

USQ Sydney Education Centre

in association with Canterbury Institute of Technology

PRE - ARRIVAL INFORMATION

USQ UNIVERSITY OF
AUSTRALIA SOUTHERN QUEENSLAND

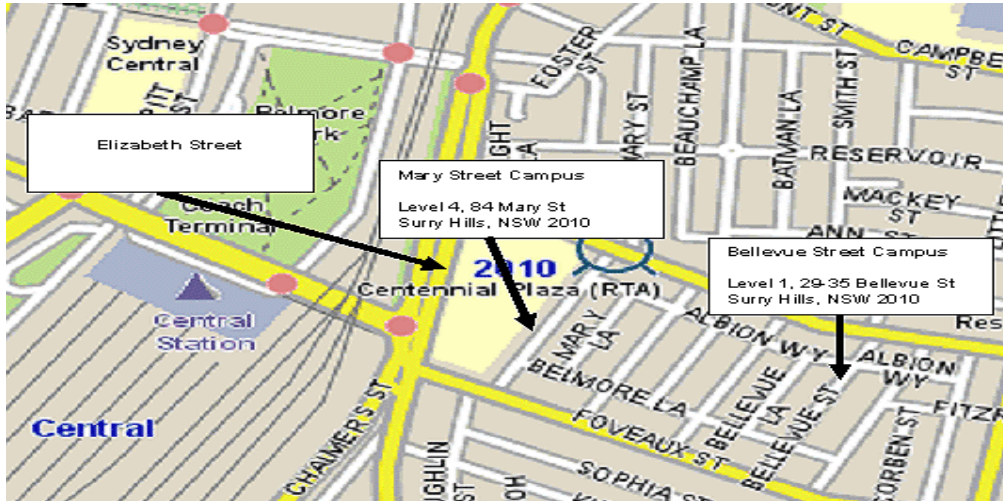
CRICOS Provider Code: QLD 00244B NSW 02225M

THE UNIVERSITY OF SOUTHERN QUEENSLAND - SYDNEY EDUCATION CENTRE WELCOMES YOU TO STUDY IN SYDNEY

This Pre Arrival pack is designed to assist you in organising and preparing for your arrival to Sydney. USQ Sydney Education Centre (USQ SEC) wishes you well in your travel to Sydney.

For further information about USQ Sydney Education Centre please visit:
www.usqsydney.nsw.edu.au

CAMPUS LOCATION



USQ SEC has its campus located in two office buildings. You can get to USQ SEC by bus or train. If you travel by bus get off at Central, and walk towards Elizabeth Street. For more information regarding bus fares and routes please refer to: www.sydneybuses.nsw.gov.au

If you travel by train get off at Central Station, take the Elizabeth Street exit and walk towards Foveaux Street. For more information regarding train fares and routes please refer to: www.cityrail.nsw.gov.au

Mary St and Bellevue St are located on the left of Foveaux St as you walk towards Foveaux St from Central station. The campus locations are indicated on the Map and also noted below.

Campus Location:

Reception, Level 1, 29-35 Bellevue Street, Surry Hills, NSW, 2010

Ph: + 61 2 9280 3733 Fax + 61 2 9280 3858

PRE DEPARTURE CHECKLIST

As you prepare to depart your country for USQ Sydney Education Centre, you may use this checklist to ensure you are adequately prepared for your journey.

Please ensure you bring the following documents with you to Australia

- Current and valid passport.
- Current Student Visa OR other valid Australian Student Visa.
- Exit visa (from your country, if necessary).
- Passport size photographs.
- Medical records, vaccination records, doctor's prescription of any medication that you are currently prescribed.
- Confirmation of Enrolment from USQ.
- Receipt/s of payment made to USQ Sydney Education Centre.
- ID card (driver's license, birth certificate).
- Credit card, Travellers' cheques, AUD (Australian Dollars) approximately 1,000 in cash.
- Transcripts, certificates and course syllabuses of any study undertaken by you.
- Work experience certificates and resume.
- Marriage certificate if you are bringing your spouse with you or intend to bring spouse to Australia.
- If you have children, their birth certificates, academic transcripts.

What you need to organise before you leave your country

- Apply for and be granted a valid Australian Student Visa
- Book air travel and arrange to arrive in Sydney one week before classes commence in order to participate in the Orientation program. Important information that will help in your adjustment to the new environment will be given during Orientation
- Complete all medical examinations and dental checks. Dental treatment is not covered by Overseas Student Health Cover (Health insurance), and is an expensive treatment in Australia
- Arrange temporary accommodation before arrival in Sydney

CHECK LIST OF CLOTHING TO BRING WITH YOU

In summer most people wear light cotton clothes whereas in winter people wear slacks, a jacket/ sweater/ coat and closed shoes. It is advisable that you bring suitable clothes with you

- Please organise to bring with you clothes for winter such as thermals (special clothes designed to retain body heat), winter jacket to keep you warm from cold and wind , wool socks, wool scarf, sweat shirt and slacks
- Shoes – a pair of black leather shoes , pair of slippers/sandals , pair of sports shoes
- Bed linen and a light blanket – quilt
- Umbrella and raincoat
- Torch

CLIMATE IN SYDNEY

The four seasons in Sydney are listed below:

Summer is from 01 December to 28 February

Autumn is from 01 March to 31 May

Winter is from 01 June to 31 August

Spring is from 01 September to 30 November.

Rain is expected anytime through the year. Sometimes there are light showers and at other times thunder storms. In summer day temperatures can exceed 35 degrees Celsius and in winter the average day temperatures (June/ July) is 16 degrees Celsius. For further information regarding climate in Sydney please refer to: <http://www.sydney.com.au/weather.htm>

COST OF LIVING IN SYDNEY

It is strongly recommended that you organise to bring with you enough funds to support you at least during the first semester. Finding accommodation, applying for work permit, taking care of household chores and adjusting to a new study environment can take up your time. Therefore it may not be easy to find a job in the first few weeks or months upon arrival in Sydney.

You should allow approximately \$14,000- 17,000 (Australian Dollars-AUD) for living expenses for each year of study. Please note that there will be additional costs for dependents.

Average weekly living expenses in Sydney

Accommodation (sharing)	\$120- \$150 per week (will depend on suburb you live in)
Food/Groceries (including eating out)	\$ 60 - \$70 per week
Travel	\$ 40 - \$50 per week (will depend on distance travelled)
Phone / other bills	\$ 20 - \$30 per week
Miscellaneous	\$ 30

Average expenditure is \$ 270.00 - \$ 330.00 per week

Establishment (initial) cost of shared accommodation in Sydney

Approx rent per week	\$120 - \$150 per week
Bond – 4 weeks rent in advance	
Bond refunded at the end of lease period	
Provided there is no damage to the property.	\$480 - \$600
2 weeks rent in advance	\$240 - \$300
Utility Fees (Electricity, gas, internet & telephone)	\$50 - \$300
Household items	\$600
Approximate total cost:	\$1,370.00 - \$ 1,800.00

Other costs

Ladies Clothing	\$30 - \$80
Gents Clothes	\$30 - \$80
Gents Haircut	\$15
Ladies Haircut	\$35 - \$70
Shoes	\$40 - \$100
Doctor's (GP) consultation fee	\$40 - \$50

Please note that the costs indicated above are not fixed and are may vary based on student's lifestyle and accommodation arrangement.

MEDICAL INSURANCE

It is an Australian Government requirement for overseas students and their dependants to maintain self-funded medical and hospital cover for the duration of their study in Australia. There are several companies that provide health cover.USQ Sydney Education Centre's preferred Overseas Health Cover provider is Worldcare.

2009 Overseas Health Cover (OSHC) fees:

For single applicants the cost of OSHC is \$380 for 1 year, \$722 for 2 years and \$1,077 for 3 years. There will be additional costs for family membership such as \$760 for 1 year and \$1,444 for two years and \$ 2, 154 for 3 years.

These prices are to be used as a guide only. You must pay the appropriate premium to USQ SEC before leaving your home country. For further information please refer to the following website:

www.oshcworldcare.com.au

USQ SYDNEY EDUCATION CENTRE -- TEMPORARY ACCOMMODATION ARRANGEMENT AND AIRPORT PICK UP REQUEST

USQ Sydney is able to make arrangements for student's airport reception and temporary accommodation at the cost of AUD\$220 per person. If you would like to utilise this service, please fill in the temporary accommodation arrangement and airport pick up form and send it to USQ Sydney Education Centre. The completed form has to reach us at least 2 weeks before your arrival in Australia. For a copy of the airport arrival and accommodation placement request form please refer to http://www.usqsydney.nsw.edu.au/pdf/airport_pickup.pdf

You may send the form by post or fax to level 1, 29-35 Bellevue Street, Surry Hills 2010, NSW, Australia. Ph: + 61 2 9280 3733 Fax: + 61 2 9280 3858.

In case of emergency upon arrival in Sydney please contact USQ Sydney staff member, Navneet Mago, mobile number 0413 656 896.

INFORMATION ON ACCOMMODATION OPTIONS IN SYDNEY

USQ Sydney Education Centre does not have on campus accommodation facilities for International students.

The following is a list of private hotels/ hostels that you may contact to organise temporary accommodation when you arrive in Sydney.

Alfred Park – www.alfredpark.com.au

Sydney Central YHA – www.yha.com.au

Sydney Backpackers - <http://www.sydneybackpackers.com/index.html>

For further information on Sydney city and accommodation please refer to:

<http://www.sydney.com.au/hotels.htm>

The above hotels/hostels provide budget accommodation in the Sydney (city) CBD. They are located within walking distance to USQ Sydney Education Centre. This accommodation is temporary until you find permanent (long term) accommodation while you are studying in Sydney.

HOME STAY

Home Stay provides accommodation for students with a family. The facilities provided may differ from one organisation to the other.

The following is a list of some of the Home Stay organizations

Auzzie Families Homestay Care

Suite 4, rear 795 New South Head Road

Rose Bay, NSW 2029

Phone: +61 2 9301 0900

Fax: +61 2 9301 0999

www.auzziefamilies.com

Homestay Network

5 Locksley Street,

Killara, NSW 2071

Phone: +61 2 9498 4400

Fax: +61 2 9498 8324

www.homestaynetwork.com.au

Long Term Accommodation

For long term rental options and share accommodation please refer to the **Domain** website

<http://www.domain.com.au/>

USQ Sydney Education Centre does not take responsibility for any arrangements made by the student and the concerned accommodation agency.

SELF-CARE

Students who live in shared accommodation are expected to share household tasks like cleaning and cooking. Therefore if you do not know to cook, it is advisable to bring along simple recipes and learn to cook simple meals prior to arriving in Sydney.

AUSTRALIAN AIRPORT REGULATIONS (CUSTOMS & QUARANTINE)

Australian Customs

On arrival you will be required to present your passport and the completed incoming passenger card to the customs officer, then collect your luggage and proceed to the green or red channel.

- If you do not have any goods to declare follow the green Channel.
- If you have any goods to declare or are unsure, follow the red Channel.

When travelling to Australia, please be aware that **if you are carrying a total of AUD\$10,000 or more in cash of any currency, you MUST declare the money on your incoming passenger card** on arrival. A failure to declare this money may result in the money being taken and you being arrested and prosecuted. It is NOT an offence to bring this money into Australia. The offence is not declaring the money.

For information regarding duty free allowance and restricted imports, please refer to:

<http://www.customs.gov.au>

Australian Quarantine

The Australian Quarantine Service strictly enforces Australian regulations covering items that can and cannot be brought into Australia. **You must declare on the incoming passenger card:**

- **Food**
- **Plant Material – including any wooden items**
- **Animal products.**

Any prohibited items should be placed in the quarantine bins on the way to baggage collection at the airport. Baggage will be checked by both specially trained sniffer dogs and x-ray machines, so take care to declare any items, even if you are unsure about them. On the spot fines of AUD\$200- or more can be imposed for failure to declare items. Further information may be obtained at:

<http://www.aqis.gov.au>

After you clear Immigration Control and Customs, if you require any additional information regarding accommodation or transport facilities visit the Tourism Information Counter (*i*) where you will be assisted by the staff there.

TRANSPORT FROM SYDNEY AIRPORT

From the airport you may choose to proceed by train, taxi or airport shuttle bus.

- Taxi charges approximately \$30 – \$40 from the airport to the city.
- Train charges approximately \$15 from the airport to Central Station in the city.
- Shuttle Bus approximately \$15 - 20 from the airport to the city. Please note that these buses need to be pre-booked.

For more information on the transport facilities at the Sydney Airport visit: www.sydneyairport.com.au

STUDENT VISA COMPLIANCE

All students must have a valid Student Visa and are required to abide by the conditions attached to that visa by the Department of Immigration and Citizenship (DIAC), while they remain in Australia. Not being fully aware of the conditions governing a stay in Australia does not free visa holders from the possible penalties associated with a breach of any visa condition. Students finding themselves in breach or possible breach of visa conditions may contact the Director for assistance and support at Level 3, 29 – 35 Bellevue St, Surry Hills, NSW 2010. Ph + 61 2 9280 3733, Fax: + 61 2 9280 3858

Dependants

If you have dependants travelling with you to Australia you need to ensure they are covered in your student visa application. It is compulsory that you and your dependants have valid health cover. School-aged dependants accompanying you to Australia will be required to pay full fees if they are enrolled in either government or non-government schools. For information please refer to: <http://www.schools.nsw.edu.au/>
http://www.boardofstudies.nsw.edu.au/ebos/static/registered_schools_index.html

Deferral, Leave of absence and Suspension of studies

Students who need to defer studies or apply for leave of absence for compassionate reasons (such as serious illness, bereavement, crime against the student) during semesters should apply through the Director, for leave from their program, with evidence of a genuine reason for their inability to study. Students who defer studies are expected to leave Australia during the period of their deferral, unless exceptional circumstances prevent them from leaving Australia. USQ will notify DIAC on the student's behalf to ensure visa compliance.

Student's enrolment may be suspended or cancelled on the basis of poor academic progress. Please refer to <http://www.usq.edu.au/resources/59.pdf>

Student's enrolment may be suspended or cancelled on the basis of academic misconduct. Please refer to <http://www.usq.edu.au/resources/510.pdf>

Student's enrolment may be suspended or cancelled on the basis of misconduct by the student. Please refer to <http://www.usq.edu.au/resources/statute3studentdiscipline.pdf>

Student Visa with permission to work

All student visas granted after 26 April 2008 will automatically receive permission to work with their visa grant. Most student visa holders will no longer need to apply separately in Australia for permission to work. For further information please refer to DIAC online at: www.immi.gov.au/

Overseas Health Cover (OSHC)

It is also compulsory that you and your dependants have valid health cover. The OSHC covers the student for the entire duration of the proposed stay in Australia as per the student visa conditions. Please contact Level 1 Reception for queries at 29 – 35, Bellevue St, Surry Hills, NSW 2010, Ph: + 61 2 9280 3733.

For more information on OSHC visit: www.oshcworldcare.com.au

Re-entry to Australia

Most Student visas permit multiple entry to Australia – please check the visa label in your passport or eVisa email. Students, who have left Australia during the university study period, should check with the Australian High Commission or Embassy in their country, prior to returning to Australia, to ensure their visa has not been cancelled by DIAC. A list of DIAC contacts around the world are available at: <http://www.immi.gov.au/>

Conditions and compliance

Mandatory conditions are attached to ALL student visas, while discretionary conditions are attached according to individual circumstances. If students bring family members with them, then additional conditions may apply. A full list of conditions is available on the DIAC website at: <http://www.immi.gov.au/>

STUDENT SUPPORT SERVICES AT USQ SYDNEY EDUCATION CENTRE

USQ Sydney Education Centre has resources and staff available to help students if necessary. If you are facing problems of any kind, please do not hesitate to contact the staff. Our highly trained staff will help you whenever possible.

The details of student support services are as follows:

Orientation program

The orientation program is conducted for all new students arriving on campus at the beginning of each semester. Students are provided with peer support through the mentor program. A briefing is conducted on the Australian culture and the study style in Australia. Information is given to students regarding student visa conditions, accommodation, work permit, overseas health cover, academic support, student services and use of information technology facilities within USQ Sydney Education Centre. **For dates and details on the program sessions please see attached Orientation Program. For further information please contact reception. Ph: + 61 2 9280 3733**

Mentor program

USQ Sydney Education Centre organise the mentor program where new students get an opportunity to meet and interact with senior students. This program assists the new students in their adjustment and acts as a support network. The mentors provide new students with information on local community associations and cultural support groups.

For further information regarding the mentor program please contact reception at Level 4, 84 – 86 Mary Street, Surry Hills, NSW 2010. Ph: + 61 2 9280 3733

Counselling services

The student counselling service is confidential and is designed to assist international students in dealing with a wide range of problems including homesickness, managing stress, handling conflicts, emotional issues, improving motivation, enhancing study skills, organising study time and any other difficulty that students may have. The Counsellor at USQ Sydney is trained in cross cultural counselling and is therefore able to communicate with students from different cultural backgrounds.

Please contact the Student Counsellor at Level 4, 84-86 Mary Street, Surry Hills, NSW 2010 Ph: + 61 2 9280 3733

Resource Centre and Library Facilities

The resource centre is equipped with a limited number of reference books. Students can borrow books from the Resource Centre for referencing and study purposes. Students are also able to access the USQ online library facility.

The resource centre is located on Level 5, 29-35 Bellevue Street, Surry Hills, NSW 2010. Ph: + 61 2 9280 3733

Academic support

In addition to regular lectures and tutorials students are provided with extra academic support such as revision tutorials and peer aided learning. Referencing workshops are conducted to assist students who have difficulty in writing assignments.

Other workshops organised to assist students are on study skills, exam preparation and the AWARE workshop which is a self reflection exercise and focuses on developing specific action plans for improving academic performance.

For academic support and assistance please contact the relevant student advisors located on level 3, 29 – 35 Bellevue Street, Surry Hills, NSW 2010. Ph: + 61 2 9280 3733

Computer Labs

USQ Sydney Education Centre has 5 well equipped computer labs with free internet facilities. Students are required to use their USQ Sydney Education Centre email address for all correspondence with USQ.

The Computer Labs are located on level 1, 29-35 Bellevue Street, Surry Hills , NSW 2010. Ph: + 61 2 9280 3733

2009 ORIENTATION DATES:

Semester 3, 2009 – Thursday 12 & Friday 13 November

ORIENTATION PROGRAM – GUIDE ONLY

DAY 1 – THURSDAY

TIME	PROGRAM
9:30 am	Welcome
10:00am - 10:30 am	Meet Mentors (senior students) Mentor Session Students are given information on jobs available for students, how to open bank accounts, use public transport, learning environment
10:30 am - 11:15 am	Accommodation This session will cover information on legal issues involved in renting, entry costs , Tenancy Agreement, shared accommodation, condition report
11:15 am – 12:00pm	Official Welcome and Faculty Presentation Academic Director of USQ Sydney and Director of Sydney together with the Academic staff will introduce themselves to the students
12:00 – 12:45 pm	Information Technology session
1:00 pm – 1:45 pm	Lunch Break – Lunch provided
1:45 pm – 2:30 pm	Registration, Student Id Card, Time Table
2:30 pm – 3:15 pm	Resource Centre / Library Information Includes information on how to access books for referencing from USQ SEC Resource Centre, borrowing facilities, using the online library.
3:15 pm – 4:00 pm	Campus Tour

DAY 2 – FRIDAY

TIME	PROGRAM
9:30 am	Welcome – Day 2
10:30am- 11:30am	Student Welfare Support and Information on Australian Culture Includes counselling and support services offered to students on campus and awareness of the Australian culture
11:30 am – 12:00	Complaints and Appeals Types of issues and complaints and appeals policy
11:30 am – 12:30pm	Safety Session Information on safety issues and keeping safe in a foreign environment.
12:30pm – 1:30pm	Lunch Break – Lunch provided
1:30pm – 2:00pm	Overseas Health Cover (OSHC) Includes information on health cover, how to make a claim
2:00 pm- 2:30 pm	Department of Immigration and Citizenship (DIAC) Includes information on Student Visa conditions and applying for work permit
2:30 pm- 3:00 pm	Program Information- Study Plans BBAD/ BITE/ GDBS/ MPA / MPA 16/ MBA/ MITP/ MITP 16
3:00 pm – 3:30 pm	Tax File Number (TFN) / Job Search tips Brief information is given on how to apply for Tax File Number , resume writing and job searching tips

Students are encouraged to attend the orientation on both days.

The above program is to be used as a guide only.

Please note that some of the sessions noted in the above orientation program may change depending on the needs of the students and the availability of the speakers.

If you are unable to attend the Orientation Program due to unavoidable circumstances please contact USQ SEC by phone + 61 2 9280 3733 or email info@usqsydney.nsw.edu.au for further details of the orientation briefing program.

Best wishes

USQ SEC Student Support Services