



## Pre-Departure Guide

**PLEASE READ THIS CAREFULLY BEFORE YOU LEAVE YOUR HOME COUNTRY**

### WAIFS Contact Details

**PERTH:** 35/64, 160 St George's Terrace PERTH WA 6000

Street Address: Level 1, 160 Central Arcade, 811 Hay Street. PERTH WA 6000

Phone: +61 8 6200 6200

Fax: +61 8 6200 6201

Email: [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au)

Website: [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au)

### Office Hours

**PERTH:** Monday to Thursday: 8.30a.m. to 9.00p.m.

Saturday and Sunday: 8.30a.m. to 5.00p.m.

Friday: 8:30am – 5:00pm

### 24 HOUR Emergency Contact Details

Fire/Police/Ambulance: 000 (emergency)

Police Communications: 131 444

## Welcome

A warm welcome to the West Australian Institute of Further Studies (WAIFS). The staff at WAIFS looks forward to assisting you with all important aspects of living and studying in Australia.

Your future study at WAIFS enables us to work together in creating the best opportunities in order to succeed with your career.

The pre departure guide has been designed to provide you with information on matters relevant to your studies at WAIFS and to ensure that the transition is as smooth as possible.

## About Perth

Perth is the capital of Western Australia with a population of approximately 2.2 million. It is a Multicultural city and a recent survey based on 130 cities rated Perth the top 4 most liveable cities. The survey was carried out by the London based Economist Intelligence Unit. It took into consideration factors such as health, Climate, Crime rate, Education, Housing availabilities and cultural activities.

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On average more than 20,000 new and returning international students choose Western Australia as their preferred destination for education. The students enjoy the high quality of education as well as the excellent lifestyle, in a clean, safe and healthy environment making West Australia a favourable destination for international students.

For useful information of a general nature, please visit the official Australian Government website for students who are intending to study in Australia [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

WAIFS adheres to the standards set out in The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. For further information please visit:

<https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/nationalcodepartd/pages/esosnationalcode-partd.aspx>

### **Orientation**

WAIFS recommend that you make your flight bookings as soon as you have confirmed your enrolment at WAIFS.

We strongly recommend that you arrive 2 – 5 days prior to the orientation to allow you sufficient time to settle into your accommodation and become familiar with Perth, Public transport and the area surrounding the campus. The orientation will be held in the week prior to the commencement of the course (course commencement date is shown on your letter of offer). It is compulsory for all new students to attend the orientation.

If you arrive to Perth late or miss the orientation day the staff at WAIFS will assist you as much as possible to help you with your arrival. Should you arrive later than the first day of commencement of the course you **MUST** seek approval from WAIFS prior to the commencement day. If permission for late arrival has been granted then it will be your responsibility to catch up with any work you have missed.

If for any reason, including late issue of a visa, you are unable to arrive in Perth before the end of the second week of semester; you must immediately request that your offer of a place be deferred to the following semester. Any fees that have been paid will be transferred and no financial penalties will apply.

Before you commence your studies WAIFS would like to ensure that you have settled into Perth well, as well as meet your fellow colleagues and make new friends.

It is compulsory that all New students **MUST** attend this orientation day.

### **What happens at Orientation?**

- An official welcome by the CEO and Managing Director
- Obtain information relating to your course and WAIFS policies and procedures
- Create your student ID card
- Obtain information and details about your Overseas Student health Cover (OSHC)
- Be introduced to a range of WAIFS services and facilities
- Information on the ESOS framework
- Information on shopping, banking, postal and public transport facilities
- Information session on living and studying in Australia
- Make new friends before commencing your studies
- Meet the friendly WAIFS staff
- Lots of other invaluable information!

### **Airport Pickup and Transfers**

International students that are arriving in Australia for the first time are strongly advised to pre book. Applications forms and costs can be found on the [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au).

### **Airport Arrival Instructions**

At Perth international airport check that you have the following items ready at the Airport:

- Passport
- Completed Australian Immigration Form
- Completed Customs Declaration Form
- Enough Australian Currency (\$A400 approximately)

Make sure you:

- Have disposed of any food items you have taken from the plane before you reach the immigration checkpoint.
- Declared all food items you have brought with you from home on the Customs Declaration Form

### **Customs & Quarantine Regulations**

Australia is relatively free from agricultural pests and harmful insects that are prevalent in other countries. In order to keep our healthy environment, strict quarantine procedures are imposed on new arrivals. You will be required to complete a Customs Declaration Form. Read this form carefully and complete it truthfully. This form is a legal document and any false information can lead to prosecution with fines ranging from A\$200-A\$2000.

You must declare ALL food stuffs or items of an animal or plant nature you are carrying with you or in your luggage. If you have any doubts about anything you are carrying it is better to declare it than risk breaking the law. Most processed or dried foods will be cleared for you to bring in, but you must declare them. It is routine procedure for Customs Officials to search the luggage of newly arrived overseas students.

If you have booked **airport reception** a representative will meet you when you come through customs. When you clear Customs, go through the sliding door into the International Arrivals Hall and wait at the WAIFS Meeting Point (near the Travelex counter) located to the front of the hall near the exit doors. It is important to wait here for at least 30 minutes so that the representative can find you.

If you arrive in Perth on a domestic flight (from another city in Australia), you will be met near the baggage carousel inside the terminal. Look for the representative carrying the WAIFS sign.

### **Pre Departure Checklist**

Have you:

- Organised your student visa
- Arranged Accommodation
- Arranged Airport Reception
- Important Documents (see below)
- Obtained Australian currency (approx \$A400 in cash and approx \$A2000 in some other form)
- Copy of passport, visa and other ID left with parents, relatives or friends
- Had a medical check-up, eyes tested, teeth checked
- Spare pair of spectacles
- Medication
- Arranged travel insurance (It is highly recommended that you enquire about insurance for personal items such as laptop, camera, etc.)
- Applied for any credits for other studies under taken elsewhere
- Understood what you can and cannot bring into Australia (see Australian Quarantine Services website [www.aqis.gov.au](http://www.aqis.gov.au))

## Important Documents

Please bring the following documents with you, as they will be required throughout various stages of your stay in Australia:

- The letter accompanying this Guide
- Certified copies of all relevant academic transcripts
- Copies of Confirmations of Enrolment
- Valid passport and a valid student Visa and a copy of these documents
- Some passport sized photographs
- Identification (e.g. Drivers Licence)
- Any medical certificates/history/reports
- Contact numbers for family and friends
- The name, address and telephone number of where you will spend your first night in Australia
- This pre-departure guide

## After you arrive in Perth

After you have arrived in Perth and settled into your accommodation, the next thing to do is to ensure that you know how to find WAIFS

### Location of WAIFS' Head Office:

35/64, 160 St George's Terrace. PERTH WA 6000

Street Address: Level 1, 160 Central Arcade, 811 Hay Street PERTH WA 6000

Tel + 61 (0)8 6200 6201

Fax: + 61 (0)8 6200 6201

WAIFS' campus is conveniently located in the centre of the city, close to all public transport, including the bus and train stations. Free CAT buses also operate in the centre of the city and stop right by campus. The best way to locate the campus is by using [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au) and finding the journey planner, or alternatively, [www.whereis.com](http://www.whereis.com) and typing 811 Hay Street in the address bar, then click "Go".

### **What WAIFS Expect of you as a student**

It is important to realise that acceptable behavior for students in Australia may differ from that in your home country. In Australia it is typical to have an informal relationship between staff and students.

It is expected that you will:

- Attend all your classes and meet with fellow students for group work at times arranged unless prevented by genuine illness
- Actively participate in all your classes
- Be well informed and respond to messages
- Submit assignments on time
- Abide by WAIFS rules and regulations (see student handbook)
- Pay tuition fees by due dates

### **Your student visa and your studies**

There are both mandatory and discretionary conditions which can be placed on your student visa. Mandatory conditions include that you cannot work for more than 40 hours per fortnight, must maintain enrolment in a registered course, must maintain adequate schooling arrangements for any school age dependents and must maintain adequate Overseas Student Health Cover.

For more information see <https://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

### **Banking and Currency**

WAIFS recommends you bring sufficient funds with you to last for at least four weeks once you arrive and settle in. Surrounding the campus you will find all the major banks where you can open your bank accounts etc. Information on how to do this will be provided at orientation.

#### **Please note:**

- Certain foreign currencies cannot be deposited in Australian bank accounts
- Bank and personal cheques can take up to 10 days to clear
- Electronic transfer to your bank account may take 3-4 working days
- You must complete an “International Currency Transfer Report” if you are carrying currency to the value of A\$10,000 or more into or out of Australia (carrying currency of this value is unwise and NOT recommended).

### **Cost of Living**

Depending on the lifestyle you are living WAIFS estimates that a single international student would require approximately AU\$20,000 per year.

*The costs normally include:*

- Accommodation
- Transport
- Entertainment
- Clothing
- Food

They do not include airfares or additional costs for those with a more expensive lifestyle. They also do not include the additional costs of having additional family members with you. Note: You will not be able to support yourself and your tuition fees with a job. You **MUST** come to Perth with sufficient finances or you will have a poor experience or hinder your study path.

DIBP has published information on the cost of living in Australia and this can be found at:

<https://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

### **Accommodation**

For Homestay accommodation, WAIFS' preferred supplier is Australian Homestay Network (AHN). AHN has many host families in the Perth area - many of whom are located a few minutes' walk from the train station and campus.

WAIFS recommends that you organize your accommodation before your arrival in Perth. Complete the Accommodation application form on the website and email it to [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au) .

## Public Utilities

Useful numbers you may require when moving into rented accommodation.

Electricity - Synergy  
13 13 53  
[www.synergy.net.au](http://www.synergy.net.au)

Gas - Alinta Gas  
13 13 58  
<http://www.alinta.net.au/wa.php>

Telephone -  
Telstra 13 22 00  
[www.telstra.com.au](http://www.telstra.com.au)

Water - Water Corporation  
13 13 85  
[www.watercorporation.com.au](http://www.watercorporation.com.au)

## Getting Around

### Buses, trains and ferries

Did you know that all buses within Perth, Fremantle and Joondalup city centres are free for everyone?

As an international student in Perth, you will receive a 40 per cent discount on all public transport!

The city has a modern, safe network of buses, trains and ferries. You are able to use any combination of these three services on one ticket.

The fares are valid for up to three hours and are determined by the number of “zones” you travel through during your journey. To view public transport timetables and maps visit [Transperth](#).

### Taxis

Metered taxis operate throughout Perth. You can book a taxi by phone or wait at taxi ranks located at transport terminals, main hotels and shopping centre. You can also hail taxis on the street.



## Private vehicles

You may decide to purchase your own car or motorcycle whilst you are studying in Perth. However, be aware that you will be responsible for the vehicle's registration, repairs, fuel, insurance and service costs.

It is also compulsory to buy third party insurance, which will cover the damage to other vehicles or property if you have an accident.

If you will be in Australia for less than three months, you can drive with an international driver's license. (You must carry a translation if the document is not in English.)

If you plan to stay longer than three months, you will need to obtain an [Australian driver's license](http://www.transport.wa.gov.au/licensing) by taking a test on our country's highway codes and regulations. <http://www.transport.wa.gov.au/licensing>

## Ride a bike!

With Perth's sunny climate and mostly flat terrain, cycling is a great way to travel around the city.

Perth has an excellent network of on-road and off-road cycle paths. You can bring your own bike or buy/hire one when you arrive.

Download cycle maps and guides from [Bikewest](http://www.transport.wa.gov.au/activetransport/24024.asp), our State Government site.

<http://www.transport.wa.gov.au/activetransport/24024.asp>

Perth also has a fantastic cycling community. [Bike Perth](http://www.bikeperth.com.au/) provides details on cycling events, news, stories and other topics about bike-riding throughout the city. <http://www.bikeperth.com.au/>

\*source PEC website

## Employment

Students granted student visas on or after 26th April 2008 will now receive permission to work together with their visa grant. This is 40 hours per fortnight and further information can be found at [www.border.gov.au](http://www.border.gov.au)

***You should not rely on working in Australia to pay your way through your studies. Working in Australia should only be seen as a way of paying for luxuries, saving for a holiday, attending a special concert, buying a hi-fi system, paying your mobile phone bill or for any other nonessential items. In the 40 hours per fortnight that you are allowed to work you will not normally be able to earn sufficient money to pay for your tuition fees.***

## Information of work rights in Australia:

<https://www.fairwork.gov.au/ArticleDocuments/723/International-students.pdf.aspx?Embed=Y>

### **An Important Note about Student Visas**

When a student visa is issued by DIBP, there are mandatory conditions which DIBP places on the student visa holder and their family members (if applicable). DIBP may also impose discretionary visa conditions on either the main applicant and/or their family members (if applicable).

Details of the student visa conditions for students (main applicants) and their family members (if applicable) are available from the DIBP website at the following links:

<http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

<https://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-family>

Students (and any family members) applying to study at WAIFS will be issued with a **subclass 500 visa**.

### **Satisfactory Progress**

As an international student you are required to make satisfactory progress throughout your studies at WAIFS. If you do not make satisfactory progress in two consecutive study periods, you are at risk of being reported to DIBP and having your student visa cancelled.

Further information on academic progress, intervention strategies and reporting to DIBP is available on the WAIFS website policies page.

### **Overseas student health cover**

International Students must have a current membership with a health provider. WAIFS preferred provider is Allianz. Medical treatment can be very costly, therefore, as well as being a legal requirement, it is in a student's best interest to ensure that membership is current at all times. The Department Of Immigration and Citizenship will not renew student visas if proof of current membership cannot be provided.

You must have adequate health insurance while in Australia. This is done by obtaining Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you are in breach of your visa conditions.

Your education provider might organise your OSHC coverage for you, or you can select an approved OSHC provider yourself and pay the policy.

If your education provider arranges your OSHC coverage, you will need to know the name of your health insurance provider, the date that your policy starts and finishes and should be aware of the terms and conditions of your policy. If you arrange OSHC coverage yourself you will also need to know the policy number to include in the visa application.

**Exceptions:** You do not need OSHC if you are:

- a Norwegian student covered by the Norwegian National Insurance Scheme
- a Swedish student covered by the National Board of Student Aid or by Kammarkollegiet
- a Belgian student covered under the Reciprocal Health Care Agreement with Australia.

If you are studying at more than one educational provider and both are arranging OSHC, you will have to ensure that there is no gap between policies. This means that as one policy expires the next commences immediately.

OSHC is available for a period of up to five years. If your course exceeds five years in length, then OSHC providers may issue cover for a longer period.

If you have a child born after your arrival in Australia, and you only have a single OSHC policy you must change that to a family policy. If family members join you after your arrival in Australia they will have to demonstrate that they have an OSHC policy for the duration of their visas.

There are Overseas Student Health Cover – Frequently Asked Questions available on the [Department of Health](#) website.

Additional information:

<https://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students>

### **Current Australian Address, Email and Phone number**

The Australian government requires that all international students keep their education provider informed of their current Australian address and phone number. Students who fail to do this are in breach of their visas and therefore could be asked to leave Australia. Besides the legal requirement it is important that the College knows where you live so that we can communicate with you by post or phone should it be necessary. **The majority of our communication is electronic.**

### **Further useful information**

Further information about studying in Australia, visa regulations and other useful information can be found at the following websites.

Study In Australia – the official Australian government website for students intending to study in Australia.

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

Department of Foreign Affairs and Trade

[www.dfat.gov.au](http://www.dfat.gov.au)

Australia Tax Office (for those students who intend to apply for a student working visa once in Australia)

[www.ato.gov.au](http://www.ato.gov.au)

The Department of Immigration and Border Protection (DIBP)

[www.border.gov.au](http://www.border.gov.au)

Education Services for Overseas Students (ESOS)

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

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*The information contained in this guide is correct as at 11 August 2016 but may be subject to alteration. While great care has been taken to ensure the accuracy of all information, WAIFS reserves the right to change course offerings, tuition fees, arrangements, and all other information without notice.*

*Applicants and students should check with WAIFS at the time of application or enrolment whether any later information is available in respect to material contained in this publication.*