

Partner Fact Sheet – 2025 Academic Year

Monash University – Monash Abroad

Monash Abroad in Australia:

Phone: +61 3 9905 1551

Email: MonashAbroad.InboundStudents@monash.edu

Opening hours: 10:00am - 4:00pm (Monday to Friday) AEST
After hours emergency contact: Monash Security +613 9905 3333

Postal Mailing Address:

Monash Abroad
Level 1, 21 Chancellors Walk
Monash University
Clayton Campus, VIC 3800, Australia

Australia Inbound student [information](#)

Monash Abroad in Malaysia:

Phone: +60 3 5514 6000

Email: MUM.MonashAbroad@monash.edu

Opening hours: Monday – Friday, 8:30 pm – 5:30 pm MYT
After hours emergency contact: Monash Security +603 5514 6333

Postal Mailing Address:

Monash Abroad
Monash University Malaysia
Jalan Lagoon Selatan
Bandar Sunway
46150 Selangor Darul Ehsan, Malaysia

Malaysia Inbound student [information](#)

Note: All partners and students should contact the Monash Abroad Australia office with any difficulties in completing and/or submitting applications, balances or general questions about studying at Monash University Australia. For other, general questions (not related to completing/submitted applications) about studying at Monash University Malaysia, contact Monash Abroad Malaysia directly.

Key staff

Monash Abroad in Australia

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Senior Executive, Monash Abroad

General Inbound - MUM.MonashAbroad@monash.edu

Note: It is recommended students and staff use the above general email addresses (campus dependent) for the fastest response.

Exchange or Study Abroad

Students can attend Monash for non-award study as either [Exchange](#) (where there is a reciprocal agreement in place with Monash and tuition fees are paid to the home institution), or [Study Abroad](#) (either nominated through a partner, agent or independently and tuition fees are paid directly to Monash). Regardless of how a student attends they will generally follow the same processes for admission (see below).

Eligibility

Before students apply for Exchange or Study Abroad, please ensure that they meet the following entry requirements:

- Have completed at least one full year of study at their home institution by the time their Exchange or Study Abroad program commences;
- Have achieved one of at least a 60% overall average, or a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale, or a 'C' average in the European Credit Transfer System (ECTS), or the home institution equivalent; and
- Have met our [minimum English language proficiency requirements](#).

Note: the home institution must check that students have met all the pre-requisites of the units they would like to study at Monash University as published in the [Handbook](#).

Nomination & Application Process including Deadlines

The following guides have been developed to assist with the application process:

[Partner Portal Guide](#)

[Inbound Student Applicant Guide](#)

my.application is the online portal to apply for an Exchange or Study Abroad place at Monash University at our Australian or Malaysian campuses.

Nominations are done by the partner institution beginning the application in the portal, where they complete the minimum information required or desired (e.g. some partners may choose to upload transcripts on behalf of students), before sending to the student via the portal to complete and submit. You **MUST** complete this process for each individual student applying to Monash, and designate them as either Exchange or Study Abroad (as described above). Tell your students **NOT** to search the web for the application portal and start their application themselves. This mechanism is only for study abroad students applying directly, not through a partner or agent. If they do apply directly, they will be considered a Study Abroad applicant and the full Study Abroad fees will apply.

When entering students' information on the application portal please do **NOT** use any diacritics, accents or commas in their name. Also use their university email account not their personal gmail or hotmail account.

When you have nominated your students and released the applications to the students, we suggest you send them this email:

You have been nominated to Monash University for exchange [or study abroad, use whichever is applicable] in their semester 1, 2025, our [insert your name for the time period here]. The application has now been released and an email will be sent to your student email account inviting you to create your login and complete the existing application. If it does not appear in your in-box in the next day, check your junk mail. Complete and submit the application as soon as possible but no later than 1 November.

Do NOT search the internet and submit an application via their direct application system. If you do that you will be charged the full study abroad fee and will not be considered an exchange student [or be eligible for the study abroad discount].

If you do not yet have access to the Partner Portal or you are experiencing difficulties creating the student application, please contact MonashAbroad.InboundStudents@monash.edu.

Students from an institution without a study abroad arrangement can submit an application directly starting [here](#). Note if a student completes an application through this link, they will be charged tuition fees by Monash. For that reason, tell your students wanting to come here as exchange students not to google for an application link and start applying. They need to be patient and wait for you to nominate them.

Nomination deadline for students commencing in Semester 1 (February to June), 2025:

Exchange: 18 October, 2024

Study Abroad to Malaysia only: 18 October Study Abroad to Australia: 17 November, 2024

Deadline by which students submit their application

Exchange: 1 November, 2024

Study Abroad to Malaysia only: 1 November, 2024 Study Abroad to Australia: 1 December, 2024

Nomination deadline for students commencing in Semester 2 (July to November), 2025:

Exchange: 18 March, 2025

Study Abroad to Malaysia only: 18 March, 2025 Study Abroad to Australia: 15 April, 2025

Deadline by which students submit their application

Exchange: 1 April, 2025

Study Abroad to Malaysia only: 1 April, 2025 Study Abroad to Australia: 1 May, 2025

Campuses in Australia

As part of the application process, the partner must indicate at which Monash campus the student will be studying.

- **Clayton:** this is our main campus, where most disciplines are offered and only where Engineering, Science, and undergraduate Law are offered.
- **Caulfield:** the only campus where Art, Design, and Architecture are offered but within easy commuting distance to Clayton, and students studying Arts, Business or IT can study between the two campuses, timetable permitting. They must still be nominated to a primary campus.
- **Melbourne Law Chambers:** postgraduate law students only.
- **Parkville:** pharmacy students only.
- **Peninsula:** not available in the application portal but a student with a particular reason to study there can be allocated there by us manually.

The campus/es at which each unit (module) is offered is also listed in the Monash [Handbook](#).

Next steps

After Monash Abroad receives the completed application the student will receive an application receipt email. Applications are processed and an offer sent out in order of receipt and will include further advice about accepting the offer as well as supplementary advice regarding matters such as accommodation and next steps.

Once the student accepts the offer by completing the acceptance form, paying for their Overseas Student Health Cover (OSHC) where relevant, and returning the form and evidence of the OSHC to Monash Abroad, they will be issued with a Confirmation of Enrolment (CoE), the document they need to apply for their student visa. Students will also receive other relevant campus specific pre-arrival advice, including enrolment and timetabling which is completed prior to their arrival.

Housing

Monash Abroad will email students with instructions about accommodation options and how to apply in the Exchange or Study Abroad application acknowledgement email.

Australia:

On-campus accommodation

Information about on-campus options and the application process can be viewed [here](#). **Students do not require an offer for Exchange or Study Abroad to apply for on-campus accommodation**; there is no fee to apply. Once applications open, students can go to the [website](#) to register, and complete an application. During the application process students **must ensure they answer that they are a Monash Abroad applicant**. As rooms are limited and offered on a first-come, first-served basis, we recommend students apply as soon as possible.

If students need or want to arrive earlier than the contract start date, they can contact MRS who may be able to bring the start date forward. Questions not answered on the website can be directed to Monash Residential Services at mrs.applications@monash.edu.

Off-campus accommodation

If students choose to live off-campus, they can [receive assistance/advice](#) on searching for rental properties, setting up a share house, things to look out for before you sign a contract, an idea of comparable rental costs, how to budget, and how to get the essentials like internet, gas and electricity connected. There are also affiliated and preferred student accommodation providers.

Malaysia:

There are many comfortable and affordable accommodation options within walking distance to Monash University Malaysia. You may choose to live in on-campus or off-campus accommodation. Some options are the Sunway-managed residences and other student-friendly accommodation options. Find out more about your options on the [Accommodation web page for Malaysia](#)

Monash Abroad orientation

Monash Abroad hosts a compulsory orientation for all Exchange and Study Abroad students each semester in the week prior to the University-wide orientation (two weeks prior to the start of the semester). **It is important that students advise Monash Abroad if they are unable to arrive by Monash Abroad orientation commencement. Late arrival will be strictly subject to Faculty approval.**

Important Dates

Students are required to arrive in Melbourne, Australia **on or before** the following dates:

Sem 1, 2025: Monday, 10 February, 2025

Sem 2, 2025: Monday, 14 July, 2025

Further key dates for the academic year can be found [here](#). Please ensure your students are aware of these dates, particularly when they should arrive for their program commencement.

Students are required to arrive in Kuala Lumpur, Malaysia **on or before** the following dates:

Sem 1, 2025: Wednesday, 19 February, 2025

Sem 2, 2025: Wednesday, 16 July, 2025

Academic transcripts

At the end of the exchange or study abroad program, once academic results have been published, students will be advised via email how to access and download an official digital transcript via [My eQuals](#). They will also have to share, via the system, that electronic transcript with their home institution. If students require a hard copy they will need to contact Monash Connect to order and pay for this. The electronic version is provided free of charge at the end of their program. Refer to the [key dates](#) for when results are published.

Learning agreements and signing of other forms

If your institution requires student to have Monash sign a learning agreement or other form confirming their arrival and/or enrolment at Monash **we request that they do this after their orientation at Monash once they have finalised their enrolment**. We find that students often change their enrolment after their arrival and having to re-sign forms creates a significant administrative burden.

Additional campus specific advice - Australia

Visas

When the students have their Confirmation of Enrolment (CoE) they apply for a [student visa \(subclass 500\), Non-Award Sector](#). It is important, and the students' responsibility, to understand fully their obligations and responsibilities when applying for a student visa. *Students are advised not to book non-refundable travel until their visa has been issued.*

Overseas Student Health Cover (OSHC)

[OSHC](#) is insurance to assist international students in meeting the costs of medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services. It is a condition of student visas that OSHC be purchased and maintained for the duration of that visa. Failure to do so will result in students being non-compliant with their visa obligations. Students will be required to purchase OSHC when accepting their offer and more information will be provided with the offer letter.

Travel insurance

We strongly encourage students to take out comprehensive travel insurance before they leave for Australia as their OSHC will provide only basic medical and hospital cover while in Australia and does not cover any travel related claims. OSHC does not cover students while travelling to or from Australia, their personal belongings or if they have an emergency and need to return home urgently.

Living costs

Information about living costs in Melbourne for international students can be found [here](#). This information is primarily for international students completing a full degree at Monash so there may be some variations for Exchange and Study Abroad students. Another source of information about living costs in Melbourne can be found [here](#).

Employment

Holders of an Australian student visa can work part-time for up to 40 hours per fortnight, paid or unpaid, during the semester and full-time when classes are not in session. The visa work regulations place no restrictions on the type or nature of work that the student engages in and can be on or off-campus. Most students who work find part-time work in the service and hospitality industries.

Additional campus specific advice - Malaysia

For general information on preparing to study at Monash University Malaysia, please refer to the [International Students](#) webpage (note that some information may not be applicable to exchange and study abroad students).

Visas

To learn more about the student visa requirements (known as a Student pass) for Malaysia, please read the [Student Pass](#) and Visas webpage. Once you have accepted your offer, you will be sent information about how to apply for your Student Pass (visa). You can [calculate your application fee for a Student Pass](#) online. Use the following in the calculator:

Institution Type: Private Higher Education Institution

Application Type: New Mobility Application for IPTS

Type of Pass: Student Pass (Mobility Program)

Health Insurance: Own Insurance Policy (contact your Educational Institution)

i-Kad: Select-Collect at EMGS

All applications for the Student Pass are lodged through the [Education Malaysia Global Services \(EMGS\) portal](#). Exchange and study abroad students will receive an application number which starts with the letters "ME" followed by 9-digit number. Monash will confirm on the EMGS portal that you are a genuine applicant once you have submitted your application.

Insurance

The Malaysian Government requires international students to have medical insurance from an approved provider. We will provide detailed instructions about this with your offer, and will arrange the medical insurance on your behalf, after you have made payment. Return the signed acceptance declaration and proof of payment to Monash Abroad via email to MUM.MonashAbroad@monash.edu by the date listed in your letter. You will be sent information about your medical insurance policy.

Living costs

Information about living costs in Malaysia for international students can be found [here](#). Actual costs may vary, according to your location and lifestyle.

Employment

Holders of a Malaysian Student Pass (Mobility Program) are not allowed to work under any circumstances.

Unit enrolment

Students will be assigned a managing school which will be responsible for enrolling them in their approved units. They will only be enrolled by the managing school once they have undergone the post-arrival medical screening and submitted their passport to the International Student Pass (ISP) office for the Student Pass sticker endorsement. Students should allow up to 3 working days for unit enrolment to take place.