - Essay Writing Skills - Report Writing Skills).

Additional Online Resources

- UNSW Educational Support Advisor
- UNSW Connect & Grow Workshop Series
- UNSW Navigate Me
- UNSW Time Management
- UNSW Tips for Receiving Feedback
- UNSW Visa Information During Your Studies
- UNSW Writing Skills Support
- UNSW Getting Started with Essay Writing
- UNSW Essay Writing: The Basics
- UNSW Answering Assignment Questions
- UNSW Report Writing Support
- UNSW Essay and Assignment Planning
- Insider Guide: Succeeding in Group Assignments
- Insider Guide: How to Avoid Plagiarism
- Insider Guide: Top Tips for Australian Style Essay Writing
FIFTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 10)

Student To Do List

- Complete remainder of UNSW Essential Module 5: Managing your Studies (oral presentation skills and editing strategies).
- Develop skills on how to study within the program.
- Learning Centre consultation.
- Learning Centre workshops (if relevant).

Topics covered in appointment:

- UNSW Essentials:
  - Module 5 (Oral Presentation Skills - Editing Strategies).

Additional Online Resources

- UNSW Support for Oral Presentations
- UNSW Tips for Speaking to an Audience
- UNSW Using PowerPoint in Presentations
- UNSW Tutorial Discussion and Working with Visuals
- UNSW Academic Skills and Support
SIXTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (WEEK 12)

Student To Do List

• Partially complete UNSW Essential Module 6: Preparing for Exams (exam rules, studying for exams and clue words in exams).

• Bring exam information and prepare a list of questions about exam information.

• Submit Under 18s Vacation and Pre-Departure Form for semester break if relevant

Topics covered in appointment:

• UNSW Essentials:
  
  Module 6 (Exam Rules - Studying for Exams – Clue Words in Exams).

Additional Online Resources

• UNSW - Exam Rules and Policy
• UNSW - What you can take into exams
• UNSW - Register for Disability Support
• UNSW - Exam Approved Calculators & Computers
• UNSW - Tips on studying for Exams
• UNSW - Tips for Essay Exam
• UNSW - Tips for Multiple Choice Exams
• UNSW - Open Book and Take Home Exams
• UNSW - Clue Words in Exams
• Insider Guide: Study Hacks for the Exam Period
SEVENTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (END OF STUDY PERIOD)

To Do List

- Submit Under 18s Vacation and Pre-Departure Form for semester break if relevant.

Topics covered in appointment:

- UNSW Essentials:

  Module 6 (Essay Exams - Open Book and Take-Home Exams – Multiple Choice Exams - Doing Your Best in Exams).

Additional Online Resources

- [UNSW - Exam Preparation Tips](#)
- [UNSW - Support Time Management](#)
- [UNSW - Guide to Exams with Less Stress](#)
- [UNSW - Past Exam Papers](#)
- [Insider Guide: Study Tips](#)
EIGHTH APPOINTMENT WITH INTERNATIONAL STUDENT ADVISOR (SEMESTER BREAK)

Student and Advisor To Do List

- Eighth appointment only to be arranged with your Advisor if you do not return home for the break; and
- Review results.

Additional Online Resources (Holidays and Break Periods)

- [ Insider Guide: How to Get Organised to Head Home ]
- [ Insider Guide: Top 10 Things to do During Your Holidays ]
- [ Insider Guide: 15 Productive Things for International Students to do in the Holidays ]
- [ Insider Guide: 29 Things to do without Alcohol ]
- [ Insider Guide: Top 5 Ways to Improve Your English Online ]
- [ Insider Guide: Top Ways to Improve Your English During the Holiday ]
- [ Insider Guide: How to Find Volunteer Experience ]
- [ Insider Guide: Staying Sun Safe this Summer ]
- [ Insider Guide: Volunteering with Heart ]
- [ Insider Guide: Swimming Safety ]
SECOND SEMESTER
• ISA check-in on student’s accommodation and holiday;
  • Student to fill out ‘Factors influencing academic performance’ if relevant; and
  • Complete weekly planner and semester planner.

TURNING 18
• End of Care Arrangement letter/End of Care Program letter provided to student; and
  • Student allowed to leave Unilodge/Urbanest/Homestay depending on rental agreement with accommodation.

USEFUL TIPS ABOUT ACCOMMODATION
Moving in
• Expensive;
  • View property before paying money;
  • Obtain a written rental contract;
  • Obtain Landlord’s name/Agent’s full contact details;
  • Complete a condition report and take photos; and
  • Obtain and keep a receipt for any money paid.

Living there
• Always report any maintenance problems/repair requests to your agent/landlord ASAP;
  • Always communicate with your agent/landlord in writing;
  • Pay rent on time and never withhold rent;
  • Never change the locks without landlord’s prior consent; and
  • The Landlord/Agent need your written consent if they wish to access the property, however they are required to provide you with at least 24 hours written notice.
Moving out

- Give notice of your intent to leave in writing;
- Rent up to date and condition of property;
- Complete and sign bond Refund Form;
- Return keys;
- Terminating a lease early can result in additional costs; and
- Utilise the post office’s mail redirection service.

For more information, please view the NSW Residential Tenancies Act 2010, No 42.

Under 18 Forms

- Notice of Arrival – Under 18 Students
- Unilodge Overnight Absent Forms for Under 18s
- Under 18s Vacation and Pre-Departure Application

UNSW KEY SERVICES
Student Development International

https://student.unsw.edu.au/international

SDI is the first point of contact for all international students. International Student Advisors (ISAs) are always available to help students with personalised advice and information about all aspects of university life, student visas, well-being, academic performance, and if students need help but do not know where to go. SDI also provide an international lounge for students to socialise and study which includes couches, microwaves, computers and more. All SDI workshops can be booked online.

Language and conversation skills

If students would like to further develop their language and conversation skills, SDI have a number of activities and programs to assist. Discover the Language Exchange Program, English language classes and different workshops.

Conversation Classes

This class includes role plays, debates and topic discussions and will be structured to support students in developing fluency, vocabulary and general confidence.
Culture of Oz

The Culture of Oz series of workshops during the semester aim to help international students develop their understanding of the Australian culture. Guest speakers are invited to these workshops talk to students on topics such as Indigenous culture and history, Colonisation in Australia, Geography and Australian symbols, Australian Public Holidays and their history, Australian Slang, Sport, Academic culture and Australian workplace culture.

Women’s Health and Wellbeing Workshop

This workshop is designed for female students only; this workshop provides advice and information regarding personal safety and health issues affecting women. A female GP from the UNSW Health Service and an ISA is on hand to answer any questions students may have.

Movie and Pizza Nights

Come along and celebrate the end of the week at SDI’s Movie and Pizza Nights taking place on the last Friday of every month. Movie nights are the perfect way to have some fun, enjoy excellent Australian and international films and meet great new people.

Cultural Mentors

The Cultural Mentoring Program introduces new international students to a senior student mentor. Cultural Mentors are available to answer questions about learning at UNSW or living in Sydney and can provide new students with insight into Australian cultures and customs. New students can apply to be matched with a Cultural Mentor prior to their arrival in Australia or for face-to-face advice at our activities.
**Student Development**

https://student.unsw.edu.au/student-development

**UNSW Leadership Program**

The UNSW Leadership co-curricular program is open to all UNSW students that combine active involvement in community projects and volunteering with formal training and developmental opportunities.

**Student Development Volunteering Teams**

Student Development Volunteering Teams provides students with volunteer development opportunities at Student Development. Students can develop teamwork, leadership and other skills while networking with similarly interested students. More information regarding the different teams can be found at: https://student.unsw.edu.au/sdp.

**UNSW Advantage**

Students can gain valuable skills and experience by choosing from over 450 co-curricular activities offered at UNSW Advantage, and have their participation recognised on Australian Higher Education Graduate Statement (AHEGS). For further information, please visit https://student.unsw.edu.au/advantage.

**The Learning Centre**

http://www.lc.unsw.edu.au/

The Learning Centre provide assistance for academic work provided through workshops, faculty or discipline-based programs, individual consultations and student self-access materials.

The Learning Centre also runs Peer Writing Assistant program which provide 50 minutes consultations to help students to develop and improve their academic skills. A student can have up to 5 consultations per semester. Student can book consultations online: https://student.unsw.edu.au/register-academic-skills-workshop
Learning Centre Workshops:

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Reference</td>
<td>Developing Your Academic Writing</td>
</tr>
<tr>
<td>What is Plagiarism</td>
<td>Essay Writing for Undergraduates</td>
</tr>
<tr>
<td>Listening, Reading &amp; Note-taking</td>
<td>Essay Writing for Postgraduates</td>
</tr>
<tr>
<td>How to Give a Presentation</td>
<td>Report Writing</td>
</tr>
<tr>
<td>How to Read Critically</td>
<td>Writing a Thesis Proposal</td>
</tr>
<tr>
<td>Grammar</td>
<td>Critical Reading &amp; Writing</td>
</tr>
<tr>
<td>Advanced Academic Reading</td>
<td>Writing Summaries &amp; Paraphrases</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Paraphrasing and Summarising</td>
</tr>
<tr>
<td>How to Research for Your Assignments</td>
<td></td>
</tr>
</tbody>
</table>

Note: Workshops may different every semester, please refer to the learning centre website ([http://www.lc.unsw.edu.au/](http://www.lc.unsw.edu.au/)) for more information.

Educational Support Service

[https://student.unsw.edu.au/advisors](https://student.unsw.edu.au/advisors)

The Educational Support Service (ESS) promotes the development of skills needed to succeed at university, whilst also providing personal support throughout the process. The ESS can assist students with academic and educational performance, accommodation and tenancy information, enrolment variation, financial management, personal and health issues, and professional development and study support. If students need any assistance, they can arrange an appointment with an Educational Support Advisor by submitting the online ESA Appointment Booking Form.

Careers and Employment


Careers and Employment provide career advice, interview practice and help with career planning, especially for those who are not sure whether their current degree program is the right one for them. Students can book different appointments online such as: Career Planning, Cover Letters, Interviews, Job Advice, LinkedIn, Online Applications, Resumes and Selection Criteria.
Disability Support Service

https://student.unsw.edu.au/disability

The Disability Support Service provide a range of services, support and advice to help students overcome barriers to academic success, such as intellectual and physical disabilities, mental health, financial hardship, difficult social circumstances, geographic isolation and English-language problems.

UNSW Counselling and Psychological Services (CAPS)

http://www.counselling.unsw.edu.au/

CAPS provide free and confidential individual counselling services to all students enrolled at UNSW.

Student Central

https://student.unsw.edu.au/central

Student Central provides advice on essential university processes by connecting you with key support and development services. Student Central provides support to students from enrolment all the way through to graduation.

University Health Service @ UNSW

http://www.healthservices.unsw.edu.au/

Student can book an appointment with the University Health service by phone, booking at reception or online booking system.

Please note: international students may need to pay a fee depending on their Overseas Student Health Cover (OHSC).
**FM Assist**

http://www.facilities.unsw.edu.au/fm-assist

FM Assist provides students assistance with student ID cards, building access, lost property, maps, security and parking.

**Sports and Recreation @ UNSW**

http://www.arc.unsw.edu.au/play

UNSW offers a broad range of sporting, recreational and instructional clubs, suitable for all levels of skill and experience. Clubs provide a great opportunity to meet other students and experience life on campus.

**UNSW RESOURCES**

*Navigate Me*

http://www.navigateme.unsw.edu.au/login

Navigate Me is a student-focused online tool which allows students to identify issues or concerns they have, which produces a customised Action Plan linked to the identified issues.

*My Guide*

https://student.unsw.edu.au/international

SDI’s My Guide gives overview of the services that SDI and UNSW provide to international students.

**UNSW PlayCampus**

UNSW PlayCampus is an interactive UNSW campus simulator. Create a character, customise their appearance and head out on your first day on campus. Complete missions to earn Campus Kudos that you can spend on accessories for your character.

Windows download Link: https://cdn.playconomics.com/media/game_downloads/playcampus_win.zip

Mac download link: https://cdn.playconomics.com/media/game_downloads/playcampus_mac.zip
UNSW Australian Muslim Student Guide


The Muslim Student Guide provides information for both local and international ... as well as information relating to the Muslim community in Sydney and UNSW.

UNSW Peer mentoring program

- Faculty Peer Mentoring Programs
- U-CONNECT: Peer Advisors
- Supportive Peers (SPEERS): for students with a disability or mental health condition

ARC@UNSW

- Volunteering with ARC Student Life (http://www.arc.unsw.edu.au/grow/volunteering)
- List of clubs and societies (http://www.arc.unsw.edu.au/fun/clubs-societies/list)
- The Student Cookbook (http://www.arc.unsw.edu.au/read/student-cookbook)
- Jobs & opportunities (http://www.arc.unsw.edu.au/about/jobs-opportunities)

ENGLISH LEARNING RESOURCES

UNSW Learning Resources

- UNSW SDI 28 Strategies for improving your English
- UNSW SDI Language Exchange Program
- UNSW Conversation Café Groups
- UNSW Student Development Discussion Groups
- UNSW SDI English Conversation Classes
- UNSW Institute of Languages

External English Learning Resources

- Sydney Multicultural Community Service provides free English Classes for anyone.
  - Address: 3 General Bridge Crescent, Daceyville NSW 2032
  - Phone: (02) 9663 3922
  - Email: info@sydneymcs.org.au
• **Wild Street, Maroubra Anglican Church**
  - Address: 18 Holden St, Maroubra 2035
  - Phone: (02) 9314 2500
  - Email: office@wildstreet.org.au

• **International House Sydney** provides free English Classes for *over 18 students*.
  - $50 Administration fee, please refer to the [flyer](#).
  - Address: Level 1, 203 Clarence St, Sydney NSW 2000
  - Phone: (02) 9279 0733
  - Email: info@ihsydney.com.au

**Self-service English Learning Resources**

• UNSW the Learning Centre [self-access resources online](#) or at the Learning Centre office;

• Learning English Collection in Randwick City Library; and

• Online resources, further information please visit [Randwick City Library website](#).
Appendix – Item 1
Arriving in Sydney - Under 18 Year Students Checklist

Please visit our website  https://student.unsw.edu.au/international

Please complete the following Checklist

• **Confirm** your arrival and flight details by completing the attached *Arrival Notice* and sending to under18@unsw.edu.au with a copy of your eticket.

• **Book** Airport Pick Up Service by completing the form located at https://student.unsw.edu.au/airport-pickup

• **Arrive** in Sydney no earlier than **Monday 10**th **July**, the beginning of your CAAW, and no later than **Monday 17**th **July**, so you can attend the compulsory International Student’s Briefing Day.

• **Go** directly to your approved accommodation, on your arrival in Sydney. Please note, if your parents accompany you, you cannot stay overnight away from your approved accommodation without *permission* from Student Development International and your accommodation provider.

• **Visit** Student Development International’s Welcome Centre (SDI Student Lounge, Goodsell Building). Please do this no later than 24 hours after your arrival.

• **Register** for the “**International Students Briefing Day**” **Tuesday 18**th **July**
  https://student.unsw.edu.au/iworkshop  **All day attendance is required**

• **Register** for “**Arrival Essentials**” on either 11**th** or 13**th** **July**
  https://student.unsw.edu.au/iworkshop  or
  20**th** **July**  http://www.planner.unsw.edu.au/eventDetail.php?event_id=1665

• **Register** for **O Week** and Faculty Welcomes https://student.unsw.edu.au/orientation

• **Register** for the mandatory “**Under 18 Induction Day**”, Friday 21**st** **July** 9:30 to 3:30pm.
  https://student.unsw.edu.au/iworkshop

• **Register** for the mandatory **Under 18s Sexual Health Workshops** during Week 1 of the semester https://student.unsw.edu.au/iworkshop

• **Complete** the first 4 modules on **UNSW Essentials** – online orientation

• **Contact** under18@unsw.edu.au if you have any questions or concerns.

• 2017 Student Development International, University of New South Wales
  • CRICOS PROVIDER CODE 0098G
**Appendix-Item 2**

**Notice of Arrival for Under 18 Year Students**

**SECTION 1: CONTACT DETAILS**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td></td>
</tr>
<tr>
<td>Personal Email:</td>
<td>Please write clearly</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>Accommodation in Sydney:</td>
<td>Unilodge@UNSW Unilodge Broadway Urbanest Darling Square Homestay</td>
</tr>
</tbody>
</table>

**SECTION 2: ARRIVAL DETAILS**

<table>
<thead>
<tr>
<th>Arrival Date:</th>
<th>Arrival Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Details:</td>
<td>Please attach a copy of eticket</td>
</tr>
<tr>
<td>Transport to Accommodation:</td>
<td>Airport Pickup Service: Other:</td>
</tr>
<tr>
<td>If other please specify:</td>
<td></td>
</tr>
<tr>
<td>I will be accompanied by:</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: DECLARATION**

I understand that on my arrival in Sydney I am under the conditions of the CAAW signed with UNSW. These conditions include;

1. On my arrival in Sydney I must go directly to my pre-arranged accommodation arriving at the time I advised.
2. I must follow the rules as set out by my accommodation provider from check in.
3. I have a 10:00pm curfew which I must comply with.
4. I cannot stay away overnight from my accommodation without permission from Student Development International and my accommodation provider.
5. I must visit Student Development International Welcome Centre in person within 24 hours of my arrival in Sydney.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Signature:</td>
<td></td>
</tr>
<tr>
<td>Parent’s Name:</td>
<td></td>
</tr>
<tr>
<td>Parent’s Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
Appendix- Item 3
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix- Item 4:
# Session Planner

<table>
<thead>
<tr>
<th>Courses</th>
<th>Wk 1</th>
<th>Wk 2</th>
<th>Wk 3</th>
<th>Wk 4</th>
<th>Wk 5</th>
<th>Wk 6</th>
<th>Wk 7</th>
<th>Wk 8</th>
<th>Wk 9</th>
<th>Wk 10</th>
<th>Wk 11</th>
<th>Wk 12</th>
<th>Wk 13</th>
<th>Exams</th>
</tr>
</thead>
</table>

For each course enter all assessment deadlines with the following detail:

1. Type e.g. essay, lab report, critical review
2. Deadline
3. How much is it worth %

- □ Do some weeks look overloaded?
- □ Can you reallocate some work to other less pressurised weeks?
- □ Workout when you have to start each assignment?
- □ Set some deadlines
- □ Pin your session planner somewhere visible
Appendix – Item 5:

OVERNIGHT ABSENCE FORM FOR UNDER 18’s

Name: ________________________ Room No: ____________
I will be leaving my room on ______________ and returning on ______________
Will anyone have access to your room while you are away? Yes / No
If ‘Yes’ please print their name and contact details below.
Name and Contact Number: ____________________________
You must leave us with a contact name, contact telephone numbers, and the full address of whom and where you are staying prior to your absence.
Contact Name: ________________________ Aged over 18 years: Yes / No
Contact Number: ____________________________
Relationship to this person: ________________________ (e.g. Aunt, family friend etc)
Address/Destination: ____________________________________________________________

To be completed by Resident: (Please Tick)
☐ I understand that the Under 18 Curfew stipulated by my Student Visa still applies and that I must stay overnight at the address listed above.
☐ I understand that my Occupancy Fee must be paid to cover the time that I’m away from UniLodge.

Resident Signature: ________________________ Date: ____________
This form must be submitted to your Student Advisor for approval 24 hours prior to your intended days of absence.

Thank you for assisting us, enjoy your time away and we look forward to seeing you on your return.

Guardian/Student Advisor Approval: Institute: __________________________
Name (print): __________________________
Signature: __________________________ Date: ____________
Notes: ____________________________________________________________

UniLodge on Broadway – Sydney Office Use Only:

Received By: __________________________ Date & Time: ______________
Entered in System By: __________________________ Date & Time: ______________