



**VICTORIA  
UNIVERSITY**  

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MELBOURNE AUSTRALIA

a student guide to submitting a  
Study Abroad or Exchange  
application

Version 0.3, 1 October 2018

1. Before submitting your application, search for units (subjects) you wish to study at <https://www.vu.edu.au/courses/search?iam=resident&query=&type=Unit> and write down the unit code and unit name (e.g. - BA03309 Advanced Financial Accounting). You will need this information later on when you submit your application.

You can filter by level of study, campus and college (faculty) to help your search.

Select 6 – 8 units, as not all units will be running in every semester.

2. Once you have selected your list of preferred units, go to <https://eams.vu.edu.au/portal> to register an account:

## International course enquiries and applications system

International course enquiries and applications system ▾

[Create a course e-brochure](#)

[Complete an enquiry](#)

[Submit an application](#)

[Find an agent](#)

### Submit an Application

Start a new international student application or update an existing application by following the instructions below.

#### Register to apply

Before you start your first application you need to:

1. [Register your details](#)
2. Check your email to get your login details
3. Login and start your application.

#### Update your application

Update a current application or start a new application by logging into the system.

Username:

Password:

[Login](#)

3. Click on 'Register your details' and complete the form:

## International course enquiries and applications system

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[Create a course e-brochure](#)

[Complete an enquiry](#)

[Submit an application](#)

[Find an agent](#)

### Applicant Registration

#### Personal Details

Title: \*

Given Name(s): \*

Family Name or Surname: \*

Date of Birth: \*

Gender: \*  Male  Female  Unspecified

Country of Citizenship: \*

#### Contact Details

Email: \*

Confirm Email: \*

Mobile/Cell:

Phone:

Address Line 1: \*

Address Line 2:

City: \*

Postcode/Zipcode:

Country: \*

#### Visa Details

Do you have a passport? (click box for yes)

Country of Passport:

Passport Number:

#### VU Enrolment

Are you a current or former VU student?

4. You will receive a notification that your submission has been successful:

## International course enquiries and applications system

International course enquiries and applications system ▾

[Create a course e-brochure](#)

[Complete an enquiry](#)

[Submit an application](#)

[Find an agent](#)

### Thank you

[Back to login](#)

✔ **Thank you.** A user account activation code has been sent to the email address supplied. The email contains a link to a page where you can enter a new password and activate your new account.

[Return to the login page.](#)

Please e-mail [the System Administrator](#) if you do not receive this e-mail.  
**PLEASE NOTE:** You must **ACTIVATE YOUR ACCOUNT** first by clicking on the link in the e-mail. You may then use your Username and Password to login to the system.

5. confirmation email with your login details will be sent to your account:

New Student User Registration - International Course Enquiries and Applications System

Dear Test,

Thank you for registering with the International Course Enquiries and Applications System.

Your login details are as follows:

Username: .....

PLEASE ACTIVATE YOUR ACCOUNT for your login details to be used. Click on the following link within 5 days to activate your account:  
<https://portal/RegistrationActivation.aspx?code=efc709b310c34672b410700622f52152>

The website address for the International Course Enquiries and Applications System is <https://eaams.vu.edu.au/portal>

For any issues with your account, please e-mail [administrator\\_eaams@vu.edu.au](mailto:administrator_eaams@vu.edu.au)

Kind Regards,  
Victoria University  
CRICOS Provider No. 00124K (Melbourne)

6. Click on the activation link. You will be asked to set a password, and then will receive confirmation of successful activation of your account.

# International course enquiries and applications system

International course enquiries and applications system ▾

- Create a course e-brochure
- Complete an enquiry
- Submit an application
- Find an agent

## Activate User Account

### User account activation was successful

✓ Thank you. Your user account activation was successful.

i Click here to return to the login page.

7. Access your account at <https://eaams.vu.edu.au/portal>

International course enquiries and applications system ▾

- My Profile
- Create a course e-brochure
- Complete an enquiry
- Submit an application
- Find an agent
- Logout

Logged in as: Test ACCOUNT [Logout](#)

## Submit an Application

Start a new international student application or update an existing application by following the instructions below.

### Register to apply

Before you start your first application you need to:

1. [Register your details](#)
2. Check your email to get your login details
3. Login and start your application.

### Update your application

Update a current application or start a new application by logging into the system.

Username:

Password:

[Login](#)

8. Select the last link on the page: Applications

# International course enquiries and applications system

International course enquiries and applications system ▾

[My Profile](#)

[Create a course e-brochure](#)

[Complete an enquiry](#)

[Submit an application](#)

[Find an agent](#)

[Logout](#)

Logged in as: Test ACCOUNT [Logout](#)

## Application and Enquiry System

Welcome to the Application and Enquiry System for Victoria University (International).

If you would like to submit an application - step 1 - step 2

If you would like to submit an application - step 1 - step 2

Would you like to do?

- [Change my Profile or Password](#)
- [Send an Enquiry to Victoria University Staff](#)
- [Start a New Application](#)

**Documents to Attach to Your Application:**

Scan and Save these documents to your computer drive and attach to your Application:

- Copy of your Passport Photo Page.
- Copy of your current Visa located in your passport.
- Certified copies of your Certificates and Transcripts.
- Certified copies, either of your IELTS Certificate, TOEFL Certificate or other English test result document.
- Certified copies of your Employment References
- Copy of your Employment Resume.

**Note for Postgraduate Applicants:**

When selecting a Doctor of Philosophy (PhD) course in the Course Preferences section, please choose *'Postgraduate by Coursework'* under Program Type.

**Do you need help?**

For help using this system, please refer to the guides below:

- [Create and Send an Enquiry](#) (PDF, 512K)
- [Send an Application to Victoria University](#) (PDF, 527K)

Please select from the links below:

- [Enquiries](#)
- [Applications](#)

9. Click on 'Create Application'

Logged in as: Test ACCOUNT [Logout](#)

## Browse Applications

[Create Application](#)

**i** No records found.

10. Select the correct application form:
- Exchange students: select 'Incoming Exchange'
  - Study Abroad students: select 'Study Abroad'

11. Country of Application: select the country in which you are currently studying at your home institution.

## Application Type

Application Form: \*

--- Please Select --- ▾

--- Please Select ---

International

ELICOS only

Study Abroad

**Incoming Exchange**

Outgoing Exchange

Country of A

Country: \*

[Cancel](#)

12. Select an institution: find your home institution using the search function, and then select it:

**Study Abroad students:** if your institution is not available because it is not a partner of Victoria University, do not select an institution here. You will be asked to add it at a later stage.

## Institution

[Clear Institution](#)

Country:	<input type="text" value="Mexico"/>	▼
Search:	<input type="text"/>	
<a href="#">Search</a>		

<a href="#">Institution</a> ▲	<a href="#">Country</a>	<a href="#">Actions</a>
Universidad de Agua	Mexico	<a href="#">Select</a>

13. Click 'Create Application' is beginning your application.

You are required to complete the details requested on the respective application tabs.

Please note, most questions are the same for Study Abroad and Exchange applications. Differences will be highlighted below.

[Create Application](#)

[Cancel](#)

<a href="#">Main</a>	<a href="#">Preferences</a>	<a href="#">Background</a>	<a href="#">Declaration</a>	<a href="#">Misc.</a>
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14. 'Main' tab:

Visa Status:

- If you are not in Australia, select 'no', and select the type of visa you intend applying for. If you are unsure, select 'Student Visa'
- if you are in Australia, select 'yes' and provide a scanned copy of your current visa.

## Visa Status

Are you currently in Australia? \*  Yes  No

Which visa type do you intend to apply for?

--- Unknown ---	▼
--- Unknown ---	
Student Visa	
Working Holiday Visa	

Please attach supporting documents in PDF format (preferably as PDF).

[Add attachment](#)

## Managing Institution

► [Universidad de Agua - Mexico](#)

## Agent

**i** To change your managing Agent, please lodge an Enquiry or leave a message in the "Message Box" at the end of this application. A Victoria University International staff member will change the Agent on this application after discussing your requirements with you.

No Agent Selected

## Agent Contact (Case Manager)

No Agent Contact

[..]

[Previous Tab](#)

[Next Tab](#)

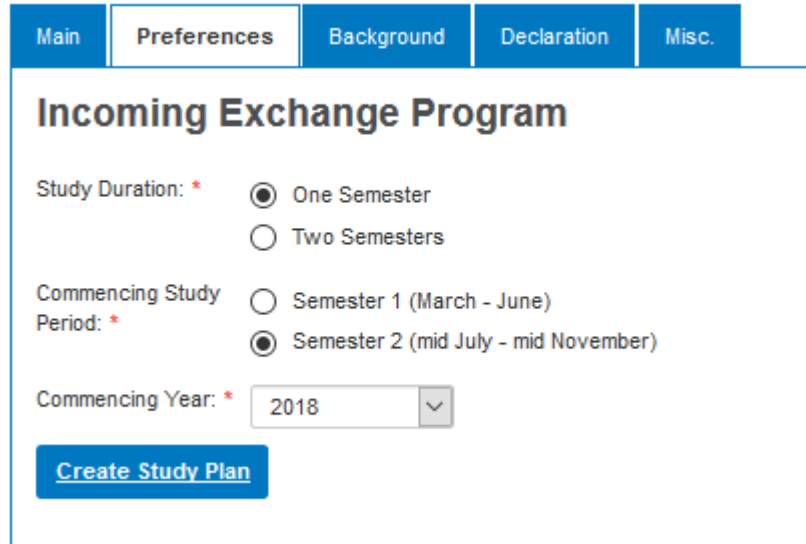
- Agent: do not select an agent unless you are applying through an education agent.

If you are applying through an agent, your agent will advise you about how to submit your application.

- When you are done, click 'Next Tab'.

15. 'Preferences' tab:

- Study Duration: select the number of semesters you wish to study at VU.
- Commencing Study Period: semester in which you wish to study
- Commencing year: year of study
- Then click 'Create Study Plan'



16. Study Plan:  
Selecting the units that you wish to study at VU.

- Select the number of units you wish to study: 4 units is a full-time study load (30 ECTS). You can also select only 3 units.

Note: at this time, no Study Abroad Certificates are being offered.

- Click 'Add unit preference'.

- Filter by Study Level, Study Mode, Faculty, and Campus to reduce the number of matches, or search by the Unit Code from units you found in Step 1, then click 'Select'.

If you search for the unit code, it will be quicker than browsing.

Repeat this until you have selected all units you wish to include. If you cannot find a unit, it usually means that it is not available for the semester you wish to study.

Note: some units are offered at multiple campuses. Select the campus you wish to study at.

Study Plan - Semester 1, 2019

List, in order of preference, the units you would like to study at Victoria University, and list more units than you require per semester (up to 8 units per semester).

Mark any units your home institution requires you to take at Victoria University.

**Study models** VU's units are taught using two different delivery methods - traditional model and block model. When choosing your units, pay attention to how they are delivered. For 2019, this is:

- Year 1 units: all block model
- Year 2 units: mostly block model and some traditional model
- Year 3 and 4 units: mostly traditional model, with some block model units
- Postgraduate units: all traditional model

You will need to choose either block model or traditional model units, you cannot undertake units from both models.

**Block model** In 2018, Victoria University became the first and only university in Australia to introduce a new block model of teaching that will be rolled out to all undergraduate and postgraduate coursework degrees by 2020. Under the model, you study sequential four-week units rather than juggling multiple subjects at the same time. The model features smaller classes – meaning more opportunity to make friends and increased one-on-one time with lecturers. The block model of teaching has already been proven internationally in progressive educational institutions in places such as Sweden, Canada and the United States.

**Traditional model** This is the standard model of delivery that most universities worldwide use. You study multiple subjects at the same time, and study each of them for an entire semester. At VU, this is usually studying three or four units.

For further information on the differences between Traditional and Block models of delivery, please [open our short guide about it](#).

Study Abroad Certificate:  Certificate

Study Load:

[Add unit preference](#) [Bulk add units \(by unit code\)](#)

**i** No records found.

Please select a unit preference:

Study Level:

Study Mode:

Faculty:

Campus:

Search:

[Search](#) [Cancel](#)

17. When you have added all units, click the 'Next tab' button.

[Previous Tab](#) [Next Tab](#)

18. 'Background' tab:

- Complete your current study details.

**Study Abroad students:** add your current institution here.

- Click 'Add attachment' to add a copy of your academic transcript, add a comment, and click 'Attach'.

- Repeat if you have multiple documents to attach.

## Current Studies

Please provide details and documentation of all results received to date.

Are you currently studying? \*  Yes  No

Country where you are studying: \*

Institution Name: \*

Award: \*

Date Commenced: \*

Expected Completion: \*

Will you complete these studies prior to commencing at Victoria University? \*

Yes  No

Please attach supporting information on your Current Studies, Secondary Studies and Post-Secondary/Tertiary Studies in electronic format (preferably as PDF). The attachments can include but not limited to academic transcripts and attainment certificates.

[Add attachment](#)

! Don't forget to 'Attach' your changes.

Category: \*

Comment: \*

Upload New File: (20 MB max)  Academic Document.pdf

Status: Unprocessed

[Attach](#)

[Cancel](#)

Category / Comment / File	Attached	Status	Actions
Academic Qualification / Academic transcript / <a href="#">Academic Document.pdf</a> (9 kB)	18-Apr-2018 15:42 by Applicant	Unprocessed	<a href="#">Edit</a> <a href="#">Delete</a>

19. 'English Proficiency'

- Select the type of English language study or test you have undertaken. If you have taken a test or have a formal grade, add it here, and attach evidence of this.

## English Proficiency

**Please attach results. Note IELTS and TOEFL score should not be more than two years old.**

- English is my first language.
- I have undertaken studies in which the language of instruction was English. \*\*
- I have taken an English test. \*\*
- I intend to sit for an English test.
- I have enrolled, or intend to enrol, in an English Language Intensive Course for Overseas Students (ELICOS) at:
- No English studies undertaken.

\*\* If yes, you must provide evidence.

Evidence of English proficiency must be attached in electronic format (preferably as PDF).

[Add attachment](#)



<p>- If you wish to undertake English language study, select it here.</p>	<p>For example:</p> <p>Type of English Test: <input type="text" value="DAAD-Sprachprüfung"/></p> <p>Date of Test: * <input type="text" value="Apr"/> <input type="text" value="2018"/></p> <p>Band Scores: L (Listening): * <input type="text" value="B"/> R (Reading): * <input type="text" value="A"/>  W (Writing): * <input type="text" value="B"/> S (Speaking): * <input type="text" value="B"/></p> <p><b>i</b> DAAD band scores range from A - E grades.</p> <p>Would you like to study English at Victoria University prior to commencing your academic course? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>20. 'Guardianship Arrangements'</p> <p>You are unlikely to be under 18 years of age. If you are, please contact Victoria Abroad to seek advice about this section.</p>	<h3>Guardianship Arrangements</h3> <p>Are you under 18 years of age? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>21. 'Disabilities'</p> <p>- If you have any disabilities that affect your studies, please provide details in this section, and attach any supporting evidence you have.</p>	<h3>Disabilities</h3> <p>Do you have a disability for which additional assistance is required? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please provide information detailing this disability (or attach as separate file):</p> <p>Disability Type: * <input type="text" value="OTHER"/></p> <p>Details of Assistance Required: *</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Please attach supporting information in electronic format (preferably as PDF).</p> <p><a href="#">Add attachment</a></p>
<p>22. 'Endorsement of Home Institution': <b>Exchange Students only</b></p> <p>- Attach evidence that you have been nominated by your home institution to undertake an Exchange semester at VU.</p> <p>Study Abroad students: you will not see this question.</p>	<h3>Endorsement of Home Institution</h3> <p>Please attach an official endorsement letter from your institution's exchange department to confirm your eligibility for exchange. Alternatively your exchange department can email the endorsement to <a href="mailto:educationabroad@vu.edu.au">educationabroad@vu.edu.au</a> Please note that your application can not be processed until this endorsement is received.</p> <p><a href="#">Add attachment</a></p>
<p>23. Click on 'Next Tab'</p>	<p><a href="#">Previous Tab</a> <a href="#">Next Tab</a></p>
<p>24. 'Declaration and Agreement' tab</p> <p>- Read and understand the Student Declaration, and if you agree with its terms, click 'I agree'. You will be unable to submit an application unless you agree.</p>	<p>and will not be returned to me.</p> <ul style="list-style-type: none"> <li>▪ I acknowledge that due to various government regulations related to the privacy of applicants, Victoria University cannot disclose information about me to any third party such as parents, friends or relatives without my written consent.</li> <li>▪ I declare that my signature is true and correct, and matches the signature in my passport.</li> <li>▪ I have read, understood and accept the above conditions.</li> </ul> <p><input checked="" type="checkbox"/> I agree</p>

<p>25. 'Overseas Student Health Cover (OSHC) Preference'</p> <ul style="list-style-type: none"> <li>- Select whether you wish VU to organise your OSHC. We <b>strongly</b> recommend you do as the policy you will receive through VU provides better coverage than you can organise by yourself.</li> <li>- If you do not wish for VU to organise your OSHC, please provide the reason why.</li> </ul>	<h3>Overseas Student Health Cover (OSHC) Preference</h3> <p>Overseas Student Health Cover (OSHC) must be arranged for the duration of your visa as a condition of your student visa. Victoria University can arrange health cover with OSHC Worldcare (our preferred provider) on your behalf for the duration of your visa.</p> <ul style="list-style-type: none"> <li>▪ If you pay the full OSHC amount up-front, you are protected against any increases in the OSHC fees for the duration of your visa.</li> <li>▪ If you complete your studies earlier than expected, you may be entitled to a refund from OSHC Worldcare.</li> <li>▪ Health insurance is your responsibility and current cover must be maintained by students for the duration of their stay in Australia.</li> </ul> <p>Do you want Victoria University to arrange OSHC for the duration of your visa in Australia? *</p> <p><input checked="" type="radio"/> Yes   <input type="radio"/> No</p> <p>Please choose from one of the following types of cover:</p> <ul style="list-style-type: none"> <li>▪ <b>Single</b> - covering only the overseas student.</li> <li>▪ <b>Dual Family</b> - covering the overseas student, and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married.</li> <li>▪ <b>Multi Family</b> - covering the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependant children.</li> </ul> <p>Type of Cover: *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>--- Please Select ---</p> <p>--- Please Select ---</p> <p>Single</p> <p>Dual Family</p> <p>Multi Family</p> </div>
<p>26. 'How Did You Hear About Us?'</p> <ul style="list-style-type: none"> <li>- Select a reason.</li> </ul> <p>27. Click the 'Submit Application' button. You have now successfully submitted your application to study at Victoria University.</p>	<h3>How Did You Hear About Us?</h3> <p>Where did you first learn about Victoria University? *</p> <p><input type="radio"/> Travel Agent</p> <p><input type="radio"/> Australian Embassy</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0070c0; padding: 5px 15px; background-color: #0070c0; color: white;">Submit Application</div> <div style="border: 1px solid #0070c0; padding: 5px 15px; background-color: #0070c0; color: white;">Save Changes</div> <div style="border: 1px solid #0070c0; padding: 5px 15px; background-color: #0070c0; color: white;">Cancel</div> </div>
<p>28. You will receive an email to confirm that it has been submitted successfully.</p>	<div style="background-color: #003366; color: white; padding: 5px; text-align: center; font-weight: bold;">ApplicationSubmittedToStudent</div> <p>Dear Ms Test ACCOUNT</p> <p>Thank you for your interest in Victoria University</p> <p>This is to confirm we have received your application; everything seems to be in order and is under process.</p> <p>We hope to let you know the assessment outcome as soon as possible</p> <p>Please quote your student temporary VU ID number 18006071 for all further correspondence</p> <p>We thank you for your patience during this time</p>

**How to access and accept your offer to study at Victoria University**

29. Once available, the offer letter will be stored in EAAMS. You will receive an email to notify you that your offer letter is now available.

Click on the link in the email to access your offer letter.

The screenshot shows an email header with the subject 'Your offer to study at Victoria University'. The recipient is 'Ms Test ACCOUNT' with ID '18006071'. The email content begins with 'Dear Ms Test ACCOUNT,' followed by a congratulatory message: 'Congratulations: Victoria University has made you an offer to study JNXC,Exchange. To download a copy of your offer letter, please log in to the international admissions system: <https://eaamsstage.cbis.net.au/portal/Go/Application.aspx?id=5585>'.

30. The status of your application has changed to 'Offer Made'.

Click on the 'Offers & Acceptance' tab to access your offer letter.

The screenshot shows the EAAMS application status page. At the top, it displays 'Name: Test ACCOUNT (4599463)', 'Form: Incoming Exchange', and 'Status: Offer Made'. Below this is a navigation menu with tabs: 'Main', 'Preferences', 'Background', 'Declaration', 'Offers & Acceptance' (highlighted), and 'Misc.'. The main content area is titled 'Incoming Exchange Application Form' and includes a button for 'Additional Information'.

31. Download the PDF of your offer letter.

Once you have downloaded it, please read and understand it. It is a legal document, and you must sign and return it.

The screenshot shows a table titled 'Offer Letter Attachments'. The table has three columns: 'Category / Comment / File', 'Attached', and 'Is Historical'. There is one entry: 'Offer Letter / Offer Letter / OfferLetter.pdf (276 kB)' with an attached date of '24-Apr-2018 13:54 by VU Staff' and 'Is Historical' status of '-'. A link to download the PDF is provided.

32. Please complete the details in Section 14 of the offer letter (image to the right).

You must sign and date this page, and provide the required passport and visa information so we can issue you with a CoE, if you require one.

After you have done this, please scan the entire document and save as a PDF.

It is important that you include every page page of the document, not just Section 14.

The screenshot shows '14. STUDENT ACCEPTANCE DECLARATION'. It contains a declaration statement: 'I, Test ACCOUNT, have read and understand the terms and conditions specified in this document, and wish to accept Victoria University's offer of enrolment in the courses listed in this agreement. I also understand that the fees specified in relation to the course(s) above are subject to change each year.' Below this are fields for 'SIGNATURE X' and 'DATE: / / 20'. A section for 'PARENT/GUARDIAN SIGNATURE X' and 'DATE: / / 20' follows. There is a section for 'Your passport details (please complete if blank)' with fields for 'Issuing Country of Passport' (Mexico) and 'Passport Number' (9999MEX). A section for 'Your visa information (please complete)' includes a question about visa type with radio buttons for 'Student', 'Temporary', and 'Other'. At the bottom, there are fields for 'City', 'Country', 'Your country of birth', and 'Your nationality'.

33. To accept your offer, please click the box 'Accept Offer'.

The screenshot shows a single button labeled 'Accept offer #1' with a checkbox icon to its left.

Select 'Acceptance Form' as the category.

Type 'Acceptance Form' in the 'Comment' section.

Upload a copy of the PDF that you have created in Step 32.

Click 'Attach'.

### Offer Acceptance Form Attachments

Add attachment

No records found.

! Don't forget to 'Attach' your changes.

Category: \*

Comment: \*

Upload New File: (20 MB max)

Status: Waiting For Original

Category / Comment / File	Attached	Status	Actions
Acceptance Form / Acceptance form / OfferLetter.pdf (273 kB)	24-Apr-2018 14:12 by Applicant	Waiting For Original	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

34. If you required to pay a deposit to VU, follow the instructions in Section 8 of your offer letter.

- This will apply if:
- You are a Study Abroad student; or
  - If you wish VU to organise OSHC for you.

**Do NOT pay if your home institution will pay VU directly on your behalf.**

#### 8. INITIAL FEE PAYMENT

This is a summary of course fees that need to be paid to accept your offer. Do not make payment unless you have read and understood all the information contained in this Letter of Offer and you have met any conditions outlined in Section 5. Payments can be made using any of the payment methods outlined under Section 9 of this form.

OSHC Details	Amount Payable
<b>Visa Length OSHC - Single - 7 months</b> <i>If you require a different OSHC policy, please do not sign this Letter of Offer or make your initial payment and contact Victoria Abroad through the EAAMS portal using the details listed in Section 9 of this Offer. VU will provide an updated Letter of Offer with the OSHC you need.</i>	\$376.00
<b>Total Initial Fee Payable</b>	\$376.00

\* If the fee is for a course which is 24 weeks long or longer, VU is only permitted by law to require a student to pay up to 50% of the total course tuition fee before the course begins. You will be invoiced for the remaining 50% of the tuition fee upon commencement of the course, payable by the due date on the invoice.

#### Payment Options

Option 1: Electronic Funds Transfer from an Australian bank account

Branch number/BSB 067-925  
Account Number 4599463  
Account Title Victoria University  
Payment details 04599463ACCOUNTTNBFI067925

Please note: it is not possible to use these details if you are paying over the counter at an Australian bank branch.

Option 2: Telegraphic Transfer from outside of Australia ONLY (Wire remittance)

Bank (Field #57) Commonwealth Bank of Australia  
Bank Address (Field #57) 201 Sussex Street, Sydney, NSW  
SWIFT Code (Field #57) CTBAU2SXXX  
Branch number/BSB (Field #57) 067-925  
Account Number (Field #59) 4599463  
Account Title (Field #59) Victoria University  
Payment details (Field #70) 04599463ACCOUNTTNBFI067925

Payments made using this method may incur a bank charge of approximately AU\$50. Please note that there may be delays with telegraphic transfer. It is not recommended if you require urgent visa documentation. Telegraphic transfers are only possible from a bank account held outside of Australia.

Option 3: Bank Draft/Cheque

1. Bank drafts / cheques should be made payable to Victoria University.  
2. Please ensure that your family name(s), given name and Student ID number are written on the back of the bank draft or cheque for faster processing.

Option 4: Credit Card

Credit card payments can only be made in person by the cardholder at VUHQ (address below).

35. Attach a copy of your payment receipt as evidence that you have paid, and select 'Miscellaneous – Acceptance Related Attachment' (as per Step 33), and then click 'Attach'.

Category: \*

Comment: \*

Upload New File: (20 MB max)

36. Click 'Accept Offer'.

### Acceptance Information

By clicking this button you confirm your acceptance of the offer and reserve your position at Victoria University (VU), subject to VU receiving signed offer acceptance forms and payment of deposit (as described in your offer letter). Additional information about accepting your offer can be found at

<http://www.vu.edu.au/international-students/apply-now/accepting-your-offer>

Save Changes

Accept Offer

Decline Offer

Cancel

**Accessing your CoE (required if you intend to obtain a student visa only)**

37. Once your acceptance has been processed and your CoE has been created, you will receive an email to advise you of this.

Click on the Application Link and log into the system.

## Victoria University Application Status Change Update

Dear Ms Test ACCOUNT,

Please note that the status of your Exchange application is updated.

Previous status: Student Acknowledgement

New status: Offer ~~Accepted - Ready to Enrol~~

Application Link: <https://eaamsstage.cibis.net.au/portal/Go/Application.aspx?id=5585>

38. On the 'Offers & Acceptance' tab, you will find a copy of your CoE.

Click on the link to download it.

You will require it to apply for your student visa.

### eCoE Certificate for Offer

Type (Sequence): Standalone Offer (Course 1 of 1)

Status / Conditional: Accepted - Ready to Enrol / Unconditional

Program / Course: Incoming Exchange / JNXC - Exchange

Faculty / Campus: University Owned / Footscray Park

Duration / Date: 1 semester, starting 23-Jul-2018

Category / Comment / File	Attached	Is Historical
eCoE Certificate / CoE / <a href="#">CoE.pdf</a> (8 kB)	24-Apr-2018 14:22 by VU Staff	-

## Other parts of the EAAMS admissions system

### Leaving a message for VU staff

Click on the 'Misc.' tab, and type a message in the 'Messages' section. Click on the checkbox 'Send email notification to:'.

Click 'Save Changes' to save your message. This is important: if you forget, your message will NOT be saved.

### Messages

Message: If you enter text below, the new message is recorded when you save this Application.

Dear VU,  
This is a message for you.  
Test.

Send email notification to:  Admission Staff

Click to save any new message you have added to this application.

Save Changes

Cancel

### Checking a message from VU staff

You will receive an email notification when a VU staff member leaves you a message. Click on the link to access it.

Click on the 'Misc' tab, then scroll to the 'Messages' section. The message will be saved here.

### Message from Victoria University Admissions Staff

Dear Ms Test ACCOUNT,

Victoria University Staff, Anthony LONG SUPERVISOR, has posted the following message within your application <https://eaamsstage.cibis.net.au/portal/Go/Application.aspx?id=5585>.

### Message History

Entered On	Entered By	Message
24-Apr-2018 14:42	VU Staff	Dear Test, Thank you for your message. Victoria University.
24-Apr-2018 14:26	Applicant	Dear VU, This is a message for you. Test.