



Richmond School of Business (RSB)

International Student Pre-arrival Guide 2020



Table of Content

Welcome to Richmond School of Business	3
RSB Location	4
Getting Started	5 - 8
Student Visa Application	9
Student Visa Checklist	10
Pre-departure Checklist	11
Life in Australia	12 - 17
Banking	18 - 19
Arrival in Sydney	20
International Student Help Desk	21
New Student Orientation	22 - 23
The Next Step	24
RSB Details	25

Welcome to Richmond School of Business (RSB)

We are delighted that you have chosen RSB to continue your further studies.

Your decision to study in Australia will surely be challenging and rewarding. As an international student in Australia, you can expect to live, grow, and learn in a friendly country that is full of opportunities. For those international students who successfully complete their qualification, they will soon find that they are competitive in today's international job market.

At RSB, we understand that your decision to study far from your homeland could be a little worrying. Therefore, we have prepared this Pre-arrival Guide and compiled few resources for you to go through before you arrive in Australia.

RSB Pre-arrival Guide will give you the general information of the student visa process and will make your journey to Australia as smooth as possible and could help you to settle in Sydney quickly. This Pre-arrival Guide sums up information about Australian laws, your rights and responsibilities, transport services, costs estimates for your stay in Australia and many more.

If you have any queries, kindly email RSB Reception at reception@rsb.edu.au and our friendly staff will get back to you with helpful information.

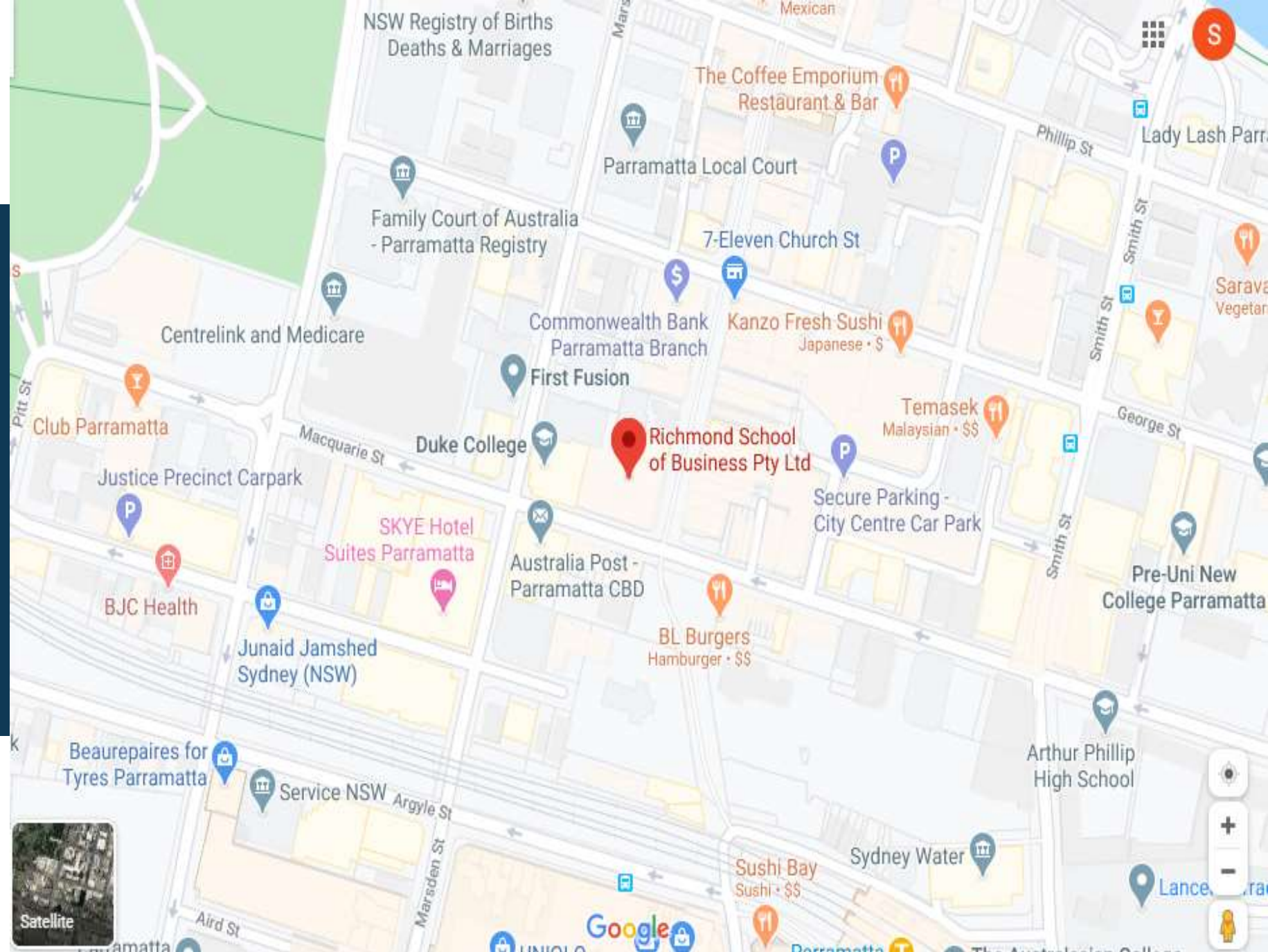
Location



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Getting Started

Research the Course

The course section of RSB website <http://www.rsb.edu.au/courses/> provides you with detailed information about the courses, units and structure. It is important that you have researched this information to make sure the course is suitable for you before you apply for admission. We recommend that all students conduct a wide and thorough search of study options available.

How to Apply for Admission

Once you have selected your course/s, you can visit RSB Website at www.rsb.edu.au and click Forms and Policies. Under the Forms, you will be able to find the Enrolment Form.

Step 1: Complete the Enrolment Form - Refer to <http://www.rsb.edu.au/wp-content/uploads/2020/03/RSB-Enrolment-Form-v1.1-Nov-2019.pdf>

Please send the completed Enrolment Form to admin@rsb.edu.au



Step 2: Supporting documents

You will need to send the following documents with your Enrolment Application:

- ❖ A copy of your passport;
- ❖ Latest academic documents including Year 12 Certificate;
- ❖ IELTS Certificate with an overall score of 5.5 or equivalent English language proficiency certificate.

Step 3: Apply for Credit Transfer/ Recognition of Prior Learning, if required

If you have completed equivalent qualifications in the past, you maybe eligible to apply for a course credit. Decision to grant credit will be made in compliance with RSB Recognition of Prior Learning and Credit Transfer Policy and Procedure.

If applicable, please complete RSB Credit Transfer Application Form – available through RSB Website:

<http://www.rsb.edu.au/wp-content/uploads/2018/02/Credit-Transfer-Application-v1.0-October-2017.pdf>





Step 4: Issuance of Letter of Offer And Written Agreement

After careful consideration of your Enrolment Application, RSB will notify you if your application was successful. If successful, you will be sent RSB Letter of Offer and International Student Written Agreement via email.

If you had applied for a course credit, you will be notified of the grant or refusal in the same email.

Acceptance of Offer

Once you have received your RSB Letter of Offer and International Student Written Agreement, please read it carefully. You will find the course details, fee structure, payment schedule, terms and conditions in that letter.

If you agree to accept RSB offer of enrolment, you will need to sign and return the signed Letter of Offer and International Student Written Agreement. By signing the RSB Letter of Offer and International Student Written Agreement, you will formally acknowledge that you have read, understood and accepted all the Terms and Conditions. This agreement is a legally binding contract.

In some cases, students will be issued with a conditional offer, which means you will need to make sure you meet the conditions enlisted in the 'Conditions' section of the Letter of Offer and International Student Written Agreement.



Overseas Student Health Cover (OSHC)

OSHC is a health insurance or a health cover designed for the international students to cover the cost of medical treatments during their stay in Australia. Students are free to choose their own private health insurance cover.

RSB can offer you access to OSHC from our chosen provider BUPA. RSB will give you a quote for your OSHC based on current rates. This quote will be listed on your RSB Letter of Offer and International Student Written Agreement. If like RSB to arrange health cover for you, you need to accept your offer and pay the insurance premium with your tuition fee deposit.

For more information about OSHC, visit the BUPA Website at www.bupa.com.au

Fees Payment

Students are required to make the first payment that is due before the CoE is issued. The payment can be made directly to RSB's Bank Account. The bank account details are given in the Letter of Offer.

Students are advised to write their Student ID in the description of the payment. For security, they can also take a screenshot of the payment advice and send to RSB Accounts Department via accounts@rsb.edu.au

Once RSB receives your payment, your electronic Confirmation of Enrolment (eCoE) will be issued to you via email.



Student Visa Application

All international students are required to have a valid student visa to study at RSB. Upon receipt of your eCoE from RSB, you would be able to apply for their Australian student visa.

You may visit the Department of Home Affairs (DoHA) Website www.homeaffairs.gov.au which will provide you with the most up to date student visa requirements and application procedure.



Student Visa Checklist

Following are the documents required to lodge a student visa:

- A certified copy of your passport
- A copy of RSB Letter of Offer and Written Agreement and eCoE
- English Language Proficiency Document
- Genuine Temporary Entrant Statement with qualifications plus employment (if any)
- Your Health Insurance Cover
- Evidence of financial capacity
- Relationship – spouse, de facto partner

You can apply your visa yourself or through the help of a migration agent who will act on your behalf.



Pre-departure Checklist

As you prepare to depart your country for further study at RSB in Sydney, 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/permit (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 RSB;

Receipt/s of payment made to RSB;

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.



Life in Australia

For the most up-to-date information on cost of living in Sydney please refer to RSB's website or <https://www.studyinaustralia.gov.au/English/Live-in-Australia>

Life in Australia

Your way of living in Australia will undoubtedly be different than that in your home country. Coming to Australia with some knowledge and preparation can help ease your stress. In this guide, we will provide you with information that might assist you in adjusting with the lifestyle in Australia.

SYDNEY WEATHER

Summer (December – February) during summer, average temperatures range from 18.6 - 25.8°C (65.5 - 78.4°F). This is a great time to enjoy Sydney's abundant beaches.

Autumn (March - May) autumn is the mildest time of year when average temperatures fall between 14.6 - 22.2°C (58.3 - 72°F). Crisp, fresh air makes autumn the season for enjoying Sydney's coastal walks.

Winter (June - August) Sydney's coolest months are June to August when average temperatures drop between 8.8 - 17°C (47.8 - 62.6°F).

Spring (September - November) In spring, days are warmer with average daily temperatures ranging from 11 - 23°C (51.8 - 73.4°F).

TRANSPORT SERVICES

The easiest way to use public transport in Sydney and surrounds is with an Opal card. Opal is an electronic ticketing system. You only need to obtain an Opal card once, add value by 'topping up' and you are ready to travel.

International Students pay full fare and purchase the Adult Opal Card (not concession).

Visit transportnsw.info and opal.com.au for further details.

LIVING AND STUDYING

Knowing the average living and studying cost in Australia is a part of your financial preparation. Following are the costs associated with living and studying in Australia.

Accommodation

Hostels and Guesthouse: \$90 to \$150 per week

Shared Rental: \$95 to \$215 per week

On Campus: \$110 to \$280 per week

Homestay: \$235 to \$325 per week

Rental: \$185 to \$440 per week

Boarding schools: \$11,000 to \$22,000 a year

Other living expenses

Groceries and eating out: \$140 to \$280 per week

Gas and electricity: \$10 to \$20 per week

Phone and internet: \$150 to \$30 per week

Public transport: \$30 to \$60 per week

Car (after purchase): \$150 to \$260 per week

Entertainment: \$80 to \$150 per week

Following are the cost of your stay including travel, study and living costs required by the DoHA and the evidence of its sufficiency is to be provided before applying for your student visa.

As of October 2019, the living costs for 12 month period in Australia are:

You: \$21,041

Partners coming with you: \$7,362

Child coming with you: \$3,152

(All costs are in Australian Dollar)

Working in Australia

International Students have working right of 40 hours a fortnight. Working while you study can help balance your life in Australia. Australian work experience will build your confidence and get you hands-on experience in your field of choice.

As an International Student working in Australia, you have the same protections as any Australian in the workplace.



Working in Australia

Your pay: Australia has a minimum wage. You must be paid at least this amount – it's the law!

Paying tax: If you're working in Australia, you will need to pay tax depending on how much you earn. Get a Tax File Number (TFN) before starting work. Give your TFN to your boss to make sure you do not pay more tax than you should. Only apply for a TFN once – it is yours for life!

Work hours: Remember – as an international student you can work up to 40 hours every two weeks during term time, and unlimited hours during your holiday breaks. It is important you keep to this limit – it is what you agreed to when you were given your student visa.

Casual work: In Australia, you will find many casual roles. In casual work, you don't have a fixed number of hours every week. This means you can manage your own time better.



Banking

You can set up a bank account before or after you arrive.

Banks like Commonwealth, ANZ, NAB and Westpac offer bank accounts with no monthly account keeping fees for students

Documents required to open a bank account:

- Passport
- Student ID Card
- eCoE

Tax File Number (TFN) is not required to open a bank account





Changing Your Money

The exchange rate for the Australian dollar (AUD) is a floating rate depending on the foreign exchange market. There are money exchange facilities inside Sydney International Airport.

You can also exchange money at a bank once you arrive in Sydney (Monday to Friday).



Arrival in Sydney

When you arrive at an Australian airport, you will first need to go through immigration and customs clearance. If you need help finding your way around, just ask the airline staff or one of the border officials in the arrivals area.

A clearance officer will check your travel document and visa, and once cleared you will be able to collect your luggage to go through customs and clearance processes.

Before your arrival to Sydney, you must arrange your accommodation even if for the first few days. Have your accommodation details written in English ready to show it to your taxi or hire car, or detailed directions if you are using public transport.



International Student Help Desk

The International Student Welcome Desk was established in July 2015 by Study NSW and stakeholders from the NSW international education sector.

The International Student Welcome Desk welcomes thousands of commencing students to NSW each year and provides a valuable experience for our volunteers.

Arriving international students can receive immediate advice and printed guides with maps and information about accommodation and transport.



New Student Orientation

At RSB, compulsory New Student Orientation for all new international students is held in the week immediately before the start of session. This will be your official introduction to RSB and will give you the opportunity to make new friends and to settle into RSB before your classes commence.

New Student Orientation is the official start to your study and includes a range of formal and informal events to welcome and orientate new and returning students to RSB. Orientation session for new students includes following:

- ❖ Introduction to RSB and Site Tour
- ❖ Orientation Documentation
- ❖ Moodle Log-in and Student ID Card
- ❖ Photo for Student ID Card
- ❖ Confirmation of Final Enrolment
- ❖ Meet with the Student Support Team and Academic Staff

New Student Orientation

It is essential for all new students to attend orientation as it will assist them to understand RSB's academic systems and familiarise them with RSB facilities and the policies and procedures. New Student Orientation is also designed to provide students with an understanding of what is required of them while studying.

During orientation session, queries relating to course structure and timetables will be answered. It is possible to make individual appointments with course coordinator to answer any additional questions that new students may have.



The Next Step

In addition to this guide of pre-arrival information, an International Student Handbook has been produced to guide you when you arrive in Sydney and help you to settle in and make the most of your study at RSB.

On the day of your orientation, you will be introduced to RSB Student Handbook. Students are advised to switch into the Handbook which is a repository of all RSB Policies and Procedures and should be used as main resource for guidelines that may impact you as a student of RSB.

You can download the Handbook from the RSB Website www.rsb.edu.au

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Richmond School of Business (RSB)

Student Handbook 2020





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<http://www.rsb.edu.au/>



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