Pre-Departure Information

Before you embark upon the journey of your dreams

So you have now received your student visa and now ready to embark on journey to Australia. Hearty congratulations! We are proud to have you study with us and look forward to seeing you soon. Once again thank you for selecting ALTEC as your education provider. We are committed to seeing you through in the passionate endeavor of designing your future.

We understand it is an exciting time and you are full of mixed emotions. However it is important to plan ahead so that you don’t miss out on important things and regret later. We have put this leaflet together just to guide you through.

Arranging Travel
You will need to make your own travel arrangements to Australia. Please try to arrive at least 1-2 weeks before the start of International Student Orientation to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

You should fly into Tullamarine International Airport which is the closest international airport to Melbourne. Visit www.MelbourneAirport.com.au. Melbourne CBD is located 23km from Tullamarine International Airport.

Preparing your documents for travel
You should prepare a folder of official documents to bring with you to Australia, including:
• Valid passport with Student Visa
• Offer of a place / admission letter from ALTEC
• Confirmation of Enrolment (eCoE) issued by ALTEC
• Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
• Insurance policies
• Original or certified copies of your academic transcripts and qualifications
• Other personal identification documents, e.g. birth certificate, ID card, driver’s licence
• Medical records and/or prescriptions
• CAAW if you are under 18 years of age.

If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family so it can be sent to you.

What to Bring
Please be mindful of what you bring to Australia. Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au for details on what you can and cannot bring with you. If you’re in doubt declare it anyway on the Incoming Passenger Card which you will receive on the plane. It is much easier than receiving fines for not declaring.

Seasonal Considerations
For Summer/spring months you may need sun glasses and sun screen lotion, and light clothing such as T-shirts, shorts, dresses, sandals etc. In autumn/Winter you need warm clothing such as jumpers & jackets etc. The coldest months are June & July and the hottest months are January and February.

Clothing
At ALTEC students usually dress casually. Jeans or slacks with t-shirts or blouses, sneakers or “running shoes” are almost standard dress. Shorts are often worn during the summer months and sandals/thongs are the most common footwear.

On Your Flight
Wear comfortable, layered clothing so that you are able to make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be very HOT so wear light weight clothing underneath, and have a pair of sandals or lighter shoes in your hand luggage if you need cooler footwear. Alternatively extra clothing may be required on-hand if flying into the Australian winter season.

Entry into Australia
Australian Immigration
When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

Baggage Claim
Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.
Detector Dogs
You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours.

Arrivals Hall
You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities. If you arrive on a weekend, you may like to exchange money here as most banks are not open on Saturdays and Sundays.

Getting From the Airport
To get to your accommodation from the airport you could use several options. You may have someone who may pick you up. If not you can use a Shuttle Bus, Public Bus or a Taxi to get there. Fare for each of these services need to paid in Australian Dollar and you will need to exchange some of money at the Airport for this purpose.

Your own transport arrangement:
- Make sure you have the contact name and number of the company/person you have arranged to meet up with
- At this stage you should make your way to the Arrivals Hall and look for the person who is coming to meet you
- If you cannot find the company/person after a while then you should make your way to the Information Desk or the nearest public phone and call them or use your mobile if you have one

It would be good to have looked at this web site: http://www.melbourneairport.com.au/

Taxis
- Black Cabs Combined 13-2227
- Embassy Taxis 13-1755
- ABC Taxis 13-2522
- RSL Taxis 13-2211
- Taxis Combined 13-1008
- Yellow Cabs 13-1924

Accessing Money: How Much to Bring
You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AU$1500 to AU$2000 available for the first two to three weeks to pay for temporary accommodation and transport. You should bring most of this money as either Traveller’s Cheques or on an international credit card. Traveller’s cheques can be cashed at any bank or currency exchange in Australia.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller’s cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even to someone who may indicate they are studying at the same education institution.
Accommodation

The living cost in Melbourne is relatively low compared to other cities in Australia. If you are a single student you would normally require approximately A$18,000 a year for living expenses. This covers housing, food, transport, clothing and some modest entertainment. If you are married you would need to add per year approximately A$5,000 for a spouse and AUD $2,500 for the first child and A$2,000 for additional children if these family members accompany you to Australia. You will also need to allow A$8,000 per year for schooling for each child between 5-18 years of age.

Estimated monthly and yearly Average Costs (not including course and tuition fees) Off Campus as shown below:

<table>
<thead>
<tr>
<th>Items</th>
<th>Monthly Cost*</th>
<th>Yearly Costs*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (Shared)</td>
<td>350</td>
<td>4200</td>
</tr>
<tr>
<td>Utility Bills (Electricity, Water, Gas etc.)</td>
<td>80</td>
<td>960</td>
</tr>
<tr>
<td>Phone</td>
<td>60</td>
<td>720</td>
</tr>
<tr>
<td>Food (Mostly Cooked at Home)</td>
<td>150</td>
<td>1800</td>
</tr>
<tr>
<td>Public Transport</td>
<td>100</td>
<td>1200</td>
</tr>
<tr>
<td>Personal Expenses (Inc. Entertainment)</td>
<td>200</td>
<td>2400</td>
</tr>
<tr>
<td>Education Expenses (Text books, Stationary etc.)</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>Overseas Student Health Cover (Single)</td>
<td>-</td>
<td>320</td>
</tr>
<tr>
<td>Clothing</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>$ 800</td>
<td>$ 12,420</td>
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Emergency Accommodation
For any student who arrives unannounced for some reason in Melbourne, ALTEC suggests that you contact ‘Victoria Hall’, a student accommodation centre who assist students for short term accommodation only:

Victoria Hall is located at:
380 Russell St
Melbourne VIC 3000

Students need to call the main office number for Victoria Hall which is attended 24 hours a day on 1800 670 611 or 03 9662 3888

What to do first
Call us at ALTEC or email us and inform that you have arrived in Australia.
Call your parents/family and inform you have arrived safely
Purchase a post-paid or pre-paid mobile/internet plan from a mobile phone service provider
Orientation Program
Orientation Program will be held for all new students one week prior to the Term Commencement Date. We will contact you closer to the Orientation Day. Orientation Program is designed to provide you with important information for your student life in Australia. It is mandatory for all student to attend the Orientation Program.

Your Student ID and OSHC Card
You will be given your Student ID card when you come for the Orientation Program. This Student ID card is an important identification document that you should keep on you at all times. If you have applied for OSHC through ALTEC, you would be able to collect your card from the Reception.

If you have applied for your OSHC independently, please contact the service provider. Log on to their website and you would find their contact number.

Important Contact Information

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<thead>
<tr>
<th>ALTEC</th>
<th>Student Welfare Officer</th>
<th>Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor &amp; Level 1</td>
<td>Gail Baker 0404 304 346</td>
<td>Abhilasha Goel 0422 797 467</td>
</tr>
<tr>
<td>574, St. Kilda Road, Melbourne, VIC 3004</td>
<td>Phone: 03 9642 8115 Fax: 03 9642 1335</td>
<td>Email: <a href="mailto:info@altec.vic.edu.au">info@altec.vic.edu.au</a></td>
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