



# IIBT

## Student Pre-Departure Guide



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### Pre-Arrival Information

This section is sent to students by email with their eCoE.

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### IIBT Student Arrival Guide

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## Living in Perth:



Perth is the capital of Western Australia and enjoys more hours of sunshine than any other capital city in Australia. It is famous for its warm, sunny, Mediterranean climate, clear blue skies and over 80km of beautiful white sandy beaches.

Perth has an exciting nightlife, bustling markets, inner city parks, plenty of riverside and beachside restaurants and cafes and a huge range of outdoor activities and experiences to enjoy. There is excellent shopping in and around Perth and the locals are renowned for their friendliness.

It is a land blessed with spectacular diversity where the deep reds of ancient interior rock formations contrast with the sparkling blue of the Indian and Southern Oceans and the lush greenery of the stunning southern regions.

Western Australia has the fastest growing economy in the country and the economic boom has created well-paid career opportunities for both graduates and students.

### Weather and Seasons

Perth has a Mediterranean climate which means that for most of the year, the weather is fine and sunny, and even during the short mild winter the sun is often shining. Because of the abundance of sunny weather, many people in Perth do outdoor activities. So if you enjoy sight-seeing, outdoor activities, warm sunny days, or relaxing on clean sandy beaches, Perth is the perfect place for you.

Spring begins in September in Perth, and from this time on, the weather quickly warms to fine sunny conditions for the many months ahead. For the most part spring is sunny and warm, especially from October and November, the weather is generally fine and rain is usually minimal or absent.

Summer in Perth officially starts in December, finishing 3 months later at the end of February. The weather is warm to hot over the summer months, although the hottest months are usually January and February. The weather is fine and dry, and rain at this time of year is very unusual. Because of this lack of rain, water restrictions are put in place during summer to ensure that there is a sufficient water supply throughout the year.

Autumn begins in March and finishes at the end of May, although autumn in Perth is not typical of autumns most people would be familiar with. Autumn in Perth is like an extension of summer, or perhaps a second spring. With warm sunny days and cooler nights, there is still plenty of sunshine left before winter. Although the weather is still mostly fine, there may be an occasional shower or humidity.

The mild Perth winter begins at the start of June and finishes at the end of August. It is generally a rainy season; however there are some cool sunny days in this period. Sometimes there are severe storms with downpours of rain, lightning or thunder. (Source: Perth Tourist Centre)

## Application Step by Step

1. Student enquiry and application
2. International Student Admission
  - Offer of place
3. Student Acceptance
  - Return forms and fees
4. Confirmation of Enrolment
  - CoE received
5. Student finalises Visa Application
  - With Department of Immigration and Border Protection (DIBP)
6. Student makes travel arrangements
  - Accommodation arrangements may also be made
7. Student arrives in Australia
  - Pick-up from airport, taken to accommodation
8. Student Orientation Day
  - Welcome to IIBT
  - Induction and Student Visa Responsibilities
  - Arrange Overseas Student Health Cover (OSHC)
  - Set up bank account
  - Organise Smartrider
  - Telephone card
9. Classes begin

## Bringing your family

### Dependents of IIBT Students Schooling

If you intend to bring dependent children to Australia, you will need to consider specific arrangements for their visas and schooling. In Australia, it is compulsory for school aged children (6-16 years of age) to attend school. You must enrol your dependent children in either government or private schools on a fee-paying basis. You are required to pay the school fees directly to the school prior to enrolment. However, if you are a Masters or PhD student, then you are able to enrol your dependent children into public primary and secondary schools at no cost. Visit [tafeinternational.wa.edu.au/your-study-options/study-at-school/dependents-of-Masters-or-Phd-students](http://tafeinternational.wa.edu.au/your-study-options/study-at-school/dependents-of-Masters-or-Phd-students) for more details. You will also need to check with them on whether you are eligible when you are at the ELICOS study period.

### English as a Second Language

If your dependent children are enrolled in a public or private school and require either English as a Second Language or learning difficulty/disability support, you will need to pay for these additional expenses. These costs will vary and may involve your dependent children moving to a school specifically designed to provide the required support. We recommend that your dependent children commence English language training prior to arriving in Perth. Visit [education.wa.edu.au](http://education.wa.edu.au) for more information from the Department of Education in Western Australia.

## Arranging Travel

Please try to arrive at least 2 -3 days before Student Orientation Day to allow enough time to settle-in.

An airport representative will meet you at the airport unless other arrangements have been made.

## Documents

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 IIBT
- Confirmation of Enrolment (eCoE) issued by IIBT
- Receipts of payments (tuition fees, OSHC, bank statements etc)
- Insurance policies (if any)
- Original or certified copies of your academic transcripts and qualifications
- Other personal identification documents, eg birth certificate, ID card, drivers licence
- Medical records and/or prescriptions
- CAAW if you are under 18

## What to bring

### Baggage allowances

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are

generally permitted 1 x checked luggage (35kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the amount of things you can bring, especially if you will fly within Australia to get to your final destination. Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

### **Seasonal Considerations**

Summer in Australia is from December to February, autumn from March to May, winter from June to August, and spring from September to November. For most of the country the hottest months are January and February.

If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing and blankets. You may also need to purchase a heating appliance once you arrive.

### **Clothing**

On most campuses, students usually dress informally. 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 are the most common footwear. It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months.

A sports coat or suit and tie for men and appropriate dress for women is necessary for some functions such as formal dinners, a graduation ceremony, student dances or balls. For festive occasions, you may want to bring traditional dress and accessories.

### **Dictionary (bilingual)**

IIBT strongly recommend that you bring a bilingual dictionary with you. This is essential for students to manage the needs of an English speaking and learning environment.

### **Bringing Your Computer**

If you own a laptop, we recommend you bring it to Australia. Certificate IV in Business and Certificate IV in Information Technology students are required to bring this daily to class. You will need an Office program on your laptop such as Microsoft Student as you will need Word and Excel programs.

If you have owned and used your computer for more than 12 months prior to arrival, it may be allowed in tax-free. Proof of the date of purchase and purchase price may be required. Computers which are less than 12 months old and over AUD\$400 may attract Goods and Services tax (GST) at a rate of 10%. Consideration is given as to whether or not you intend to export the computer at the conclusion of your studies.

To satisfy the Customs Officer that you will be taking the computer out of Australia you should bring along a statutory declaration (a written declaration witnessed by the certifying authority in your country) stating that the computer is for use during your studies in Australia, and that you intend to take it back with you when you complete your studies. You may be

required to give an undertaking under Section 162 to this effect and provide a cash security to Australia Customs upon arrival.

### Mobile Phones & Laptops

If you are considering bringing a mobile phone, laptop, or any communication devices we suggest that you visit the Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au) before making any purchases. Some students have brought in their own laptops with internal modems only to discover that they were unable to use their modem in Australia. Any external or built-in modems must be **Austel Approved** in order to function in Australia.

### Other Items You Might Need to Include (most can also be purchased in Australia)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> alarm clock                           | <input checked="" type="checkbox"/> scientific or graphics calculator  |
| <input checked="" type="checkbox"/> bath towels, bed sheets, pillow cases | <input checked="" type="checkbox"/> camera                             |
| <input checked="" type="checkbox"/> small sewing kit                      | <input checked="" type="checkbox"/> micro recorder for lectures        |
| <input checked="" type="checkbox"/> music CDs or iPod                     | <input checked="" type="checkbox"/> spare spectacles or contact lenses |
| <input checked="" type="checkbox"/> sporting equipment                    | <input checked="" type="checkbox"/> your optical prescription          |
| <input checked="" type="checkbox"/> toiletries                            | <input checked="" type="checkbox"/> photos of friends and family       |
| <input checked="" type="checkbox"/> umbrella                              | <input checked="" type="checkbox"/> swimming costume                   |
| <input checked="" type="checkbox"/> small gifts from home                 |  |



The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

Note: In the picture, the red dot indicates that the switch is on and power is flowing through that socket.

## Entry to Australia

### 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.

### 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. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.

### **Australian Customs and Quarantine**

Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn't have. You must **declare ALL** food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.

Australia has **strict quarantine laws** and tough on-the-spot fines. Every piece of luggage is now screened or x-rayed by quarantine officers, detector dog teams and x-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AU\$60,000 and risk 10 years in prison. All international mail is also screened.

Some products may require **treatment** to make them safe. Items that are **restricted** because of the risk of pests and disease will be seized and destroyed by the **Department of Agriculture**.

More information about what you can/can't bring into Australia can be found on the Department of Agriculture website page [Passenger and Mail Import Inquiry](#)

Please review the [Travel Information](#) page and the '[Arriving in Australia – Declare it!](#)' page on the department website. These pages provide details of items not permitted entry into Australia.



You may also consult the [Food and Drink Import Inquiry](#) page on the department website which has useful information. The advice provided does not remove the requirement for you to declare the items for inspection by Department of Agriculture officers.

## FAQs

### **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.

## **Keeping in Contact**

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have **arrived safely**. It is important to **ALWAYS** let someone know where you are and how to contact you by phone or by post.

If you would like to visit the IIBT premises prior to Orientation Day please contact administration to arrange a suitable time.

## **Accessing Money**

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds. Please note: you will be helped on Orientation Day to open a bank account.

### **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 someone who may indicate they are studying at the same education institution.

### **Currency Exchange**

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Perth, you can also change money at any bank or at currency exchanges.

### **Electronic Transfer**

You can transfer money into Australia by **electronic telegraph or telegraphic transfer** at any time. This is a fast option and will take approximately **48 hours**, but the bank will charge a fee on every transaction.

### **ATMs**

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at **ATMs displaying the Cirrus Logo** (if your ATM card has international access). Check this with your financial institution before leaving home.



### **Credit Cards**

All major international credit cards are accepted in Australia but you must remember that **repayments** to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

### **Setting up a Bank Account**

IIBT will help you to do open an account on Orientation Day. You can choose to open an account in any Bank, Credit Union or Building Society in Australia. Do your research to get the best deal.

To open a bank account you will need:

- ✓ your passport (with arrival date stamped by Australian immigration)
- ✓ student ID card
- ✓ money to deposit into the account (this can be as little as \$10)

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account. Your passport and proof of your arrival date in Australia will be acceptable as 100 points. If you open an account within six weeks of arrival in Australia. After this time you will be required to produce additional documentation. As a student you will be able to open an account with special student benefits. Many banks have 'Student Accounts' which contain no or minimal fees for transactions that might normally be attached to regular savings accounts. You will also require the student ID card from your institution to prove you are a student and should have access to the benefits offered by a student bank account. For a comparison of accounts in banks throughout Australia see: [www.banks.com.au/personal/accounts](http://www.banks.com.au/personal/accounts)

Most people in Australia enjoy the convenience of Internet banking and/or Telephone banking, which enables them to manage their money, pay bills etc. from home. At the time you are setting up your account you can request these services from your bank.



## Bank & ATM Locations in Victoria Park

### Banks

Commonwealth Bank  
413 Albany Highway, Victoria Park 6100

Westpac Victoria Park East Branch  
771 Albany Hwy, Victoria Park WA 6100

### ATMs

- Westpac ATM 366 Albany Highway, Victoria Park
- ANZ ATM 366 Albany Highway, Victoria Park
- Bankwest ATM 400 Albany Highway, Victoria Park
- NAB ATM 396 Albany Highway, Victoria Park
- CBA ATM 413 Albany Highway, Victoria Park



### Banking Hours

Most bank branches are open from 9:30am to 4:00pm Monday to Thursday, and till 5.00pm on Friday. Some branches may be open Saturdays (check with your individual bank). ATMs remain open 24 hours a day. However, you should be aware of your personal safety if accessing cash from an ATM at night in quiet areas where there are not a lot of people around.

### Bank Fees

Bank fees are the price you pay for the products and services that banks offer. Different banks charge different fees for different products and services, and the best way to find out what fees apply is simply to ask your bank. Any fees that apply to your accounts are fully disclosed in information leaflets and terms and conditions that your bank can provide before you open your account. Some banks waive some fees if you are a full-time student and nominate a student account. Some student friendly banks include:

- ✓ Commonwealth Bank of Australia [www.commbank.com.au](http://www.commbank.com.au)
- ✓ National Australia Bank [www.nab.com.au](http://www.nab.com.au)
- ✓ ANZ Bank [www.anz.com.au](http://www.anz.com.au)

The way you do your banking may also affect the fees that apply for example: internet banking rather than walking into a branch. If you don't understand any fee which has been charged, contact your bank.

### EFTPOS

Short for 'Electronic Funds Transfer at Point Of Sale', EFTPOS terminals can be found where goods or services are sold, for example, supermarkets, service stations, restaurants, doctors' surgeries and gymnasiums. You can pay for goods and make payments through EFTPOS using your ATM card, rather than paying with cash. At some stores, when you use EFTPOS you can also withdraw cash from your account at the same time. You should be aware that there are some retailers who put limits on how much cash can be withdrawn which may be dependent on the amount which is spent

in the store. When paying by EFTPOS, you also use your PIN to access your account. The same rules apply about keeping the PIN confidential and never handing it over to anyone. Be careful no-one is looking over your shoulder when you enter your PIN. See: Using an ATM.

### **Telephone Banking**

You can use telephone banking to transfer payments to and from accounts, get your account balances, get recent transaction information and pay bills. You will need to register to use telephone banking and will then be given a password or an identification number that allows you to access your accounts over the phone. It's important never to give your password to anyone else.

### **Internet Banking**

Internet banking allows you to view and check your accounts, review recent transactions, apply for loans and credit cards, or transfer money and pay bills – all on-line. Most banks offer Internet banking facilities, but you will need to register with your bank to gain access. You will then be given a password that allows you to use your accounts on-line. Never give this password to anyone else. There are security issues that need to be considered when using Internet banking. It is recommended that you install and keep up-to-date anti-virus software and a firewall, update security patches and be suspicious of emails requesting you to hand over confidential information such as your Internet banking logon password. Your bank will never ask you for this information, especially in an email. In addition, many banks publish security guides on their websites and this provides important information on precautions that you can take to protect your information on-line. If you are unsure about any approach that appears to be from your bank to provide personal information. Refuse to provide that information until you can attend your nearest branch to discuss the request over the counter with bank staff. There is no charge for discussing your banking options at a branch.

### **Over-the-Counter Service**

You can also go into a branch of your bank and, with the assistance of bank staff, conduct transactions including withdrawals, deposits, transfers, and account balance checks. If you do not have a branch close by, you may be able to visit an agency of your branch, such as an Australia Post outlet, to conduct certain transactions. Bear in mind that over-the-counter transactions usually incur higher fees than electronic transactions.

### **Paying Bills**

Most bank accounts offer lots of easy options for paying bills. Transaction accounts with cheque book facilities allow you to pay bills by cheque, and most transaction accounts and savings accounts allow you to pay bills electronically (e.g., using facilities such as telephone banking, Internet banking) and using direct debits. A note of caution on direct debits – they are a convenient way to pay everyday bills, but always make sure you've got enough money in your account to cover the cost of the debit. If



your pay or allowance goes into your account on a certain date, make sure your direct debit payments are scheduled to come out of your account after your pay goes in, or you might end up with an overdrawn account or a dishonoured payment – both can cost you money.

### **Account Statements**

Most banks will provide regular statements for your accounts. On request, banks will provide statements on a deposit account at more frequent intervals, but this may attract a fee. Bank statements are your record of everything that has happened in your account over a given period – the withdrawals, deposits and transfers that were made, and any bank fees and government taxes you were charged.

Telephone and Internet banking can make it easy to check your statements, and some banks even offer 'mini statements' through their own ATMs. Check your statements regularly to make sure you've got enough money in your account to cover your expenses and keep track of your spending, as well as make sure that all transactions made in your account are legitimate. Refer to your statements to see what fees you are paying on your bank accounts and why, and to see whether a few simple changes to your banking habits could help you to reduce the fees you pay (for example, using your own bank's ATMs instead of other banks' ATMs).

(Source: Australian Bankers' Association Inc.)

### **Using an ATM**

You will be given a PIN (Personal Identification Number) which you will enter into the ATM to access your account. It is the key to your account and it is important that you never tell anyone your PIN. A bank or reputable business will never ask you for your PIN. If anyone does, be suspicious, don't hand it over and report the incident to the bank and the police. Be careful no-one is looking over your shoulder when you enter your PIN. These general rules should be followed for ATM safety, especially at night:

- ✓ Minimise your time at the ATM by having your card ready when you approach the machine;
- ✓ Take a look around as you approach the ATM and if there's anything suspicious, don't use the machine at that time (report any suspicions to the police);
- ✓ If you don't feel comfortable using a particular ATM, consider continuing on to another branch or using off-street ATMs;
- ✓ Do remember that EFTPOS can be used to withdraw cash at many other places, like supermarkets and service stations;
- ✓ If you simply want to check your account balance or transfer funds between accounts, telephone or Internet banking can be used instead of an ATM.
- ✓ If your ATM or credit card is lost or stolen (or if your PIN has been revealed to another person), notify your bank immediately. This will enable your bank to put a stop on your card immediately so that no one else can use it and get access to your money. Most banks have a 24-hour telephone number for reporting lost cards – it's a good idea to keep a record of this number handy at all times, just in case. If you don't know the number, ask your bank.

(Source: Australian Bankers' Association Inc.)

### **Safety When Carrying Money**

The first and fundamental rule of safety when carry money is: “Don’t carry large amounts of cash!”

The second is: “Don't advertise the fact that you are carrying money!”

- Divide your cash into different locations on your person (front pocket, coat pocket, shoes, etc.).
- Keep your wallet in one of your front pockets at all times.
- Do not carry cash in a backpack or back pocket.
- Sew a small money pocket into the cuff of a trouser, sleeve of a shirt or even a bra.
- Divide your bank/credit cards and keep them in separate locations.
- Do not place money or valuables in lockers.
- Be very careful how you carry your handbag, and never leave it open for someone to slip their hand inside.

My notes:

Orientation date: \_\_\_\_\_

Orientation time: \_\_\_\_\_

Other: