

**WESTERN SYDNEY**  
UNIVERSITY



**WELCOME**

**INTERNATIONAL STUDENTS**



# A MESSAGE FROM THE PRO VICE-CHANCELLOR, INTERNATIONAL

Welcome to Western Sydney University, a dynamic and innovative institution and one of Australia's largest universities. We attract world-class staff and students from all over the globe.

With 49,200 students, our University is ranked in the top two per cent of universities worldwide. Western offers you a high-quality education and opportunities to engage with groundbreaking research, to prepare you for personal and professional success.

During your time at Western, you'll learn from some of Australia's most outstanding academics who have the leading industry experience to bring together theory and current practice. They will partner with you so that you graduate with work-ready, hands-on experience.

Your first few weeks in Australia may be challenging and busy. The International team has prepared this Welcome Guide with information about settling in, living and transport, looking after yourself, and keeping healthy and safe. The guide also covers hints for effective study, how to access varied support services, comply with your visa conditions and the steps you will need to finally graduate.

If you still have questions after browsing the Welcome Guide, please contact the Western Sydney International team. We are here to help you.

I wish you every success with your studies and a wonderful, rewarding student experience. The International team looks forward to helping you achieve your dreams at Western Sydney University.

**Professor Linda Taylor**  
Pro Vice-Chancellor, International

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# WELCOME TO WESTERN SYDNEY UNIVERSITY

This guide gives you the information you need as a new international student. It includes useful tips and contact information to help you live and study in Australia.

Take your time to adjust to this new lifestyle. Remember many other students are going through the same challenging experience, and others who have been here longer than you, are always willing to help. Western has plenty of services to help you. Don't be shy to ask!

This guide is designed to work together with other University information to provide you with details about:

- University policies and procedures
- visa requirements
- support services and key contacts
- your study obligations
- living in Sydney.

For any questions, issues or concerns, please go to **[westernsydney.edu.au/future/study/international-info-hub](https://westernsydney.edu.au/future/study/international-info-hub)** to access information or determine whom you should contact.





# SETTLING IN





# Setting up and getting organised



## ACCOMMODATION

Where will you live? While studying at Western Sydney University will you live alone or with others, on campus or off campus?

Western Sydney University offers a dedicated accommodation support service. For enquiries, please contact:

- [welfareservice@westernsydney.edu.au](mailto:welfareservice@westernsydney.edu.au)
- **WesternNow Wellbeing Enquiry**
- **Accommodation**

## ON-CAMPUS ACCOMMODATION

Living on campus makes it easy to make friends with your fellow students, and you can also experience everything the University has to offer. You'll save money and time on transport, as you can simply walk to your lectures or jump on a free shuttle bus.

The University offers a wide range of high-quality, fully-furnished, self-catered accommodation options on six of our campuses.

Most Western Sydney University Villages include:

- student lounge with communal kitchen
- TV lounge
- computer and study rooms
- BBQ area
- laundry
- free internet
- access to exclusive Live, Learn, Grow program.

Many also have a range of sports facilities such as swimming pools and table tennis or pool tables.

[campuslivingvillages.com/wsuvillages](http://campuslivingvillages.com/wsuvillages)

Phone **+61 2 8760 0012**

## TEMPORARY ACCOMMODATION

Temporary accommodation is also available on certain campuses. If you require a place to stay while you look for other accommodation, please contact the Village.

## OFF-CAMPUS ACCOMMODATION

The western Sydney region has a range of affordable apartments and share-house options near the University's campuses. Real estate agents generally manage apartments while individuals or students manage shared accommodation.

Australia's laws protect both landlords and tenants. By law, landlords must ensure a property is maintained and liveable for you as a tenant. Do your research before you look at properties. Check out transport options and consider how you'll get to the University. Shared accommodation is a fun way to meet people in a new city and share living expenses.

To find off-campus accommodation:

- [domain.com.au](http://domain.com.au)
- [realestate.com.au](http://realestate.com.au)
- [sydneyproperty.com.au](http://sydneyproperty.com.au)
- [tradingpost.com.au](http://tradingpost.com.au)
- [gumtree.com.au](http://gumtree.com.au)
- [flatmates.com.au](http://flatmates.com.au)

## TEN TIPS TO KNOW BEFORE YOU RENT OFF-CAMPUS



1. Inspect the property before agreeing to live there.
2. Sign a written contract between you and the landlord.
3. Find out what your legal status is in shared housing. Are you a tenant or a boarder/lodger? Your rights and obligations will vary.
4. A landlord/agent can ask you to pay a holding fee, rent in advance (no more than two weeks rent) and bond (no more than four weeks rent).
5. Your landlord/agent must deposit your bond with NSW Fair Trading.
6. Your landlord/agent must give you a condition report when you move in to be completed by you and the landlord within seven days of moving in.
7. If you do not deposit rent into a bank account make sure you always receive a receipt when you pay rent in cash.
8. If there is a change of shared tenancy make sure tenancy is officially transferred in writing.
9. If you are not sure, ask! You can get advice from your local Tenants Advice and Advocacy Service [tenants.org.au](http://tenants.org.au) or from Student Legal Services: [westernsydney.edu.au/sls](http://westernsydney.edu.au/sls)
10. You have the right to complain to NSW Fair Trading if you are treated unfairly: [fairtrading.nsw.gov.au/housing-and-property/renting](http://fairtrading.nsw.gov.au/housing-and-property/renting)

### HOMESTAY AND UNDER 18s

You might want to live in a 'homestay' with an Australian family, where you'll live in a single or shared room in a private home, usually with 'full board' which means all meals are provided. You'll be part of the daily routine of the family, practise your English language skills and experience Australian culture first-hand.

If you are under 18 years old and choose to be under a Confirmation of Appropriate Accommodation and Welfare (CAAW) with Western Sydney University, you must live with a homestay family arranged by one of our approved Homestay Providers. As part of the Welfare Arrangement, the University will assign you a dedicated case manager until you turn 18 years of age. [westernsydney.edu.au/international/home/prepare\\_to\\_arrive/pre-departure/accommodation/under\\_18\\_accommodation\\_and\\_welfare\\_arrangement](http://westernsydney.edu.au/international/home/prepare_to_arrive/pre-departure/accommodation/under_18_accommodation_and_welfare_arrangement)

Homestay Providers:  
[globalexperience.com.au](http://globalexperience.com.au)  
[homestaynetwork.com.au](http://homestaynetwork.com.au)



For any student accommodation enquiries contact [welfareservice@westernsydney.edu.au](mailto:welfareservice@westernsydney.edu.au) or visit [westernsydney.edu.au/student\\_accommodation](http://westernsydney.edu.au/student_accommodation) for more information.



## ESSENTIAL SERVICES



### MONEY AND BANKING

#### Opening a bank account

Opening an Australian bank account is easy. Banks are generally open Monday to Thursday 9.30am – 4.00pm and Friday 9.30am – 5.00pm. Once you have an account, you can do online banking or phone banking and withdraw cash from an Automatic Teller Machine (ATM) 24 hours, seven days a week.

Australia has many banks, credit unions and other financial institutions. Banks have a range of accounts, so you can choose the most suitable for you. These are some of the major banks:

- [anz.com.au](http://anz.com.au)
- [bendigobank.com.au](http://bendigobank.com.au)
- [commbank.com.au](http://commbank.com.au)
- [nab.com.au](http://nab.com.au)
- [stgeorge.com.au](http://stgeorge.com.au)
- [westpac.com.au](http://westpac.com.au)

If you open a bank account within six weeks of arriving, you'll only need to present your passport to the bank to fulfil identification requirements. After six weeks, you'll have to supply further identification. Some banks offer accounts especially for students with fee-free facilities, meaning no account fees are charged. You will need to present your student card to open this type of account.

Overseas telegraphic transfers can take about three working days to enter your Australian bank account, while overseas bank drafts can take two to three weeks. Make sure you have alternative means of obtaining cash in the first few weeks.

#### Automatic Teller Machine (ATM)

You can use your Australian plastic banking access card at any Automatic Teller Machine (ATM) in Australia. You will find ATMs all over Australia including supermarkets, shopping centres and on campus. To avoid transaction fees, use ATMs that belong to your bank network.

ATM locations on campus are:

- Bankstown in Building 1 (near the cafeteria)
- Campbelltown in Building 2
- Hawkesbury in Building L2
- Parramatta in Building EA (ground floor near the Security office)
- Penrith (Kingswood site) at Building K.

## TOP TIPS TO SAVE MONEY



1. Before making purchases, think – can you do without it? Can you get it another time?
2. Keep receipts for all purchases and transactions to check against your bank statements.
3. Be aware that some things can blow out your budget, such as a car, cigarettes, take-away food, alcohol and impulse buying.
4. Reconsider having a credit card, as it may create a debt that is difficult to pay off.
5. Buy household items and clothes second hand. This is an ethical and budget-wise way to buy goods, and support charities.
6. Use a pre-paid mobile phone or phone card.
7. Use public transport, walk or bike.
8. Plan your weekly meals in advance. Search the Internet for cheap and easy recipes.
9. You can buy and sell second hand textbooks online from websites such as:  
**zookal.com.au**  
**jekkle.com.au**  
**gumtree.com.au**
10. Find out where you can get a student discount. You can save on travel, movies, food and retail if you know who offers student discounted rates.

### Internet Banking

You can contact your bank to arrange internet banking to access your account details via the internet (password secured) and perform basic transactions online. You can check your account balance, pay bills, transfer funds or view account statements.

### BPAY

BPAY allows you to pay bills (e.g. telephone, electricity, credit cards, university fees) by phone or by internet. The bill/invoice you want to pay will provide you with the service provider's BPAY biller code and an account reference number. This is a convenient and secure way to pay bills from home.

### PayPass or payWave

A rapidly increasing number of Australian retailers prefer you to pay for goods and services with a card, including contactless payment (PayPass or payWave) for purchases under \$100. Still carry some cash, as some places have a minimum spend for card payments.

### Financial difficulties

If you experience financial difficulties, contact your campus Student Welfare Officer as soon as possible. Please note the University may offer small amounts of funds but cannot pay your tuition fees. Textbook vouchers are available at the beginning of each session and are awarded on a needs basis. See details at **westernsydney.edu.au/welfareservice**

For information on saving, see **moneySMART.gov.au/saving**





## PHONE AND INTERNET

### Telephone

To make an international call from Australia, dial 0011 + country code + area code + telephone number.

Pre-paid telephone cards offer competitive calling rates to all countries 24 hours per day. Costing \$5, \$10, \$20 and \$50, you can buy them at most newsagencies, post offices and convenience stores.

### Mobile phones

Many different phone and internet services providers offer a wide range of mobile phones and payment options, including prepaid and postpaid. Many students find it easier to buy a prepaid plan; this will also help you keep track of your expenses.

Major service providers include:

- [optus.com.au](http://optus.com.au)
- [telstra.com.au](http://telstra.com.au)
- [vodafone.com.au](http://vodafone.com.au)
- [tpg.com.au](http://tpg.com.au)

### Internet

On campus, you can access free Wi-Fi using your smartphone or laptop with your student ID login and password, simply select Western Wifi when you are on campus. The Village also offers free Western WIFI to all Western Sydney University students.

You can also access your student email, student records and latest news on your MyWestern account. Log on using your student ID and password.

MyWestern: [westernsydney.edu.au/mywestern](http://westernsydney.edu.au/mywestern)

### Public pay phones

You can find public payphones in airports, post offices, railway stations, shopping centres and in the middle of the city. All Telstra payphones now offer free local and national calls. However some other payphones do charge 50c for local calls. Long-distance and international calls are charged by the minute. Find a Telstra payphone at: [telstra.com.au/consumer-advice/payphones](http://telstra.com.au/consumer-advice/payphones)



## **STUDENTS WITH FAMILIES**

### **Childcare**

Western Sydney University Early Learning Limited has Long Daycare Centres conveniently located on six campuses for children up to and including five years old. The centres provide high-quality childcare and early learning experiences in a stimulating, inclusive and nurturing environment.

Find out more information at

**[westernsydney.edu.au/childcare](https://westernsydney.edu.au/childcare)** or email

**[wsuell@westernsydney.edu.au](mailto:wsuell@westernsydney.edu.au)**

### **New South Wales Schools**

School attendance is compulsory for all children aged between six and seventeen years. Most children start school at age five. School students generally attend school from Monday to Friday, between 9.00am and 3.30pm. The academic year starts in late January and is divided into four terms of about 10 weeks each.

There are two main types of schools: government (public), and independent (private) schools. There are different independent schools and many are connected with a particular religion. Fees for independent schools vary greatly and you will need to contact the schools directly to find out what they charge or contact the Association of Independent Schools. **[aisnsw.edu.au/Pages/schools.aspx](https://aisnsw.edu.au/Pages/schools.aspx)**

### **Public Schools**

As an international student studying in New South Wales, you can enrol your dependent children in a NSW public school. Your children can only be enrolled while you are studying full-time and their enrolment must not exceed the period stated on the visa.

If your children are enrolled in a NSW public school, you will be liable to pay the Temporary Visa Holders Education Fee. The only exceptions are dependents of international students who have a full scholarship from the Australian Government or a publicly funded Australian higher education institution.

If you wish to enrol your child of school age in a NSW public school, you must contact the Department of Education regarding enrolment of primary and secondary school children.

**[www.deinternational.nsw.edu.au](https://www.deinternational.nsw.edu.au)**

## **STUDY, MONEY & LIFE SKILLS**

The Study, Money & Life Skills site has been developed by Student Support Services to help you get the most out of University. The site will help you increase your learning potential, develop personal awareness and assist with skills to manage your finances.

Find out how to:

- plan your studies and prioritise your commitments
- prepare for exams to manage your nerves
- develop your public speaking skills
- work well in teams
- manage your finances
- develop savings goals using the online budget planner
- manage perfectionism.

Visit [westernsydney.edu.au/skillsforsuccess](https://westernsydney.edu.au/skillsforsuccess)



# LIVING AND TRANSPORT



*Image: Ethan Rohloff, Destination NSW*



# On campus and out in the community

## AUSTRALIAN CULTURE

### 'AUSTRALIAN' ENGLISH

It will usually take time to understand the Australian version of the language with its unique accents and unfamiliar terms. These terms often include colloquialisms, common words that often aren't in the dictionary but everyone knows, as well as slang and other words only found in the local dialect.

Don't be afraid to ask your friends, lecturers and tutors what they mean if they use a term that you don't understand, especially if you hear it more than once. It is also valuable for the lecturer to be aware of the language they use and to know their students understand.

Listening to podcasts can help you get used to the Australian way of speaking. Check out the 'Aussie Slang every WSU Student Should Know' podcast available on Apple Podcasts.

## CULTURAL IMMERSION

You've decided to study and live in a foreign country. That's a huge step. It involves many changes you may find difficult, such as adjusting to new learning and social environments, and dealing with the impact of missing family and friends. These social and practical adjustments can impede your ability to study effectively and have a negative impact on your life as an international student.

But don't worry! Learning a new culture always takes time. You'll be puzzled about why things happen and make plenty of mistakes or wrong assumptions. If you share experiences with your peers, the whole experience will be much more fun and you'll probably have a few laughs together with your international and local classmates.

Acknowledge any difficulties as early as possible and take action. Contact any one of the various support services and in particular, talk to your campus Student Welfare Officer.

## LIFESTYLE IN GREATER WESTERN SYDNEY

The Greater Western Sydney region encompasses the area northwest, southwest and west of Sydney and is Australia's third-largest regional economy. With a population of more than two million people from 170 countries, it is a thriving centre of opportunity, diversity and innovation that welcomes international students.

### HISTORY

Several Indigenous nations including the Bediagal and Darug people originally lived in the Greater Western Sydney region. Radiocarbon dating shows human activity in the area 30,000 years ago.

The area is also steeped in colonial history – European settlers arrived here just ten months after landing at what is now The Rocks in the heart of Sydney in 1788. Old Government House in Parramatta was the 'country' home of ten NSW governors in the first half-century of European settlement in Australia. The World Heritage listed site in Parramatta Park, built between 1799 and 1816, contains furniture and treasures from the 19th century and is open to the public.



Today many multinational corporations have operations in western Sydney, including BHP Billiton, Coca-Cola Amatil, Sony and Canon, making it a hub of business development. Because of the University's strong ties to local business, industry and community leadership, you can access many study, internship, work and volunteer opportunities here.

### THE OUTDOORS

With nature close at hand, including national parks, abundant parklands, the Parramatta, Nepean and Hawkesbury Rivers, western Sydney is ideal for outdoor and sports enthusiasts. It's easy to find a place to jog, walk, cycle, row, kayak or swim or enjoy a peaceful picnic, barbecue or a friendly game of cricket, football or frisbee with friends.

The region is also close to the World Heritage-listed Blue Mountains, where you can go bushwalking, canyoning, camping, rock climbing and horse-riding against the dramatic backdrop of rainforests, mountains, valleys and waterfalls.



### SPORT

Greater Western Sydney also boasts successful football, rugby league, cricket and Australian Football League teams if you want to watch a game or join a community sporting team yourself.

The nearby Sydney Olympic Park at Homebush, site of the 2000 Olympics, offers Aquatic and Archery Centres and cycle tracks open to the public. Western Sydney stadium in Parramatta, Stadium Australia and other venues, host national and international football, hockey, basketball and tennis tournaments, and athletics events, as well as major contemporary music concerts.

### SHOPPING AND FOOD

Across western Sydney, you'll discover a wide selection of department stores, cinemas, restaurants, cafes, local markets and specialty stores. With the region's rich multicultural population, you'll find the flavours, foods and spices you're accustomed to at home – or why not be adventurous and sample some new cuisines? Cafe culture is a passion for locals, and we encourage you to discover the local businesses and fresh produce of western Sydney during your time at Western.



### CULTURE AND COMMUNITY

Living in western Sydney, you can also take part in festivals, such as Lunar New Year celebrations and other cultural events, including the annual Sydney Festival Parramatta, a 10 day arts festival, Parramasala, a celebration of Sydney's vibrant cross-section of cultures and Tropfest Australia, the world's largest short film festival.

The Riverside Theatre is also the region's artistic, cultural and performance centre with a program of dance, theatre, music, opera and comedy throughout the year, showcasing local, national and international performers.

Websites that can tell you upcoming events in Sydney include:

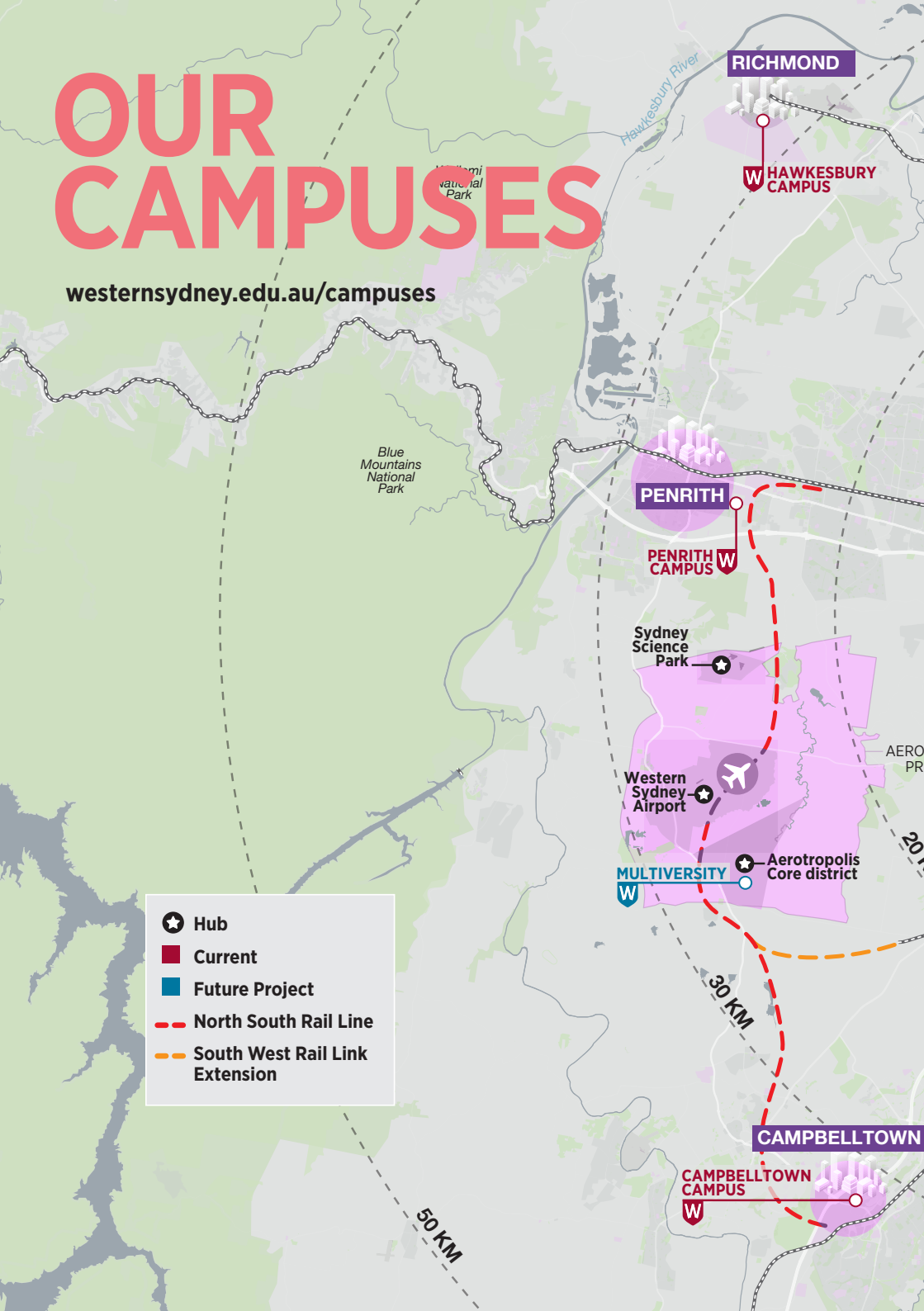
**Sydney.com**  
**timeout.com/sydney**  
**whatson.cityofsydney.nsw.gov.au**



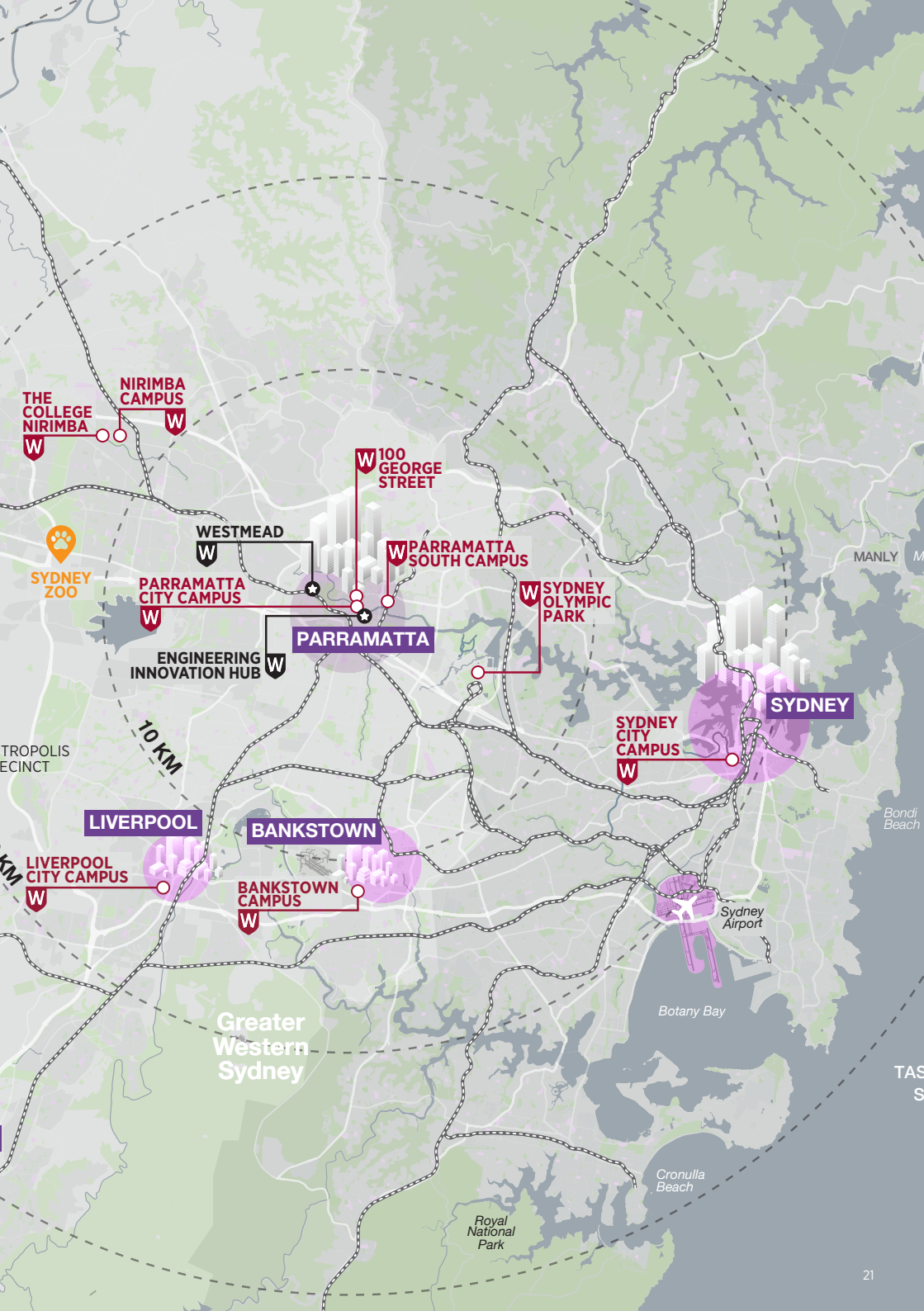
# OUR CAMPUSES

[westernsydney.edu.au/campuses](http://westernsydney.edu.au/campuses)

- ★ Hub
- Current
- Future Project
- - - North South Rail Line
- - - South West Rail Link Extension









## TRANSPORT

The easiest way to get to campus is by public transport, cycling or walking.

### SHUTTLE BUS SERVICE

Western Sydney University provides a free shuttle bus service for students and staff, on five of our campuses. Find out more information at [westernsydney.edu.au/shuttlebus](https://westernsydney.edu.au/shuttlebus)

### PUBLIC TRANSPORT

To travel on most NSW public transport (buses, trains, ferries, light rail) you will need an Opal travel card, debit card or credit card. Opal cards are smartcard tickets that you keep, reload and reuse to pay for travel on public transport train, bus, ferry, metro and light rail services. Opal cards are available at stations and newsagents. You'll be fined if you travel on public transport without a valid ticket. For more information on Opal cards, visit [opal.com.au](https://opal.com.au)

For information on buses, trains, ferries and the metro, see [transportnsw.info](https://transportnsw.info) or call **13 15 00**.

**On a bus at night:** sit close to the driver or other passengers.

**On a train at night:** sit close to the guard's compartment (indicated with a blue light).

## BUYING A CAR OR MOTORCYCLE

If you buy a new or second hand car or motorcycle, you need to consider the costs of buying the vehicle, maintenance, running costs, insurance, parking and warranty periods.

Australian law requires all vehicles to have Compulsory Third Party insurance (known as CTP or Green Slip) as part of the vehicle registration process. Every vehicle must be registered – it is against the law to drive an unregistered vehicle. Most second-hand cars come with registration which needs to be renewed each year.

For more information or to register your new car, visit [service.nsw.gov.au](https://service.nsw.gov.au)



### **PARKING ON CAMPUS**

All campuses (except for Nirimba) have restricted parking areas. When you park on a campus, display a valid parking permit on the front windscreen of your vehicle and park in the correct bay for your permit. For example, if you have a yellow sticker, you can only park in yellow parking bays. To buy parking permits and learn more about parking, visit [westernsydney.edu.au/parking](https://westernsydney.edu.au/parking)

### **FOLLOW THE ROAD RULES**

NSW Police gives heavy fines for breaking speed limits, dangerous driving and for driving under the influence of alcohol or illegal drugs.

- Drivers must always keep to the left-hand side of the road.
- Pedestrians should always look both ways before crossing the road.
- All car drivers and passengers must wear seat belts and child restraints.
- Cyclists must comply with normal traffic rules and it's compulsory for bicycle and motorcycle riders to wear helmets.

### **VEHICLE LICENCES**

To drive a car or motorcycle in Australia, you must have a valid licence and carry it at all times. If you're a resident of Australia rather than a visitor, you're able to drive in NSW on an overseas

licence for 3 months. Within this 3 month period however, you'll need to visit a service centre and transfer your overseas licence to a NSW driver licence.

You may need to pass a knowledge or driving test, depending on where your overseas licence was issued.

If the licence is not written in English, you must carry a translation or International Driving Permit. An Australian licence has your photo on it and also serves as a useful form of identification. To get an Australian licence, you must pass a driving/riding test.

See the NSW Government website: [rms.nsw.gov.au/roads/licence/visiting-nsw.html](https://rms.nsw.gov.au/roads/licence/visiting-nsw.html)

### **TAXIS AND UBER**

Taxis operate throughout Sydney but are relatively expensive. Costs are calculated on a set rate per kilometre displayed on a meter, with additional costs for luggage or phone bookings. Uber is also available in Australia, a taxi service run by individuals who use their own cars. You need a smartphone app to request an Uber.

[uber.com/en-AU](https://uber.com/en-AU)  
[13cabs.com.au/](https://13cabs.com.au/)

**LOOK AFTER  
YOURSELF**



# Keep healthy and stay safe

## OVERSEAS STUDENT HEALTH COVER

Overseas Student Health Cover (OSHC) is an insurance that covers much of the cost of medical and hospital care for student visa holders while in Australia. Maintaining valid overseas health cover throughout your studies is a student visa condition – please see more information at : [immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#](https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#)

OSHC by Bupa is the preferred provider for Western Sydney University.

Bupa Overseas Student Health Cover (OSHC) can help ensure you'll be covered for the cost of medical treatments if you get sick or have an accident, plus help you meet your visa requirements. Please note it does not cover every medical circumstance or cost – exclusions can be found in the relevant policy document.

OSHC with Bupa covers you for treatment at both public and Bupa contracted private hospitals and, in many instances, also enables you to find out the costs of your treatment/s in advance.

### GETTING ASSISTANCE

The first point of assistance for all students, including those with other OSHC providers, will be the

Bupa On-Campus Consultant. This in-person support service can be accessed at:

- Monday: IPSQ at Level 1, counter 8 – 10am to 4pm
- Tuesday: Parramatta South at Building EB, Level 3 (Student Support Services) – 9am to 5pm
- Wednesday: Sydney Olympic Park at Level 4 – 10.30am to 12.30pm; 100 George St Parramatta at GF – 1.30pm to 4pm

Students can also get in-person assistance from any Bupa store.

In addition, students can get assistance through Bupa Student Advice Line (1300 884 235). Students can access the 24/7 Student Advice Line for immediate emergency or non-emergency help including confidential medical assistance, counselling, tax and legal issues, medical referral and translators available in 180 languages.

Phone and online support is also available by calling 1800 888 942 between 8am and 6pm (AEST) from within Australia or +61 3 9937 4223 from overseas. You can also email Bupa at [students@bupa.com.au](mailto:students@bupa.com.au)

### HOW DO I ACCESS MY BUPA OSHC ONLINE?

You can manage your account, make claims, and order a physical membership card by logging in at [mybupa.com.au](https://mybupa.com.au), or download the myBupa app to access your digital membership

card. Find your membership number in your OSHC Verification Letter to register.

1. Have your Bupa membership number on hand
2. Register for myBupa at Register for myBupa - Create Your Profile | Bupa or download the myBupa app on your phone from the Apple App Store or on Google Play.
3. Under the I'd like to... section of the home page select 'update my personal details'
4. Select 'Membership Address'
5. Add or update your address and click "Submit"

Make sure you have your membership number handy before you start. You will need your membership number, individual email address or mobile number registered to your policy and date of birth to create your Login ID and Password.

If you are seeing the error message "One or more details do not match the membership", verify the details you have keyed in are correct.

- It is a good idea to confirm the details match what is listed on your Bupa membership card.
- Or check any recent documents Bupa has sent to you to confirm how we have captured your details if you are unsure.

If you are not able resolve it, please visit your On-campus Consultant, or call us on 134 135.





## HOW TO ORDER YOUR BUPA MEMBERSHIP CARD?

Once you have updated your address in myBupa and have arrived in Australia, you will need to order our OSHC membership card that is necessary to use your health cover. It is easy to do, just follow the steps below:

1. Log in to myBupa
2. Click the 'cover' option in the menu on the home page
3. Then select 'Order a membership card'
4. Check your contact details are correct
5. Then select 'order'
6. Your card will arrive within 10 working days to your address

If you need help claiming, see your On-Campus Consultant or visit your nearest Bupa retail store.

You can also pay for medical treatment upfront at any medical provider, then keep the original receipts to make a claim online, at any retail stores, or through the myBupa App.

## OTHER BUPA BENEFITS

Throughout the year, you will have access to special health and wellbeing events for students to enhance your wellbeing while you're studying in Australia.

You'll also enjoy a wide range of rewards and discounts with the Bupa Plus program, saving you money on everything from movie tickets and gym memberships to vitamins and sunglasses.

## MEDICAL TREATMENT

### MEDICAL EMERGENCY

In a medical emergency, call an ambulance by dialling 000 or go to your local hospital.

### DOCTORS

If you are unwell, go to a doctor called a General Practitioner (GP) near you. You can see a GP in their private practice (office) or medical centre with part or all of the fee paid by OSHC.

If your illness is more serious or the doctor is unsure of a diagnosis, she or he may refer you for further tests such as blood tests or x-rays, or to a specialist doctor. If you are dissatisfied with the doctor's diagnosis or service, you have the legal right to get another opinion from a different doctor.

### PHARMACIES

GPs do not have medications to dispense to you. Your GP will write you a prescription and you take this to a pharmacy or chemist to obtain the medication. You will need to provide the pharmacy with your OSHC card, your full name and address. In Australia, you can go to any pharmacy/chemist and will wait for a few minutes while your prescription medicine is prepared.

Medication prescribed by your doctor is not free. You must pay the pharmacy. If it costs more than AU\$37.70, you can claim the difference back from your OSHC

provider. Many pharmacists will offer you the option of having a cheaper 'generic' brand of medicine, exactly the same as that prescribed by your doctor.

Pharmacies/chemists also provide a variety of non-prescription medications useful for treating colds, headaches, allergies and the like, which do not require a prescription. Ask the pharmacist for advice regarding the best medication for your symptoms. Ensure you tell them about any other medications you may be taking.

### PUBLIC HOSPITALS

OSHC provides full cover in a shared ward in any public hospital, including treatment by your own doctor. OSHC will cover all charges for outpatient medical treatment at a public hospital.

### YOUR CLOSEST PUBLIC HOSPITAL

#### Bankstown:

→ Bankstown-Lidcombe Hospital

#### Campbelltown:

→ Campbelltown Hospital

#### Hawkesbury:

→ Hawkesbury District Health Service

#### Parramatta and Westmead:

→ Westmead Hospital

#### Penrith:

→ Nepean Hospital

#### Blacktown:

→ Blacktown Hospital

## PRIVATE HOSPITALS

OSHC provides benefits towards treatment and accommodation in a Private Hospital. However, some private hospital charges are more than the benefit payable from OSHC. You will be responsible for paying the difference.

## MENTAL HEALTH AND WELLBEING

Visit the Western Sydney University Mental Health and Wellbeing page for resources and services available to you. [westernsydney.edu.au/wellbeing\\_mentalhealth/wbmh](http://westernsydney.edu.au/wellbeing_mentalhealth/wbmh)

You can also find peer-to-peer support online via TalkCampus [westernsydney.edu.au/currentstudents/current\\_students/services\\_and\\_facilities/talkcampus](http://westernsydney.edu.au/currentstudents/current_students/services_and_facilities/talkcampus)

Anyone can feel lonely, sad or desperate. Call Lifeline on **13 11 14**. They take calls 24-hours a day, any day of the week from anywhere in Australia. This is a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia.

Lifeline is staffed by trained volunteer telephone counsellors ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.

## COUNSELLING SERVICES

This service helps you with personal, emotional, social and relationship difficulties or if you're just having trouble adjusting to uni life. Counselling is free and confidential. Make an appointment for a face-to-face consultation on all campuses, as well as over the phone or by Skype.

To make an appointment to talk to a counsellor, see [westernsydney.edu.au/counselling](http://westernsydney.edu.au/counselling)

Phone: **1300 668 370**  
Email: [counselling@westernsydney.edu.au](mailto:counselling@westernsydney.edu.au)

## SUN SAFETY

The sun in Australia is very strong and you can burn at any time of year. The sun is strongest between 11am and 3pm. Wear:

- a hat
- sunscreen on exposed skin
- a shirt with sleeves and a high neckline and sunglasses.

## GET HEALTHY INFORMATION AND COACHING SERVICE

This service was developed by the NSW Government and provides information on healthy eating, physical activity and achieving and maintaining a healthy weight.

You can also get free health coaching over the phone from a qualified health professional to help you set goals, make plans and stay motivated.

Find out more and register now at [gethealthynsw.com.au](http://gethealthynsw.com.au)

## TEN TIPS TO STAY HEALTHY



1. Eat a healthy diet: plenty of vegetables, legumes, fruit, cereals such as bread, pasta and noodles, lean meat such as fish and poultry, reduced fat milk and other dairy products. Don't skip breakfast – it is very important.
2. Cook simple and healthy meals at home using fresh ingredients rather than tinned or processed foods.
3. Keep in touch with your friends and family.
4. Keep up to date with your studies.
5. Be safe while driving, crossing the street and at the beach.
6. Do daily physical activity, such as running, walking, swimming, cycling or team sports.
7. Limit your alcohol intake. Don't smoke.
8. You have OSHC so use it. If you feel unwell, go to the doctor. If you feel unhappy, make an appointment with a University counsellor (for free).
9. Accept invitations to places or events to meet new people.
10. If you are feeling homesick, talk to another student – many will probably feel much the same as you do. Use our free **TalkCampus app** and connect anonymously with other students



## STAY SAFE

### CAMPUS SAFETY AND SECURITY

→ Campus Safety and Security ensures a safe and secure environment for all students, staff and visitors. 24-hour security hotline: **1300 737 003**. Save this number in your mobile.

Security can assist you in the following ways:

- 24/7 patrols of all University campuses
- Security escort to or from your classroom, office, vehicle or on campus residence
- First Aid – in a First Aid emergency, call **1300 737 003** or internal extension **2300**
- Lost and found register on each campus.

Report any accidents or injuries to Security by attending your local security office and filling out an 'Accident/Incident/Hazard notification form'. More information about Security services can be found at [westernsydney.edu.au/security](https://westernsydney.edu.au/security)

Report any criminal incidents, such as theft, assault or property damage, as well as any suspicious activity, to the police on the Police Assistance Line – **13 14 44**.

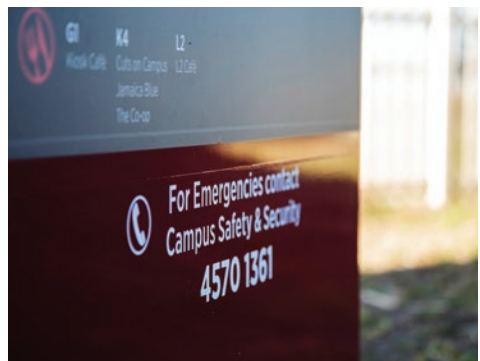
## EMERGENCY NUMBERS

Call **000** for ambulance, police and fire 24 hours a day.

## EMERGENCY CONTACT POINTS

Emergency contact points have a 24/7 link to Campus Safety and Security. When an emergency contact point is activated, the contact point will automatically call the nearest Security office. A Security officer will speak with you to ensure you are safe. The staff answering these calls are trained and licensed Security officers, and will respond to your concerns in the best way the situation needs. This will usually involve staying in contact with you, while another Security officer is called to assist you at the emergency contact point.

Find out more at [westernsydney.edu.au/emergencycontactpoints](https://westernsydney.edu.au/emergencycontactpoints)





### WALKING

- Walk along well-lit streets and main roads.
- Avoid long conversations on your mobile phone when walking at night.
- Conceal all valuables, including your wallet or purse, phone and laptop.
- Don't carry large amounts of money or your passport.
- Look towards oncoming traffic before you cross the road.
- Never assume a driver has seen you or will stop.
- Use the footpath. If you must walk on the road, walk facing oncoming traffic.
- Look for turning vehicles.
- Never walk in front of a bus to cross the road.
- Use pedestrian crossings where available.
- Only cross the road when the traffic light is green (even if you see other people crossing when the light is red).
- Do not attempt to cross a railway line.



### BIKING

- Always wear a helmet and ensure the strap is fastened.
- Follow road rules.
- Ride in a single file (one line).
- Use a hand signal before turning.
- Ride at least a metre away from parked cars as doors can open unexpectedly.
- Do not ride with your headphones on – you need to listen to traffic.



### DRIVING

- Do not use alcohol or drugs and then drive.
- Follow the speed limit.
- Wear a seatbelt.



### SWIMMING

- Swim at beaches patrolled by surf lifesavers.
- Swim between the red and yellow flags.
- Never swim alone and watch out for your friends.
- Ask a lifeguard about the surf conditions.
- Avoid swimming immediately after eating.
- Don't swim if you have been drinking alcohol or taking drugs.
- Never dive head first into the water.

- If you get in trouble in the water, stay calm, raise your arm to signal for help, float and wait for help.
- Don't swim against a current, even if it is taking you farther from shore. Float, raise your arm and wait for help.
- If a friend is in trouble, do not try to save them yourself. Call a lifeguard for help.



### FIRE HAZARDS

- Candles, oil burners and cigarettes can all be dangerous fire hazards.
- Do not smoke in bed.
- Dampen cigarette butts before putting them in the rubbish.
- Do not leave your room when a candle or oil burner is alight.
- Do not put candles or oil burners near windows; be careful, curtains can catch fire easily.
- Australian summers are very hot and bushfires can often break out, pay attention to fire warnings and bans that are in place. Be very careful with your cigarettes in hot dry weather.

# STUDY SMART





# How to keep your learning on the right path

## THE ESSENTIALS

### REGISTRATION

Make sure your registration is complete and your personal and contact details are correct in MySR [mysr.westernsydney.edu.au/connect/webconnect](https://mysr.westernsydney.edu.au/connect/webconnect)

### CLASSES & TIMETABLE

Register for classes and build your personal timetable on Allocate+: [westernsydney.edu.au/classrego](https://westernsydney.edu.au/classrego)

### ATTEND CLASSES

Attend your lectures, tutorials and other classes.

### HAPPY WITH YOUR SUBJECTS?

You can add subjects during the first two weeks of term – after that you'll need to lodge an online Rule Waiver: [westernsydney.edu.au/addingunits](https://westernsydney.edu.au/addingunits)

### WANT TO DROP A SUBJECT?

You can drop subjects until the census date of the teaching term – after that you remain financially and academically liable for your subjects: [westernsydney.edu.au/droppingunits](https://westernsydney.edu.au/droppingunits)

### ONGOING STUDY

Make sure you do your readings for each subject and complete all assessments throughout the term.

### CHECK YOUR EMAIL

Check your student email at least once a week so you don't miss important program and enrolment information: [westernsydney.edu.au/mywestern](https://westernsydney.edu.au/mywestern)

### EXAMS

Check out the exam information at [westernsydney.edu.au/exams](https://westernsydney.edu.au/exams)

Get your personalised exam timetable when it's released at [westernsydney.edu.au/mywestern](https://westernsydney.edu.au/mywestern)

### RESULTS

You'll receive your results via email and can check them in MySR: [mysr.westernsydney.edu.au/connect/webconnect](https://mysr.westernsydney.edu.au/connect/webconnect)

### STUDENT ID CARD

When you complete your registration process, you need to get your student ID card with your eight-digit student ID number. While on campus, you must always carry your card. You'll need it to borrow library books and access IT facilities.

### IMPORTANT DATES

Check your academic year dateline, census dates, exam periods, events and term breaks at [westernsydney.edu.au/dates](https://westernsydney.edu.au/dates)



## YOUR LIBRARY

Western Sydney University has eight campus libraries that offer a wide range of study spaces, technology, resources and professional staff services to support your academic life.

### ACADEMIC WRITING

The Library provides expert advice on how to improve your academic writing skills for your assignments and exams. Book an appointment with a Librarian and access resources on the website about:

- referencing and citation skills
- advanced searching tips to find the best information for your assignments
- how to evaluate, store and manage information efficiently for study
- tips and techniques for planning study ahead

Find out more at [westernsydney.edu.au/studysmart](https://westernsydney.edu.au/studysmart)

### SPACES TO SUIT YOUR STUDY

The library has architecturally designed spaces to suit your changing study needs. Use one of the desktop computers in open plan areas, book a group study room to collaborate or find yourself a quiet or silent study zone to focus on research, assignments or exam preparation. Most spaces have power available for you to charge up your own devices while you study.

### ACCESS DAY AND NIGHT

As a student at Western you have access to all 8 campus libraries. Ask a question at the service desk or use the self-check machines. On identified campuses you can access the library after hours for Study Hall with your student swipe card.

During Study Hall a security guard will be on duty, however there will be no library staff to assist you.

### DIGITAL RESOURCES

Access over 70 million digital resources – eBooks, digital textbooks, databases, journals and articles from the advanced library website search. Most library digital resources are available to view in multiple languages.

### PROGRAM SUPPORT

In addition to holding an extensive range of reference books in the library, you can also download subject outlines and learning guides from the Library website. Bookmark the Library YouTube channel which has study video tutorials to enhance your learning.

Use the library printing and photocopying services and access free wifi.

### STUDY BREAK

When you need a study break, recharge in one of the Library sleep pods or relax in lounges and comfy chairs while you listen to an audiobook or stream and old movie from the study break collection. Refresh your mental focus and combat procrastination with a Library Brain Break. Catch up on current news in your own language through our digital subscriptions to international magazines and newspapers.

[westernsydney.edu.au/studybreak](https://westernsydney.edu.au/studybreak)

### CONTACT US

Contact Online Librarian with your question by phone, email or online chat via the Library website.

Book a 'Zoom with a Librarian' to discuss an information, research or referencing query. [westernsydney.edu.au/library](https://westernsydney.edu.au/library)

### STAY CONNECTED

Follow the Library Facebook, Instagram and Twitter channels to keep up to date with events and services in the library. [@westsydulibrary](https://twitter.com/westsydulibrary)



## ONLINE SERVICES AND SYSTEMS

Western Sydney University has a range of online services and systems to make your life easier.

### WESTERNNOW

#### MYWESTERN

This is your online student dashboard where you can check your email, view your personal timetable, access student systems like vUWS, and stay up to date with important news and events. It's your entry point to the applications, systems and notifications you'll need at Western Sydney University: [westernsydney.edu.au/mywestern](https://westernsydney.edu.au/mywestern)

#### STUDENT EMAIL

Every student gets a free Western Sydney University email account, which is the official way we communicate with you. We will send you vital information about your registration, exams, results and graduation, as well as University news and event information.

Check your email regularly to make sure you get the information you need, when you need it. When contacting the University by email you must use your Western Sydney University student email account.

### HANDBOOK

This is the official reference for programs and subjects offered at Western Sydney University. It's where you can find out which subjects and electives are offered each term, and the teaching mode – face-to-face on campus, or off campus and online. You can check which term and campuses the subjects are available and also the level of study and any prerequisites. The handbook also provides outlines of what you'll learn and the majors and minors you can choose.

[hbook.westernsydney.edu.au/](https://hbook.westernsydney.edu.au/)

### MY STUDENT RECORDS (MYSR)

My Student Records (MySR) is where all your records are stored. It's also where you register, change your subjects (until the census date), keep your contact details up to date, check your fees and see your results.

To log in go to [mysr.uws.edu.au/connect/webconnect](https://mysr.uws.edu.au/connect/webconnect)

### ALLOCATE+ (CLASS REGISTRATION AND TIMETABLES)

Allocate+ is where you register for your classes and create your personal timetable. It is also where you access your personalised exam timetable.

To log in to Allocate+ visit [westernsydney.edu.au/classrego](https://westernsydney.edu.au/classrego) and select '2022 student login for Class Registration'.



### SMS

The University may contact you by SMS in an emergency. Emergencies include the risk of having your registration cancelled or the emergency closure of a campus. Make sure your mobile phone number is up to date and in the correct field in MySR so these emergency messages reach you.

### TWITTER

Follow WesternSydneyU on Twitter to get regular updates and important information.  
[twitter.com/westernsydneyu](https://twitter.com/westernsydneyu)

### FACEBOOK

Become a fan of the official Facebook page and join in the online discussion with students and staff.  
[facebook.com/westernsydneyuinternational](https://facebook.com/westernsydneyuinternational)

You might also like to follow:  
[facebook.com/westernsydneyu](https://facebook.com/westernsydneyu)  
[facebook.com/westsydulibrary](https://facebook.com/westsydulibrary)

### WECHAT AND WEIBO

Follow us on WeChat and Weibo to keep up to date.

WeChat:  
西悉尼大学UWS

Weibo:  
西悉尼大学WesternSydney

### E-LEARNING (VUWS)

Western Sydney University's e-learning system is known as vUWS (pronounced 'views'). All subjects taught at Western have a vUWS presence. vUWS provides important information on each of your subject or program sites and access to learning materials and online activities that you can complete individually or with others.

If you're new to vUWS, the easy step-by-step guide includes useful information about accessing vUWS, configuring the computer and software you may need: [westernsydney.edu.au/e-learning](https://westernsydney.edu.au/e-learning)

Once you've logged in, explore the 'vUWS Information for Students'. Your lecturer will set up a vUWS site for your subject and you may find that each site you access has different online learning activities to do. Refer to the 'Subject Outline and Learning Guide' for more information about what you are required to do online.

Help is available. You'll see quick guides and interactive resources to many of the functions you'll come across in vUWS. The Blended Learning Platforms team is also available to provide technical assistance with vUWS.

You can also access information about time management, procrastination, motivation, group work and secrets to success at university, which will help you make the most of your study time.

### STUDENT WEBSITE

The Student website provides information about registration, tuition fees, forms, student support, services and graduation.  
[westernsydney.edu.au/students](https://westernsydney.edu.au/students)

# STUDY REQUIREMENTS



All new students at Western Sydney University will undergo a period of adjustment. This includes adjusting to a new country and to new learning and teaching methods. To be successful at university, it is important that you understand what is required of you in terms of study and assessment tasks. [westernsydney.edu.au/international/academic\\_performance](http://westernsydney.edu.au/international/academic_performance)

### **SUBJECT OUTLINE**

At the start of each subject you will receive a 'Subject Outline' that specifies the assignments, exams and learning outcomes for that specific subject. Read this carefully as it will outline what you need to do to succeed in the subject.

### **ASSESSMENT TASKS**

Your assessment tasks may include written assignments, oral presentations and exams. You may be required to complete them individually or in a group with other students.

Assignments are academic tasks that you have to submit to your lecturers or tutors to show you understand and engage with your subject.

### **LECTURES**

Most lectures are held in lecture theaters with many students while some are in smaller surroundings. Other times weekly lecture pods are posted in vUWS which are short prerecorded lectures.

Try to take clear and concise notes rather than writing every word that the lecturer says. You can always compare notes with other students later. Don't be afraid to approach your lecturers for assistance – that is what they are there for.

You may have trouble understanding a lecturer's accent or may find some speak too quickly. Be patient, as you get used to the language, things will become easier. But also – don't hesitate to tell your lecturer you're having difficulty following them.

### **TUTORIALS**

Tutorials, or 'tutes' as they are called, are another important part of academic life. You must attend your tutorials and will have to register for them. Some subjects have no tutorials.

A tutorial is usually a period of class time that is in addition to the lecture. Sometimes it can be a laboratory or practical session. It consists of a tutor, who is a teacher and a small number of students (from 15 up to 35 students). The tutorial time is spent in discussion or some problem-solving activities.

If you actively participate, this shows you are keen and interested in your subject, and gives you the opportunity to discuss and debate issues, and to ask questions.

You must attend your tutorials because:

- they provide you with an opportunity to speak to a tutor or lecturer, and are a good time to ask about program outlines and assignments.
- they'll allow you to practise communicating your ideas by giving presentations.
- they provide valuable training in the process and behaviour of a formal discussion group.

More information visit: [westernsydney.edu.au/international/academic\\_information](http://westernsydney.edu.au/international/academic_information)

## **PROGRAM PROGRESSION AND ATTENDANCE**

As a condition of your visa, you must satisfy program progression and attendance/participation requirements and maintain a valid enrolment for your program.

The University monitors the academic progression of all students to ensure you pass enough subjects to progress to graduation. Progression identifies poor academic performance while also giving you an opportunity to address your performance and seek counselling advice.

Students who do not meet the University's academic progression requirements may be excluded or suspended from study. Being excluded means that you cannot study at Western Sydney University for a period of time because your academic progress has not been satisfactory.

If your progress is less than satisfactory, or results in a suspension or exclusion from the University, it will be reported to Immigration as a breach of student visa conditions.

For more information, visit [westernsydney.edu.au/international/academicprogress](https://westernsydney.edu.au/international/academicprogress)

## **LEAVE OF ABSENCE**

Leave of absence from study will only be granted in compassionate or compelling circumstances that prevent you from attending classes. If you are granted a leave of absence your student visa may be impacted and you may need to apply for a new student visa to remain in Australia to complete your program.

[westernsydney.edu.au/leaveofabsence](https://westernsydney.edu.au/leaveofabsence)

[westernsydney.edu.au/internationalstudent/support](https://westernsydney.edu.au/internationalstudent/support)





### **STUDENT (WORK) PLACEMENTS**

Your program may provide compulsory and assessable work experience placements, internships and volunteering opportunities to get the practical skills and knowledge that you need for your future career. Ensure that you consult your program guide or speak to the Director of Academic Programs in your school for more information.

Check the Student Placement Policy at:  
[westernsydney.edu.au/policy](https://westernsydney.edu.au/policy)

To undertake these placements, there may be special requirements you must meet depending on the program. These may include a Working with Children Check, National Police Check, Adult Vaccination Card and/or First Aid Certificate.

[westernsydney.edu.au/specialrequirements](https://westernsydney.edu.au/specialrequirements)

### **STUDENT MISCONDUCT**

The University has a number of policies and rules in place that are designed to promote ethical and safe behaviour among students. This includes when students go on placements or undertake fieldwork or research.

It is your responsibility to know and understand what misconduct is and it is in your interests to make yourself familiar, particularly with plagiarism and class collaboration.

For more information, visit  
[westernsydney.edu.au/studentmisconductfaqs](https://westernsydney.edu.au/studentmisconductfaqs)

# SIX HABITS FOR ACADEMIC SUCCESS



Get all the information about your classes, weekly topics, assessments, and timelines yourself. Read your subject outline and learning guide thoroughly. Check the marking criteria.



## 4. Participate actively in classes

Before the class, do some preparation, revise your lecture notes, do your weekly readings and prepare something to share or a question to ask. You may be marked on your class participation. In the class try to join in the discussion, listen to others, and listen to the comments of other students and the answers the lecturers/tutors give. Your contribution to the discussion may be assessed. After the class, revise what you have learned and do further reading/research to fill in the gaps.



## 2. Engage with your topic

Give yourself time to read, re-read, understand, discuss with others and think about new information. Time management is an important skill to develop at university.



## 3. Don't miss lectures

Always complete readings before the lecture to become familiar with the topic and terms, phrases, and words (key vocabulary) used in your subject. In the lecture, listen carefully and take selective notes about the important points. After the lecture, revise your notes and/or handouts. Do further reading/research to fill in the gaps.



## 5. Read your material

Reading university textbooks and related material is an essential element of writing essays and assessment tasks. Choose a relevant book or article and skim or scan read for key information. Be an active reader. Think about how it relates to the lecture or other material and take notes.

→ Look at the table of contents and index for specific information and keywords.

→ Quickly read the preface, introduction and conclusion to get a general idea of a book or read the abstract of a journal article.



## 6. Avoid plagiarism

Plagiarism is the act of using the words or ideas of another person without acknowledgment. Plagiarism is cheating. If you hand in an assignment without acknowledging your sources, you'll probably fail the assignment. You may even fail that subject or be suspended from university.

Avoid plagiarism by acknowledging (referencing) everything that you research: ideas, words, music, images, tables and graphs. Referencing means acknowledging the sources of your information and ideas. These sources may include: books, journal or magazine articles, newspapers, company, government or institutional reports, websites and personal communications, amongst others.

Use the referencing system that your school prefers. Referencing is a way of showing recognition and respect for intellectual property. Your references show how widely you have read and indicate the quality of research and the sources that have influenced your thinking.

Western Sydney University's Library Website has referencing guides and tutorials.  
[westernsydney.edu.au/library](http://westernsydney.edu.au/library)

Book an appointment with a Librarian to learn to reference and cite your sources correctly.  
[westernsydney.edu.au/studysmart](http://westernsydney.edu.au/studysmart)

Find out what resources and workshops are available to help improve your academic skills at  
[westernsydney.edu.au/workshops](http://westernsydney.edu.au/workshops)

## ESSAY WRITING— WHAT'S EXPECTED

In a university essay, you are expected to:

- present your position (thesis/argument) in answer to the essay question. This means writing in your own voice (words) as much as possible
- structure your essay well – introduction, body, conclusion and well-structured paragraphs using references
- write in an academic writing style: formal, grammatically correct and research based
- check the marking criteria, analyse the question, plan your research and write in a clear and coherent manner. Leave time to edit and proofread before handing in.

You can also talk to your lecturer or tutor or find out about workshops that can help at [westernsydney.edu.au/workshops](http://westernsydney.edu.au/workshops)

The Library provides expert advice on how to improve your academic writing skills for your assignments and exams. Find out more at [westernsydney.edu.au/studysmart](http://westernsydney.edu.au/studysmart)

# FEES AND COST OF LIVING





## TUITION FEES

All international students must pay their tuition fees by the commencement date of the term. 'Tuition fees' means the program fee you pay for each subject you are registered in. Tuition fees are charged according to an approved fees schedule. To properly register in your program of study, pay your fees, including the Student Services and Amenities Fee (SSAF), by the due date.

## ADDITIONAL FEES AND COSTS

Annual tuition fees only cover the cost of your tuition. They do not include other expenses associated with university study such as accommodation, books, equipment, photocopying, printing, stationery and living expenses.

Some programs will have additional compulsory costs as a requirement for completion of subjects in the program. For example, nursing students will be required to obtain a current First Aid certificate and will have extra costs such as immunisations and a Lab Pack.

Find out more  
[westernsydney.edu.au/fees](https://westernsydney.edu.au/fees)

## STUDENT FEES ACCOUNT

As a commencing international student, you'll have already paid part of your fees when you accepted your offer of admission to the University. You must pay the balance of your fees before the commencement of your program.

For continuing students, your next term's Statement of Account will appear on MySR prior to commencing that term. Ensure your address is correct in MySR and mark the payment due date in your calendar so you can organise for funds from overseas to reach Australia in time.

For more information call the Student Services Hub on **+61 9852 5499** or email your inquiry to [internationalstudy@westernsydney.edu.au](mailto:internationalstudy@westernsydney.edu.au)

### THREE EASY METHODS TO PAY YOUR FEES

#### Onestop – credit card

Payments are made directly to the University via the Onestop payment system. The University accepts MasterCard or Visa only.

#### Western Union Telegraphic Transfer (Overseas)

You can transfer your payment to the University's bank account via Western Union. This telegraphic transfer service allows you to pay your tuition fees from your home country in your own currency or the currency of your choice. You can avoid delays with payment delivered directly to the University on the same day or within two working days, and for the full payment amount. There are no extra bank fees and you can make a payment that is guaranteed for 72 hours – so you will know the final cost of fees. Western Union will provide you with payment receipts and you have access to a dedicated support.

#### Flywire

Flywire is a safe, convenient way to make international education payments to Western Sydney University. Flywire allows you to pay securely from banks worldwide. Depending on your home country, payment options can include local bank transfer, e-payments, e-wallets and more. You will be able to track the progress of your payment online and receive SMS or email notifications each step of the way. Should you need assistance with your payment, multilingual customer support is available 24 hours a day, 7 days a week via phone **+61 (2) 800 69 729**.

For further information, please visit [westernsydney.edu.au/currentstudents/current\\_students/fees/paying\\_fees](https://westernsydney.edu.au/currentstudents/current_students/fees/paying_fees)

### FIVE TIPS FOR PAYING FEES

1. Pay your tuition fees by the due date of each term.
2. You can pay fees electronically using the University's secure online payment system **onestop.westernsydney.edu.au** by credit card, through Western Union, or through Flywire. Refer to your Statement of Account for details on how to pay. **westernsydney.edu.au/fees**
3. If you require a letter from the University to have your fees released from your home country, make this request to student services hub well in advance of the due date of your fees.
4. If you pay your fees after the due date, you risk having your registration cancelled.
5. Fee refunds are granted in accordance with the Refund Policy once you've lodged a Refund Request Form: **westernsydney.edu.au/international/refund**



# Living Costs

As a student visa holder, you will be required to have approximately AUD\$21,041 per person per year for living expenses, as advised by the Australian Government. However, the actual cost depends on your individual lifestyle and you should budget for approximately \$26,000 per year per adult. Although it is difficult to predict your exact expenses, the cost of living guide below gives you some expected costs plus useful information about general living costs. Costs indicated are a guide only, the actual cost depends on your individual lifestyle.

[westernsydney.edu.au/international/costofliving](http://westernsydney.edu.au/international/costofliving)

Further information on financial requirements can be found at:

[westernsydney.edu.au/international/fees](http://westernsydney.edu.au/international/fees)

## LIVING EXPENSES PER YEAR

**APPLICANT \$21,041**

**PARTNER \$7,362**

**CHILD \$3,152**

**SCHOOL AGED CHILD \$8,296**

[immi.homeaffairs.gov.au/visas/web-evidentiary-tool](http://immi.homeaffairs.gov.au/visas/web-evidentiary-tool)

[studyinaustralia.gov.au/english/live-in-australia/living-costs](http://studyinaustralia.gov.au/english/live-in-australia/living-costs)

International students are required to have genuine access to sufficient funds while studying in Australia. Funds should be sufficient to contribute to the cost of travel, tuition, school costs of any dependents and living costs.



## SETTLING IN EXPENSES



### AIRPORT TRANSFER \$80-\$150

Based on transport costs from the airport.

\$0 If you are arriving in Australia for the first time; you can be met at the airport as part of the free airport shuttle service arranged by Western Sydney International. The service provides a drop off to your Western Sydney University campus.



### GROCERIES AND HOUSEHOLD ITEMS, TRANSPORT AND ASSOCIATED EXPENSES \$300-\$500

To help you set up your home.



### SECURITY DEPOSIT, RENT ADVANCE OR RENTAL BOND \$300-\$900+

On-campus accommodation requires a security deposit (refundable on departure subject to conditions). Rent for your accommodation in advance or a rental bond (a minimum of four weeks rent) is required if you are renting off-campus accommodation.



### BEDDING, UTENSILS AND FURNISHINGS \$800

Varies depending on whether it is provided for you in your accommodation. On-campus accommodation at Western Sydney University is fully furnished, however you will need to purchase your own linen and kitchen utensils. Rental accommodation is mostly unfurnished, you probably need to provide your own bedding. Visit [westernsydney.edu.au/village](http://westernsydney.edu.au/village) for details.

### WARM CLOTHING \$50-\$150

Especially in winter (June to August) if you are coming from a tropical climate.



### TEXTBOOKS \$400+

You can save money by buying second-hand books. Check out [Zookal.com.au](http://Zookal.com.au) or [gumtree.com.au](http://gumtree.com.au)



The Insider Guides 'Cost of Living Calculator' is also a useful, practical tool to help estimate your cost of living in Australia.

[www.insiderguides.com.au/cost-of-living-calculator/](http://www.insiderguides.com.au/cost-of-living-calculator/)

## WEEKLY ONGOING EXPENSES



### ACCOMMODATION \$90-\$450

Cost depends on your style of accommodation on or off-campus.

On-campus accommodation costs can be found at: [westernsydney.edu.au/village](http://westernsydney.edu.au/village)

Off-campus accommodation: a two-bedroom apartment in Parramatta costs about \$350-\$450 per week to rent.

If you are a Sydney City campus student, find out more information about your accommodation options at: [westernsydney.edu.au/city/sydney/accommodation](http://westernsydney.edu.au/city/sydney/accommodation)



### ELECTRICITY, GAS, WATER \$30-\$50

For on-campus accommodation, costs are included. Costs vary for off-campus accommodation depending on share arrangements.



### PHONE CALLS AND INTERNET \$15-\$30

There are many mobile phone providers and payment options (including prepaid and post-paid plans) available to choose from.

International calling cards (phone cards) to call home are available and are generally a cheaper way to call home.



### GROCERIES \$80-\$150

Based on home cooked food.



### PUBLIC TRANSPORT FARES \$30-\$60+

Depends on how far you live from a Western campus and how often you use public transport. A free shuttle bus service is available to and from campuses to the nearest train station.



### STATIONERY/PHOTOCOPYING \$15

The library has many books and journals available online so this may reduce photocopying costs. You can also purchase stationery at discount department stores.



### PERSONAL ITEMS, ENTERTAINMENT ETC. \$80+

Eating out with friends.



# ASK FOR HELP



# Support services for students

During your time at Western Sydney University, you might need help in a variety of different situations – from personal to academic. We understand that. Some of our staff were international students themselves and come from a wide variety of backgrounds. That’s why we’ve established a range of support services to help students make the most of their time at university, achieve their goals and succeed.

## WESTERN SUCCESS

Western Success is a vital peer-to-peer program that helps students find success throughout their journey at Western Sydney University. With dedicated Advisors and resources the program primes students for success in all facets of Uni life from social, personal, and academic, helping them unlock their potential.

Western Success can:

- Provide personalised peer-to-peer advice about the range of extra-curricular programs, support and wellbeing services available;
- Connect students to the Western community and empower them to engage in diverse opportunities available;
- Empower students to make informed and proactive decisions about university life to maximise progression and involvement; and
- Help students stay on track and provide them with the support and resources they need.

See [westernsydney.edu.au/future/student-life/western-success](https://westernsydney.edu.au/future/student-life/western-success) or email [westernsuccess@westernsydney.edu.au](mailto:westernsuccess@westernsydney.edu.au)

## ENGLISH CONVERSATION GROUPS

English Conversation Groups is a great opportunity to practice your conversational English skills in a relaxed and friendly environment. English conversation groups are run by trained student volunteers. The program consists of six, weekly one-hour sessions during Autumn and Spring sessions.

ECG aims to assist international students and local students from a non-English speaking background to develop:

- confidence in English conversation
- a friendship network and cross-cultural understanding
- knowledge of Australian slang and presentation skills
- a greater understanding of the University

See [westernsydney.edu.au/ecg](https://westernsydney.edu.au/ecg) to find out more about the program or email [ecg@westernsydney.edu.au](mailto:ecg@westernsydney.edu.au)

## MENTORING

MATES is a peer mentoring program, connecting first-year students with students who are in later years of study. This helps you settle into life at university.

MATES will help you by:

- providing an excellent source of information about the University and its resources by connecting you with a more experienced student who acts as a mentor
- reducing social isolation by introducing you to a small group of peers on your campus
- raising awareness of student services and resources available and how you can access them
- giving you a personal connection with the University.

See [westernsydney.edu.au/mates](https://westernsydney.edu.au/mates) or email [mates@westernsydney.edu.au](mailto:mates@westernsydney.edu.au)

## PEER ASSISTED STUDY SESSIONS (PASS)

Peer Assisted Study Sessions (PASS) is a free and voluntary student-centred learning program offered face to face and online. One-hour sessions run weekly throughout the teaching session. In PASS, you will meet and work collaboratively with other students to understand the subject content and develop study strategies to help improve your academic performance. Sessions are facilitated by senior students who have successfully completed the subject before.

PASS is an informal and welcoming environment to study, where you can gain a deeper understanding of subject content and meet other students from your program.

[westernsydney.edu.au/pass](http://westernsydney.edu.au/pass)

## STUDENT CLUBS

Student Clubs are a great way to meet new people and get involved in campus life. With over 130 Student Clubs to choose from you can enjoy a vibrant social life on and off campus. Don't forget if there isn't a club for something you are interested in, you can also start your own!

WesternLife is your one stop online community to connect with student life, events on campus, student clubs, sport, free food on campus and much more! Join WesternLife today and start experiencing all the epic opportunities on offer at Western!

Find out more at [life.westernsydney.edu.au](http://life.westernsydney.edu.au)

## STUDENT SERVICES HUB

Have a question? Student Services Hub is your first point of contact for general advice, information and referrals to other services. Each campus has a Student Services Hub, where you can get your Student ID card, pick up and lodge your forms and get help lodging online forms. For international students, student services hubs issues, Confirmation of Enrolment (CoE), international letters and assists with resignation, reduced study load and leave of absence applications.

For more information and Student Services Hub locations/operating hours at each campus, visit [westernsydney.edu.au/studentcentral](http://westernsydney.edu.au/studentcentral)

Student Services Hub Infoline, call **1300 668 370** or, from an international location, call **+61 2 9852 5656**

Email [studentcentral@westernsydney.edu.au](mailto:studentcentral@westernsydney.edu.au)

## Student Services Hub

### Locations:

#### Bankstown campus:

→ Building 1 (at the main entry)

#### Campbelltown campus:

→ Building 5 (opposite the Ceremonial Lawn)

#### Hawkesbury campus:

→ Building K4

#### Liverpool City campus:

→ Ground Floor

#### Parramatta campus:

→ Building EJa

#### Parramatta City campus (169 Macquarie Street):

→ Parramatta City campus (1PSQ), Level 1

#### Penrith campus:

→ Building K, Room 1.16 (opposite Security)

## HELP 24/7

Visit [westernsydney.edu.au/future/why-western/contact-us](http://westernsydney.edu.au/future/why-western/contact-us) to find answers to commonly asked questions or simply get some help navigating a range of services and support available at Western.

## STUDENT ID CARD

New students can apply online using your Western account (student ID and password) or at any Student Central to get your student ID card. You need to bring photo identification when collecting your ID card [westernsydney.edu.au/studentidcard](https://westernsydney.edu.au/studentidcard)

## E-FORMS

e-forms is the University's electronic form portal and allows you to submit the following forms:

- Special Consideration
- Rule Waiver
- Credit for prior learning / Pathways Credit
- Review of Grade.

## MySR

All other paper-based forms are available at [westernsydney.edu.au/currentstudents/current\\_students/forms](https://westernsydney.edu.au/currentstudents/current_students/forms)

## STUDENT WELFARE SERVICE

The Student Welfare team understands that life can get in the way of your studies and wellbeing. We're here to guide and support you through unexpected times.

We're a team of trained professionals providing support, advice and referrals in the following areas: advocacy, personal and financial hardship, accommodation, and university processes. We also provide tailored support to Student Carers, International students, and Asylum Seeker Scholarship students.  
[westernsydney.edu.au/welfare](https://westernsydney.edu.au/welfare)

### Under 18

The Student Welfare Service will provide support and guidance for your welfare if your parents/guardians have entered into an accommodation agreement with a Western Sydney University approved homestay provider.

This includes:

- arranging face-to-face and electronic meetings with you and your homestay provider on a regular basis to discuss any welfare, accommodation or study related matters for which you may require assistance
- helping you access other support services where necessary.

[westernsydney.edu.au/welfareservice](https://westernsydney.edu.au/welfareservice)

[westernsydney.edu.au/internationalstudentsupport](https://westernsydney.edu.au/internationalstudentsupport)  
or email [welfareservice@westernsydney.edu.au](mailto:welfareservice@westernsydney.edu.au)

# Equity and Diversity

Western Sydney University prides itself on being a 'Fair Go' university that celebrates and respects the diversity of all our students and staff.

We've developed a range of policies, procedures and structures which promote inclusive practice, and support and encourage students and staff from a diverse range of backgrounds to fully participate across our University community.

We support programs and practices that promote a peaceful, equitable and safe environment for all our students and staff, and host various events and initiatives across the year which reflect the varying interests and backgrounds of our University Community. Our Open Forums, which are held regularly across the year, explore a range of social issues of relevance to the University and wider Greater Western Sydney community.

Search 'Student Collectives' on our website to find local student groups that may provide support or networking opportunities such as the Women's Collective, Queer Collective, Ethno-cultural Collective and Disability Collective.

Find out more about Equity and Diversity at [westernsydney.edu.au/equity](http://westernsydney.edu.au/equity)

## ALLY NETWORK

The Ally Network is an endorsed group of staff and students committed to creating an

inclusive and respectful culture at the University for lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community members, by promoting greater visibility and awareness of LGBTIQ issues.

[westernsydney.edu.au/ally](http://westernsydney.edu.au/ally)

## RESPECT.NOW.ALWAYS.

Respect.Now.Always. is a national campaign to ensure our Universities are places of safety and respect. Sexual assault and sexual harassment are never OK.

Western has zero tolerance for sexual offenses in our university community.

If you do need to report an incident of sexual assault or harassment you can do so through the University or directly to the police. Your visa will not be impacted at all.

For more information, visit [westernsydney.edu.au/respectnowalways](http://westernsydney.edu.au/respectnowalways)

[westernsydney.edu.au/complaints](http://westernsydney.edu.au/complaints)

## DISABILITY SERVICE

If you have a disability or a chronic health condition, the Disability Service provides you with support and services to ensure you can access University campuses and facilities to participate and compete equally in your studies.

This service works with University staff to implement all necessary reasonable

adjustments for each student registered with the Disability Service, such as the provision of note takers, sign interpreters and class notes in alternative formats, as well as assistance for all exams and tests, in compliance with the Disability Discrimination Act (1992) and the Disability Standards for Education (2005).

To discuss your requirements with the campus disability adviser, please make an appointment.

[westernsydney.edu.au/disabilityservice](http://westernsydney.edu.au/disabilityservice)

Phone: **+61 2 9852 5199**

Email: [disability@westernsydney.edu.au](mailto:disability@westernsydney.edu.au)

## YOUR RIGHTS ON CAMPUS

We want all students to feel welcome, safe and enjoy the many opportunities that the university provides for your personal and professional growth without fear of any repercussions. To support this, we've developed a comprehensive Student Code of Conduct that protects your rights and freedoms while studying. Found within the **Code of Conduct** is the; Freedom of Speech policy, Discrimination, Harassment, Vilification and Victimisation Prevention Policy, Student Misconduct Rule, Respect and Inclusion in Learning and Working Policy, and Bullying Prevention Policy. If you believe your rights and privileges are being infringed upon.



For more information, visit [westernsydney.edu.au/equity-and-diversity/rights\\_and\\_protections](http://westernsydney.edu.au/equity-and-diversity/rights_and_protections)

### CHAPLAINCY

The University Chaplaincy is a multi-faith service, supporting all students and staff by encouraging spirituality, offering hospitality and creating community. We believe in embracing our diversity, encouraging conversation and respecting our similarities and differences.

Our chaplains come from a variety of spiritual traditions, and provide:

- a safe place and a listening ear
- opportunities to nurture, express and explore your spirituality
- links to religious groups and faith communities
- connection of life and faith through critical thinking, exploration of ethical issues and action for social justice issues
- care and support in times of uncertainty, crisis and loss
- thoughtful acts of service with and for others.

Multi-faith facilities are available for students and staff on all campuses.

For locations and other information, see [westernsydney.edu.au/chaplaincy](http://westernsydney.edu.au/chaplaincy) or email [chaplaincy@westernsydney.edu.au](mailto:chaplaincy@westernsydney.edu.au)

### ACADEMIC SUPPORT PROGRAMS

The Student Learning Unit staff will help you with academic preparation program and literacy workshops. These services are free to all students.

Workshops include:

- Essay Writing
- Referencing
- Essay Structure
- Mathematics And Statistics
- Nursing Maths
- Academic Writing
- Developing Writing Skills
- Critical Thinking
- Assignment Preparation
- Spoken English

See [westernsydney.edu.au/workshops](http://westernsydney.edu.au/workshops)

### COMPLAINTS RESOLUTION UNIT

When a problem arises:

- talk directly to the relevant person – the one who made the decision/whose behaviour caused the problem
- if that doesn't work, then talk to their supervisor
- try the University Counselling Service.

If none of these strategies work or the matter is very serious, contact the Complaints Resolution unit or NSW Ombudsman's office.

[westernsydney.edu.au/complaints](http://westernsydney.edu.au/complaints)  
Phone: +61 2 9678 7900  
Email: [complaints@westernsydney.edu.au](mailto:complaints@westernsydney.edu.au)

[www.ombo.nsw.gov.au/](http://www.ombo.nsw.gov.au/)

## STUDENT REPRESENTATION AND PARTICIPATION

Student Representation and Participation at Western Sydney University is about getting involved, finding your voice and making it heard. The goal of student representation is to provide all students with the opportunity to be part of Western Sydney University's decision-making process.

You can get involved at two levels:

- Student Campus Councils (SCCs) – campus level opportunities for viable change
- Student Representative Council (SRC) – wider level opportunities for viable change.

The SCCs and SRC are run by students for students and will listen to your concerns, whether it's an issue with your program, access to resources on campus or an equity issue.

We'd also love to talk to you about new ways we can engage with students to increase participation and democratic student input.

[westernsydney.edu.au/studentrepresentation](http://westernsydney.edu.au/studentrepresentation)

# TEN TIPS FOR A GREAT FIRST YEAR



## 1. Be bold

You have nothing to lose. Most students starting university don't know anyone either. It's worth saying 'hello' and starting a conversation because you might just make a new friend.

## 2. Ask questions

If you're unsure, ask someone. Your Academic Program Adviser or Director of Academic Program can help you choose the right subjects and answer questions about your program and assessments. Student Services Hub can help with non-program related questions.

## 3. Get organised

University life is not just about academic study. You want to have the best experience possible. Plan your time and get organised. University study is independent and self-directed. Make sure you know the important dates that relate to your study and set reminders for them.  
[westernsydney.edu.au/dates](http://westernsydney.edu.au/dates)

## 4. Set short, medium and long-term goals

Starting university study has many unknowns and setting goals for the things you want to achieve can help keep you motivated and give you a sense of certainty.

## 5. Keep social

'Like' the Western Sydney University Facebook page to see updates, follow [@WesternSydneyU](https://twitter.com/WesternSydneyU) on Twitter and keep up to date with Campus Life. Get involved with your Student Campus Council for updates on what's happening around your campus and find a club to join for a great way to make friends.

## 6. Balance your budget

Living and studying in Australia is expensive for many students. The cost of food, transport, accommodation and socialising can easily get out of control. Keep track of how much money you have, how much you can spend per week/month/term and plan how to get the most value for your money.

## 7. Stay healthy

A healthy body is essential for a healthy mind. Why not join the University's fitness gym at a student discounted rate.  
[ymcansw.org.au/wsu](http://ymcansw.org.au/wsu),  
[westernsydney.edu.au/wellbeing\\_mentalhealth/wbmh](http://westernsydney.edu.au/wellbeing_mentalhealth/wbmh)

## 8. Manage your stress

An overly stressed mind is an inefficient mind. Take time out every day to unwind and relax mentally as well as physically. Make sure you have normal sleep patterns and do not miss sleep for work or study. Exercise, yoga and mindfulness training are great ways to manage stress.

## 9. Explore the area

The University has seven campuses in different areas of western Sydney. These have a range of recreational and entertainment options. Check the local newspaper, the council's website or like them on Facebook to find out what's happening in the community.

## 10. Check out the culture

Western Sydney University has regular art shows, theatre performances, museum exhibitions and events to celebrate cultural diversity. Check the University events calendar to find out what's happening around campus.  
[westernsydney.edu.au/home/events](http://westernsydney.edu.au/home/events)

# WORKING IN AUSTRALIA



As an international student, once your program starts you may work 40 hours per fortnight during term and full-time in vacations. Understand your study obligations before you commit yourself to part-time work and don't expect that you'll find part-time work immediately.

## HOW TO FIND A JOB

Start by registering with the CareerHub at [westernsydney.edu.au/careerhub](http://westernsydney.edu.au/careerhub) and check the listings for casual and part-time jobs regularly. Put together a resume or CV of your work experience and education. Disclose your visa status to employers and be prepared to show evidence of this.

Sometimes an employer may also ask for a letter from the University confirming that you are a student or are on vacation and Student Services Hub will provide you with this letter. Western Sydney Careers offer workshops which cover such topics as Success at Job Interviews and One Stop Careers.

## AVOID EXPLOITATION

Although most employers do the right thing, some may try to take advantage of the fact that you are a young person living in another country and that your first language might not be English.

Most employers will treat you fairly. To ensure that you avoid bad work situations, you should be in a workplace that:

- complies with workplace Health and Safety legislation and standards
- provides appropriate information, training, instruction and supervision
- provides a non-discriminatory and harassment-free environment
- ensures payment of appropriate wages.

Educate yourself and be empowered.

[fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students](http://fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students)

[www.studyaustralia.gov.au/english/work/know-your-rights/fair-work-ombudsman](http://www.studyaustralia.gov.au/english/work/know-your-rights/fair-work-ombudsman)

## FAIR WORK OMBUDSMAN

If you are concerned about conditions in your workplace or require assistance with resolving workplace issues, contact the Fair Work Ombudsman on **13 13 94** (8am-5.30pm Monday to Friday, except public holidays). You can also access information about your employment rights and conditions from the Fair Work Ombudsman website [fairwork.gov.au/how-we-will-www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students](http://fairwork.gov.au/how-we-will-www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students)

## TAX FILE NUMBER (TFN)

If you intend to work in Australia, you will need to apply for a Tax File Number (TFN). Your bank will also ask you for a TFN, as this will reduce the amount of tax you pay on any interest earned on your bank account. You can apply for a TFN online. You will need to have a permanent address before you apply for a TFN. [www.ato.gov.au/Individuals/Tax-file-number/](http://www.ato.gov.au/Individuals/Tax-file-number/)

## CASH-IN-HAND PAYMENT

Working for 'Cash-in-hand' is illegal in Australia and refers to when your employer does not declare you as an employee to the Australian Tax Office and pays you in cash with no record of payment.

In addition to being illegal, the following things may impact you:

- you are not covered by insurance if you are injured at work
- you can be fined for not declaring income to the Australian Taxation Office
- your employer might attempt to avoid paying you full entitlements, such as sick leave and overtime
- you might be paid below the minimum rate for your age.

## CAREER READINESS

Western Sydney University Careers provides a wide range of online and face-to-face services to enhance students' career readiness. Log on to our CareerHub: [westernsydney.edu.au/careers](https://westernsydney.edu.au/careers)

Some of our services include:

- career information tailored specifically for International Students
- career building and job seeking workshops and online resources
- employer networking events such as careers fairs and expos.

## STUDENT EMPLOYMENT AND EXPERIENCE

Western Sydney University has a 'Jobs on Campus Program', which offers paid professional experience right here at the University, providing degree-relevant work experience and extra income. We also advertise thousands of external jobs for students annually. Many international students have found roles in various areas such as design, marketing, business, engineering, finance, accounting, research, science and health. To find out more, see [westernsydney.edu.au/careers](https://westernsydney.edu.au/careers)

For general inquiries, phone our student assistance line on **+61 2 4736 0424** or email [careers@westernsydney.edu.au](mailto:careers@westernsydney.edu.au)

Other services for international students:

- **Star Pronunciation** – an online program to help improve your English pronunciation
- **Harrison Assessment** – available in several languages, this career assessment identifies areas of strength and matches it with careers you might enjoy
- **Going Global** – a database that contains country-specific career and employment resources for more than 80 locations.

## POST-STUDY WORK ARRANGEMENTS

Once you complete your degree, you may be eligible to apply for a post-study work visa. A visa in this category may be granted for up to four years, depending on your qualification.

[immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-graduate-485/graduate-work](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/temporary-graduate-485/graduate-work)



# YOUR STUDENT VISA



## VISA CONDITIONS

Student visas come with a number of conditions. It is important that you are aware of the rules of your student visa, and you do not breach them, to avoid your visa being cancelled:

- satisfy program progression and attendance/participation requirements and maintain a valid registration for your program. If your progress is less than satisfactory, seek help from the various support services available and speak to your academics (teachers)
- study enough subjects in each term to finish in your visa period. If you study less than a full-time load, make sure the University has approved your reduced load
- do not work more than 40 hours per fortnight during term time (including mid-term breaks). You can work unlimited hours during official holiday periods between study semesters/terms
- maintain your Overseas Student Health Cover (OSHC) while in Australia. The Australian immigration department will require you to show OSHC for the duration of your student visa for any permanent residency (PR) application. The University requires all international students to show proof of OSHC prior to registration being finalised in each year
- ensure you leave Australia or apply for a new visa before your visa expires

- if you change to a lower study level (for example from Bachelor to a Diploma or Certificate program or from a Master to a Bachelor or lower) you must apply for a new student visa
- remain with Western Sydney University for the first six months of the program for which you were given the visa. If you would like to make a request to transfer to another education provider, you must apply for a letter of release. Requests for transfers are not given automatic approval. The University will assess your transfer request on an individual basis [westernsydney.edu.au/international\\_student\\_transfer](http://westernsydney.edu.au/international_student_transfer)
- advise the University of your Australian residential address within seven days of your arrival in Australia. If you change your address, notify the University of your new address within seven days
- if you have dependents under 18 years of age with you in Australia for more than three months, you must make sure they are enrolled in school
- there may be other conditions on your visa, depending on your personal circumstances. For more information, see the Australian immigration website [immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions](http://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions) or visit [westernsydney.edu.au/studentvisa](http://westernsydney.edu.au/studentvisa)

## EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS)

The ESOS Act regulates the provision of education to overseas students in Australia. It covers the conduct of providers (universities, colleges, and schools), students and the various government departments involved. Its main purpose is to provide consumer protection for overseas students. See [westernsydney.edu.au/esos](http://westernsydney.edu.au/esos)

The Australian Government reviews its Student Visa Program regularly. Please check the Australia immigration department website for updates: [immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500](http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500)

For more information on

- ESOS, see [westernsydney.edu.au/esos](http://westernsydney.edu.au/esos)
- International Student Refund, see [westernsydney.edu.au/international/refundagreement](http://westernsydney.edu.au/international/refundagreement)
- International Transfer Procedure, see [westernsydney.edu.au/international\\_student\\_transfer](http://westernsydney.edu.au/international_student_transfer)

## FINANCIAL REQUIREMENTS PER YEAR

Expenses per Type	Per Person	Amount Required in AUD\$
Travel	Applicant	Return airfare to Australia
	Family members	One return airfare to Australia per person
Tuition	Applicant	Program fees Refer to: <a href="https://westernsydney.edu.au/international/fees">westernsydney.edu.au/international/fees</a>
	School-age children aged 5-18	Refer to: <a href="https://deinternational.nsw.edu.au/?a=16402">deinternational.nsw.edu.au/?a=16402</a>
Living	Applicant	AU\$21,041 per year
	Partner	AU\$7,362 per year
	Child	AU\$3,152 per year

### NSW Public Schools education fees for holders of temporary visas (for children of Western Sydney University students)

For more information about fees and payment, please go to the NSW Department of Education website [deinternational.nsw.edu.au/study-options/study-programs/temporary-residents](https://deinternational.nsw.edu.au/study-options/study-programs/temporary-residents)



# HELPFUL LINKS



- **International Admissions**  
+61 2 9685 9280  
International Admissions Enquiry  
[westernsydney.edu.au/apply](https://westernsydney.edu.au/apply)
- **Western Sydney International**  
[westernsydney.edu.au/international](https://westernsydney.edu.au/international)
- **Western Sydney Campus Information**  
[westernsydney.edu.au/campuses](https://westernsydney.edu.au/campuses)
- **On-Campus Accommodation**  
[westernsydney.edu.au/international/  
home/prepare\\_to\\_arrive/pre-departure/  
accommodation](https://westernsydney.edu.au/international/home/prepare_to_arrive/pre-departure/accommodation)
- **Airport Pick Up**  
[westernsydney.edu.au/airportpickup](https://westernsydney.edu.au/airportpickup)
- **Student Support**  
[westernsydney.edu.au/  
internationalstudentsupport](https://westernsydney.edu.au/internationalstudentsupport)
- **Student Services Hub**  
+61 2 9852 5656 (from overseas)  
1300 668 370 (within Australia)  
[studentcentral@westernsydney.edu.au](mailto:studentcentral@westernsydney.edu.au)  
[westernsydney.edu.au/studentcentral](https://westernsydney.edu.au/studentcentral)
- **Student Welfare Service**  
02 9685 9751  
[welfareservice@westernsydney.edu.au](mailto:welfareservice@westernsydney.edu.au)  
[westernsydney.edu.au/welfareservice](https://westernsydney.edu.au/welfareservice)
- **Public Transport Information**  
[transportnsw.info](https://transportnsw.info)
- **Careers**  
[westernsydney.edu.au/careers](https://westernsydney.edu.au/careers)
- **Have fun – trips and tours**  
[westernsydney.edu.au/campuslife](https://westernsydney.edu.au/campuslife)
- **The Village**  
[westernsydney.edu.au/village](https://westernsydney.edu.au/village)
- **Getting to Uni**  
[westernsydney.edu.au/gettingtouni](https://westernsydney.edu.au/gettingtouni)
- **Safety**  
[westernsydney.edu.au/internationalsafety](https://westernsydney.edu.au/internationalsafety)
- **Prepare to Arrive**  
[westernsydney.edu.au/international/home/  
prepare\\_to\\_arrive/pre-departure](https://westernsydney.edu.au/international/home/prepare_to_arrive/pre-departure)
- **Study and Life**  
[westernsydney.edu.au/international/home/  
study\\_and\\_life](https://westernsydney.edu.au/international/home/study_and_life)
- **Working in Australia**  
[westernsydney.edu.au/workinginaustralia](https://westernsydney.edu.au/workinginaustralia)
- **Education Services for Overseas Students**  
[westernsydney.edu.au/esos](https://westernsydney.edu.au/esos)
- **Visa Conditions**  
[westernsydney.edu.au/studentvisa](https://westernsydney.edu.au/studentvisa)
- **Study Requirements**  
[westernsydney.edu.au/international/  
studyrequirements](https://westernsydney.edu.au/international/studyrequirements)
- **Overseas Student Health Cover**  
[westernsydney.edu.au/international/  
healthcover](https://westernsydney.edu.au/international/healthcover)
- **Living Costs**  
[westernsydney.edu.au/international/  
costofliving](https://westernsydney.edu.au/international/costofliving)
- **Get Connected**  
f [facebook.com/westernsydneyuinternational](https://facebook.com/westernsydneyuinternational)  
t [twitter.com/westernsydneyu](https://twitter.com/westernsydneyu)  
i [Instagram: WesternSydneyu](https://www.instagram.com/WesternSydneyu)  
w [Weibo: 西悉尼大学 WesternSydney](https://www.weibo.com/WesternSydneyu)

# GRADUATION AND ALUMNI

You made it! When you successfully complete your degree, you will become eligible for graduation. Once your final results are released we will automatically assess your student record to confirm you are ready to graduate and arrange for your award to be conferred.

[westernsydney.edu.au/graduation\\_ceremonies/graduating](https://westernsydney.edu.au/graduation_ceremonies/graduating)

Stay connected with your University after graduation. Following completion of your studies at Western Sydney University, you automatically become a member of the University Alumni Community, joining close to 200,000 of your fellow graduates worldwide.

As a graduate, a personalised GradLife alumni membership card will be provided to access a range of free benefits and offers exclusive to Western alumni. Request a membership card at [westernsydney.edu.au/alumni/gradlife](https://westernsydney.edu.au/alumni/gradlife)

You can also gain a lot of knowledge, experience and connections from all the alumni who've graduated before you, accelerating your success with the expertise and guidance you need.

Join our new online GradLife e-mentoring platform as a mentee for the unique opportunity to build trusting relationships with experienced professionals. The community is designed to support the sharing of skills and foster an environment that encourages mentoring relationships amongst the different generations of alumni.

[westernsydney.edu.au/alumni/get-involved/gradlife-mentors](https://westernsydney.edu.au/alumni/get-involved/gradlife-mentors)

Keep an eye out for the Alumni team on campus during your time as a student, and when the time comes, we look forward to welcoming you to the Alumni Community as a graduate of Western Sydney University.





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CRICOS CODE 00917K



[WESTERNSYDNEY.EDU.AU](http://WESTERNSYDNEY.EDU.AU)