



# Student Pre-Arrival Information

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## WELCOME

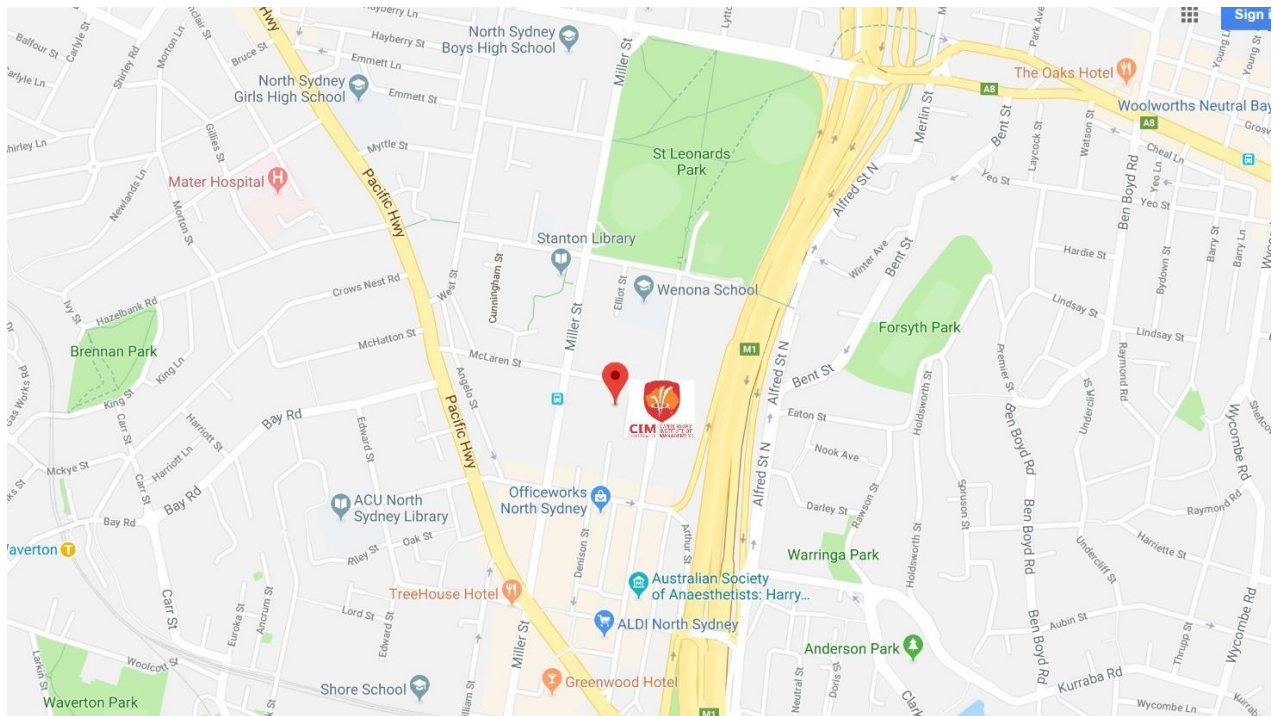
### CANTERBURY INSTITUTE OF MANAGEMENT WELCOMES YOU TO STUDY IN SYDNEY

This Pre-Arrival information is designed to assist you in organising and preparing for your arrival to study in Sydney, Australia. Canterbury Institute of Management (CIM) wishes you well in your travel to Sydney.

For further information about Canterbury Institute of Management please visit:

[www.canterburyim.com.au](http://www.canterburyim.com.au)

## LOCATION



CIM is located at 41 McLaren Street, North Sydney NSW 2060. You can get to CIM by bus or train. If you travel to North Sydney Train Station and walk towards Miller Street, it would take about 5-10 minutes to reach CIM.

For more information regarding bus fares and routes please refer to: <https://transportnsw.info/travel-info/ways-to-get-around/bus>

If you travel by train get off at North Sydney Station, take the Miller Street exit and walk towards McLaren Street.

For more information regarding train fares and routes please refer to: <http://www.sydneytrains.info/>

McLaren Street is located on the right of Miller Street as you walk towards Miller Street from North Sydney Train Station. CIM Campus location is indicated on the map (above) and noted below.

### **CIM Campus Location:**

41 McLaren St North Sydney NSW 2060

AUSTRALIA PH: +612 8007 5846

## **PRE-DEPARTURE CHECKLIST**

As you prepare to depart your country for further study at CIM, 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 another valid Australian 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, reading glasses.
- Confirmation of Enrolment (CoE) that you have received from CIM.
- Receipt/s of payment made to CIM.
- ID card (driver's license, birth certificate).
- Credit card, Travelers' cheques, AUD (Australian Dollars) approximately \$1000 in cash for initial expenses.
- 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 certificates.

### **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.
- Complete all medical examinations, eye 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 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.
- Bed linen and a light blanket – quilt.
- Umbrella and raincoat.

## CLIMATE IN AUSTRALIA

The four seasons in Sydney are listed below:

- Summer is from December to February
- Autumn is from March to May
- Winter is from June to August
- Spring is from September to November.

Rain is expected anytime through the year in Sydney. Sometimes there are light showers and at other times there could be 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: [www.sydney.com.au/weather.htm](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 and your dependents during your study in Australia.

As per Department of Home Affairs guidelines the financial requirements per year are outlined in the table below:

Expenses	Per Person	Amount required in AUD
Travel	Applicant	Return air fare to Australia
	Family members	One return air fare to Australia per person
Tuition	Applicant	Course fees
	School-age children aged 5-18	\$8,000 AUD per year
Living	Applicant	\$19,830 AUD per year
	Partner	\$6,940 AUD per year
	Child	\$2,970 AUD per year

For further information please go to: [www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds](http://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds)

## MEDICAL INSURANCE

As per student visa compliance requirements students and their dependents are required to have visa length health cover. Please talk to CIM staff on campus for additional information on fees and charges.

All international students are required to have a valid Overseas Student Health Cover policy for the duration of their stay in Australia. CIM provides Overseas Student Health Cover via Medibank as an option. Should students take a policy on their own, they need to ensure the policy covers the duration of their student visa. A copy of their policy must be provided at the time of acceptance.

If you are accompanied by a spouse and/or dependent children, you will need to pay a family premium.

For more information on OSHC Medibank\* visit the Medibank website on:

<http://medibank.com.au/Client/StaticPages/OSHCHome.aspx>

*\*Please note: fees are subject to change*

For further information on other OSHC providers, visit the Department of Home Affairs website:  
[www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=/visas/supporting/Pages/500/Overseas-Student-Health-Cover.aspx](http://www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=/visas/supporting/Pages/500/Overseas-Student-Health-Cover.aspx)

## **TEMPORARY ACCOMMODATION ARRANGEMENT AND AIRPORT PICK UP REQUEST**

CIM will be able to plan for student's airport reception/ temporary accommodation and the cost will be notified via a third party. If you would like to utilise this service, please email the Academic Manager via [academic@ciom.edu.au](mailto:academic@ciom.edu.au) and send it to CIM. The email requesting the above service must reach CIM at least two (2) weeks before your arrival in Australia.

### ***Information on Accommodation Options in Sydney***

**CIM 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. For further information on Sydney city and accommodation please refer to:  
[www.sydney.com.au/hotels.htm](http://www.sydney.com.au/hotels.htm)

### ***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

Ph: +612 9301 0900, Fax: +612 9301 0999 [www.auzziefamilies.com](http://www.auzziefamilies.com)

#### **Homestay Network**

Ph: +612 9412 3100

Fax: +612 9012 0392, Mobile: +61 404 077 457 [www.homestaynetwork.com.au](http://www.homestaynetwork.com.au)

#### **Student Agency Sydney Australia**

ABN 69 981 807 739

33/7 Regent Street, Wollongong NSW 2500, Australia Ph: +61 452 181 547

Email: [info@studentagency.com.au](mailto:info@studentagency.com.au)

Web: [www.studentagency.com.au](http://www.studentagency.com.au)

### **Long Term Accommodation**

For long term rental options and share accommodation please refer to the **Domain** website:  
[www.domain.com.au/](http://www.domain.com.au/)

### **Self-Care**

Students who live in shared accommodation are expected to share household tasks like cleaning and cooking. Therefore, if you do not know how 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 AND QUARANTINE)**

### **Australian Customs**

On arrival at an airport Australia, 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 or equivalent amount in currency, you MUST declare the money on your incoming passenger card** and when questioned by Australian Customs officials on arrival. Failure to declare this money may result in the money being taken and you being prosecuted. It is NOT an offence to bring this money into Australia but you must declare.

For information regarding duty free allowance and restricted imports, please refer to:  
<http://www.border.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.australia.gov.au/information-and-services/passports-and-travel/customs-and-quarantine>

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

## **TRANSPORT FROM SYDNEY AIRPORT**

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

- Taxi charges approximately \$35 - \$50 from the airport to the city center.

- Train charges approximately \$16 from the airport to Central Station in the city center.
- Shuttle Bus charges approximately \$15 - \$20 from the airport to the city

**Please note:** Shuttle Buses need to be pre-booked.

For more information on the transport facilities at the Sydney Airport visit: [www.sydneyairport.com.au](http://www.sydneyairport.com.au)

## **STUDENT SAFETY AND CONSUMER PROTECTION**

**Please refer to the following information on safety:**

- Study in Australia

<http://www.studyinaustralia.gov.au/global/live-in-australia/health-and-safety/personal>

**The following information will provide details on student's rights and responsibilities in NSW.**

- NSW Fair Trading – International Student Consumer Guide\_ [www.fairtrading.nsw.gov.au/Youth/International\\_students.html](http://www.fairtrading.nsw.gov.au/Youth/International_students.html)

## **STUDENT VISA ISSUES**

### ***Australian Student Visa***

The Australian Government operates an Overseas Student program that allows people who are not Australian citizens or Australian permanent residents to study in Australia. If you wish to study in Australia, you must first obtain a student visa.

The Australian Government has the authority to approve student visas for study in Australia. The Australian Government determines the requirements for the issue of a student visa.

To be eligible for a student visa you must be accepted for full-time study for the whole or part of the education program you intend to do with CIM and also meet a number of assessment factors and general requirements that have been established by the Australian Government.

For all information and advice on applying for your visa ask CIM's representative or make contact with your nearest Australian Embassy, Consulate or High Commission. For latest general information please visit the Department of Home Affairs website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

Australian Student Visa information – [www.homeaffairs.gov.au/Trav/Stud](http://www.homeaffairs.gov.au/Trav/Stud)

Working in Australia and Studying:

[www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=/Trav/Stud/More/Work-conditions-for-Student-visa-holders](http://www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=/Trav/Stud/More/Work-conditions-for-Student-visa-holders)

Please remember, non-compliance with the conditions of your visa may result in the cancellation of your student visa. For further information regarding your student visa conditions you may refer to: [https://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](https://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

### ***Dependent Family members***

If you have dependents travelling with you to Australia, you need to ensure they are covered in your student visa application. School-aged dependents accompanying you to Australia will be required to pay full fees if they are enrolled in either government or non-government schools.

For further information please visit: [www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=/Trav/Stud/Brin](http://www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=/Trav/Stud/Brin)

For information on schools in New South Wales please refer to: [www.schools.nsw.edu.au](http://www.schools.nsw.edu.au) and [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)



It is also compulsory that you and your dependents have valid health cover.

### ***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 to the Academic Manager or Student Support Officer, for leave from their program and provide evidence of a genuine reason for their inability to study.

Students who defer their studies are expected to leave Australia during the period of their deferral, unless exceptional circumstances prevent them from leaving Australia. CIM will notify Department of Home Affairs on the student's behalf to ensure visa compliance.

For further information on the assessment of compassionate and compelling circumstances please visit:

<http://policy.usq.edu.au/documents/131150PL>

- Student's enrolment may be suspended or cancelled based on poor academic progress.
- Please refer to CIM policy relating to Academic Standing, Progression and Exclusion on the CIM website.
- Student's enrolment may be suspended or cancelled based on academic misconduct. Please refer to CIM policy relating to Academic Integrity on the CIM website.
- Students are required to enroll by the last date to add courses in each semester.
- Students who are not enrolled and who do not recommence studies in each semester will be given two (2) weeks as a time frame before their COE is cancelled.

## **CIM STUDENT SUPPORT SERVICES**

CIM has resources and staff available to help students if/when necessary. If you are facing challenges of any kind, please do not hesitate to contact CIM Student Support staff. Our highly trained staff are always happy to help you whenever possible. Please take advantage of the support facilities available before any problems becomes an issue, so that you may have a happy and rewarding experience while you are studying in Sydney.

### ***Orientation Program***

CIM New Student Orientation Program is conducted for all new students arriving on campus at the beginning of each semester. Students are provided with peer support through a mentor program. A briefing is conducted on Australian culture and the study style in Australia. Information is given to students regarding accommodation, student visa conditions, work permits, overseas health cover, and use of information technology facilities within CIM. Students are also given a campus tour and are introduced to relevant staff. CIM New Student Orientation Program is held on campus at Ground Floor, 41 McLaren Street North Sydney 2060 NSW Australia.

### ***Mentor Program***

CIM organizes a mentor program where new students have an opportunity to meet and interact with senior students. This program assists new students to adjust to their new environment, and acts as a support network. The mentors provide students with information on local community associations and cultural support groups. For further information regarding the mentor program please contact CIM Reception located at 41 McLaren Street North Sydney 2060 NSW Australia.

### **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.

Workshops such as study skills, exam preparation are organized to assist students with academic difficulties.

For academic support and assistance please contact Program Coordinator through Reception located at 41 McLaren Street North Sydney 2060 NSW Australia.

### **Counselling Services**

CIM has a counselling service that is available to all currently enrolled CIM Students. The counselling service is designed to assist students in dealing with a wide range of problems including homesickness, balancing your studies with other commitments, managing stress, working through relationship or family issues, improving motivation, managing psychological problems and coping with distressing situations.

If you would like assistance in making a counselling appointment, please contact Student Support Manager at 41 McLaren Street North Sydney 2060 NSW Australia.

### **Emergency and Crisis Support**

Don't forget if you have an emergency requiring an ambulance, fire department or police, call 000 immediately.

## **STUDENT FACILITIES**

### **CIM Operating Hours**

9:00am – 5:30pm Monday to Friday.

**Please note** operation hours are subject to change.

### **Use of Computer Labs and Classrooms**

In keeping with accepted practice, the work environment of all students is to be respected. Classrooms and laboratory areas are to be kept clean and tidy. Students are required to remove all litter, work papers, bags and all personal belongings at the end of each class or upon leaving an area. All litter is to be placed in bins appropriately. Classroom furniture such as desks and chairs are to be returned to a neat and tidy position at the end of each session. Classroom equipment such as overhead projectors, computers, televisions and video players can only be moved to another room with the permission of the lecturer and need to be returned after use.

### **Computer Lab**

CIM has a well-equipped computer laboratory, with free internet facilities. The computer lab is located at 41 McLaren Street North Sydney 2060 NSW Australia.

Computer Lab times: 9:00am – 5:30pm\* Monday to Thursday 9:00am – 5:30pm Friday

\* Please note operation hours are subject to change.

### **Resource and Library facilities**

Students can borrow books from the Library at CIM for referencing and study. Students are given access to the CIM online library facility. For details on accessing this library please contact the CIM Library on campus at 41 McLaren Street North Sydney 2060 NSW Australia.

## NEW STUDENT ORIENTATION PROGRAM DETAILS

### 2020 INTAKE DATES

**Semester 1, 2020- Monday, 16 March 2020**

**Semester 2, 2020- Monday, 6 July 2020**

### ORIENTATION DATE\*

**Friday 13 March 2020**

**Friday 3 July 2020**

- Subject to change based on student numbers, Students will also get a formal email a week before the intake

TIME	PROGRAM
9.30am	Welcome
10.00am – 10:30am	Student Support Services Information on academic/welfare services for students
10:30am – 11:00am	Safety in a new environment Information on safety and accessing support in case of an emergency.
11:00am – 11:15am	Library Information on how to access books for referencing from CIM Library, borrowing facilities, using the online library.
11:15 am- 11:45am	Program Information & Study Plans
11:45am- 12:30pm	Welcome message from the Campus Director & Dean and Study Plan Information
12:30 pm	LUNCH – Light lunch provided
1:15pm – 2:00pm	Official Welcome from CIM
2:00 pm – 2:15 pm	Faculty Information Brief demonstration on using student online system to access learning resources, completing online tests and submitting online assignments.
2:30 pm – 3:30 pm	Registration + time tables +Student Card+ Course Materials
3: 30pm	Evaluation / Feedback Forms Conclude
3:30 – 4:30 pm	Information for new students Accommodation, TFN, Banking, OSHC, etc.

Please note 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 CIM Reception at 41 McLaren Street North Sydney 2060 NSW Australia. Ph: +612 8007 5846 requesting for details of a briefing of the orientation program.

**Best Wishes**

**CIM Student Support Services**