



HOW TO APPLY FOR AN ACICIS PROGRAM AS A MURDOCH STUDENT



STEP 1: APPLY TO ACICIS

1. Research which ACICIS program you would like to participate in here: <https://www.acicis.edu.au/programs/>
2. Submit an application to ACICIS here: <http://www.acicis.edu.au/apply-now/>
Note: There is not a separate application for the New Colombo Plan grant. We will automatically consider you for one after receiving your application.
3. You will receive the outcome of your application (i.e. successful or not) via email approximately one month after the application deadline.

STEP 2 (part a): ACADEMIC CHAIR APPROVAL (email and cross-institutional enrolment form)

1. Contact your [Academic Chair at Murdoch University](#) using the below template email:

*"Dear X,
I would like to study abroad in Indonesia through ACICIS. I have provided the key information below. Could you please confirm a) if I can receive credit and b) if so, complete and sign the Academic Chair section of the attached Cross-institutional Enrolment form, Thank you!"*

XX

ACICIS Program Name: XX

Course Outline link: XX

Host Institution: XX

When: XX

Credit Requested: XX credit points

Type of Units (Discipline): XX"

And,

STEP 2 (part b) ENROL AT MURDOCH

1. Complete YOUR section of the Cross-institutional enrolment form. Note, the 'unit title' is the name of the ACICIS program for which you have been accepted. Please ensure the dates of your program are listed.
2. Your Academic Chair will complete the Academic Chair sections of your [cross-institutional enrolment form](#).
3. Once form is completed and signed by your Academic Chair, submit the Cross-institutional enrolment form to Murdoch via MyAnswers > [Ask A Question](#) or, via email to studentcentre@murdoch.edu.au
4. The enrolments team will process your Cross-institutional enrolment form and you will receive a confirmation email from them. It is imperative that you **forward this confirmation** to studyabroad@murdoch.edu.au.



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STEP 3: TRAVEL

Murdoch University's new Travel Policy stipulates that all travel undertaken by staff/students for Murdoch business must be booked through the Murdoch University Travel Management Platform (TMP). The TMP is an easy-to-use system with wonderful Murdoch travel staff to assist with the bookings. The travel team will always do their best to get the best and cheapest flights for you.

To start the process you should access Murdoch's [Travel Management Platform \(TMP\)](#) and set up your profile. You should be logged in as your Murdoch student ID and the system will automatically create profiles for you which you then update.

If you can go in and update your profile (person icon top right corner) and add your passport details and passport image under the "documents" tab. **Your profile name must have your exact name as per your passport.** You will also need to upload your credit card details under the "financial" tab that will be funding the airfare costs. These details are kept strictly locked and fully [PCI compliant](#). No payments will be charged until the final amounts are confirmed by **you**. Please remember, you must select *Self-Funded (international)* when you are placing your booking.

TRAVEL INSURANCE

1. Once your travel is booked you should receive confirmation of your insurance. If you have any queries, or have not received this, email the Murdoch Study Abroad Team at studyabroad@murdoch.edu.au to ask how to obtain the Murdoch student insurance policy wording and certificate of currency.

STEP 4: PAY YOUR PROGRAM FEES

1. After you have been accepted onto the program, you will be required to pay a non-refundable administration fee to confirm your place.
5. Around one month before the program commences, you will have to pay the fees upfront to ACICIS or you may be able to defer them to your larger HELP loan. Fee arrangements are confirmed by the Murdoch Study Abroad team and are determined case-by-case.

STEP 5: ATTEND THE ACICIS PRE-DEPARTURE BRIEFING SESSION

1. In your acceptance letter, ACICIS will provide the details of your online pre-departure session. This session is compulsory.

STEP 6: GO ON THE PROGRAM!



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STEP 7: RECEIVE YOUR RESULTS

1. You will receive your results via email around 6 weeks after the program finishes. You will receive an ungraded Pass or fail. A copy of your results will be sent to Murdoch University.

OTHER INFORMATION

FUNDING

1. To check you are eligible for a New Colombo Plan grant from ACICIS, take this short quiz:
<https://www.acicis.edu.au/new-colombo-plan-mobility-grant-eligibility/>
2. You may be eligible to apply for an Overseas Study Loan (OS-HELP Loan) of ~\$8,000 through Murdoch. Read more about the loan here:
https://askmurdoch.custhelp.com/app/askmurdoch/answers/detail/a_id/1238/~os-help