



INTERNATIONAL STUDENT HANDBOOK

Our reputation as the leading specialist in Creative Media Education comes from over 40 years of pioneering creative minds.

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ANIMATION



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CREATIVE
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WEB &
MOBILE

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WELCOME TO SAE

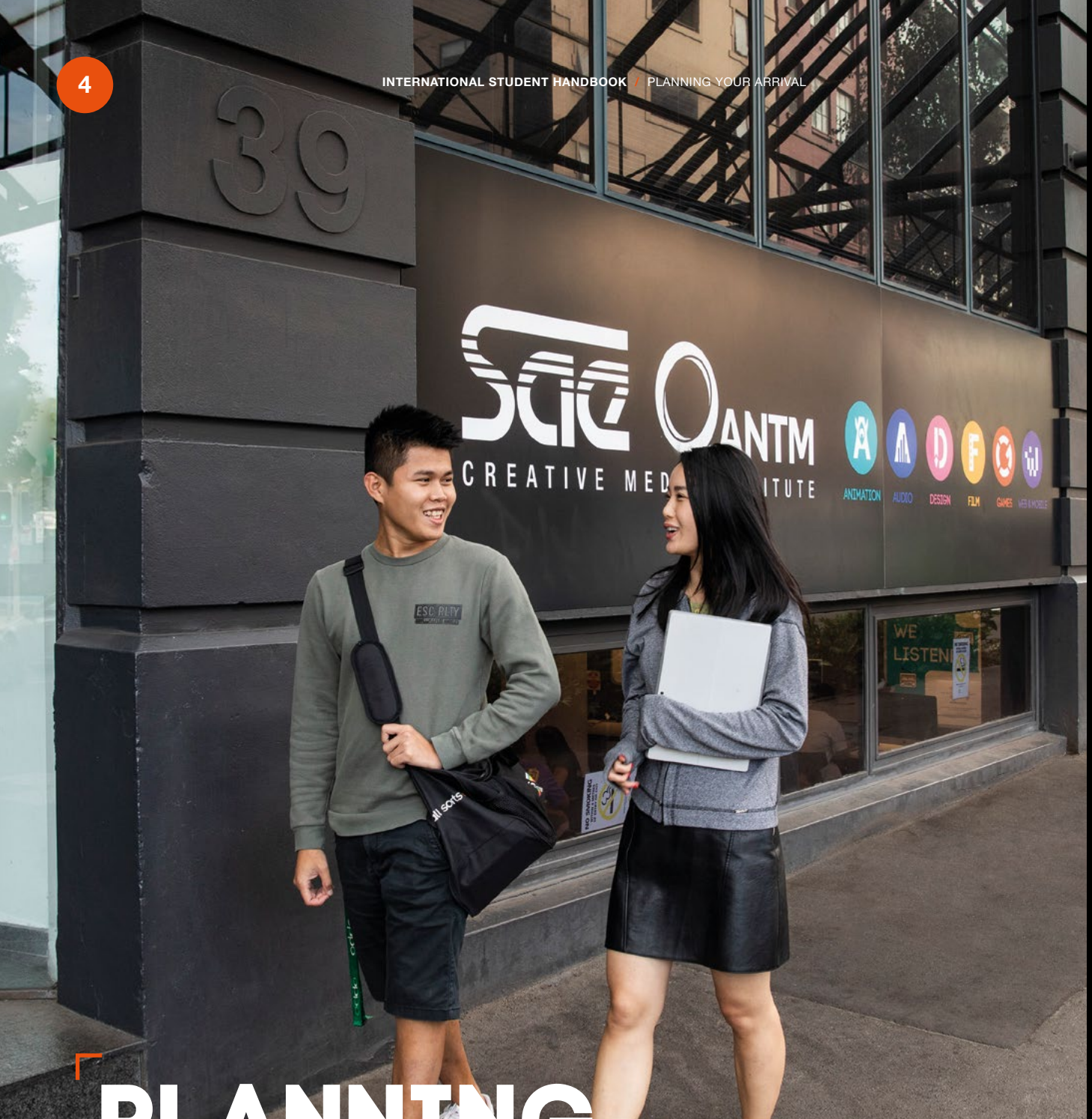
On behalf of SAE Creative Media Institute, I would like to thank you for choosing SAE as your further education provider in the exciting and vibrant creative media sector.

At SAE, we are passionate about providing personalised learning opportunities for all individuals so that you can gain practical skills and knowledge to kick start your creative career. As a student of SAE, you will have access to state-of-the-art studios and equipment, specialist training and a teaching and learning team committed to excellence in education.

I look forward to welcoming you to Australia and to SAE Creative Media Institute.

DR LUKE MCMILLAN
DEAN, SAE AUSTRALASIA





PLANNING YOUR ARRIVAL

→ VISA INFORMATION

SAE is here to support you on your study journey. The Department of Home Affairs (DHA) is responsible for issuing visas for entry to Australia. All international students must apply for a Student Visa Subclass 500, regardless of their chosen course of study.

We understand that applying for your visa can be a long process and have provided some key information on our SAE International website.

→ WHEN TO ARRIVE

You should aim to arrive at least 2 - 3 weeks prior to your course start date. Your visa will commence on the first day of your Overseas Student Health Cover (OSHC), so if arranging your own OSHC, you should schedule your policy to commence at least two weeks ahead of your course start date. If you have agreed to let SAE arrange this for you, we will set the OSHC start date 3 weeks prior to your course start date.

INTERNATIONAL STUDENTS ARRIVING LATE

International students who are not able to commence their course on the official course start date should notify International Admissions in advance and request approval for a late start.

Approval for a late start can be given to international students who are waiting for an outcome on their Student Visa application. Consideration may be given for a late start in other limited circumstances. To apply for a late start, email the SAE International Admissions Office: international.admissions@sae.edu and provide the reason for your request. If approved, International Students can be given up to and no later than the start of Week 2 and will need to be in attendance for the first class scheduled in that week.

→ OVERSEAS STUDENT HEALTH INSURANCE

All international students holding a valid student visa must have Overseas Student Health Cover (OSHC).

WHAT IS OSHC?

Overseas Student Health Cover (OSHC) is insurance that helps international students meet the cost of any medical and hospital care they may need while in Australia. OSHC also provides limited benefits for pharmaceuticals and ambulance services. OSHC will only cover you from the time you arrive in Australia – you will need additional travel insurance while you are in transit. You and your dependants must maintain suitable OSHC for the duration of your visa.

WHY DO OVERSEAS STUDENTS NEED OSHC?

International students cannot access health services through Medicare, which is for Australian citizens only. As a result, the Australian Government requires all holders of a student visa to maintain OSHC for the duration of their stay in Australia.

Without OSHC, you may have difficulty paying for any medical or hospital care. In most cases, hospital care will cost more than \$1500 per day. If you renew your student visa, you must also renew your OSHC policy.

HOW DO I ARRANGE MY OSHC?

OSHC can be obtained from any government-approved OSHC provider. SAE's preferred OSHC provider is Allianz Global Assistance.

If you have indicated that you would like Allianz Global Assistance as your health insurance provider, your Letter of Offer will include an OSHC fee. After you have paid your OSHC fee, and returned all other documentation required during the application stage, your Confirmation of Enrolment (CoE) will be issued. You need a CoE to apply for a student visa.

After you arrive in Australia and have a local address, you can apply for your OSHC card through the Allianz Global Assistance website. If you are using a different provider, please visit their website for instructions on how to order your OSHC card.

→ CONTINUED

WHAT DOES ALLIANZ GLOBAL ASSISTANCE OSHC COVER?

Allianz Global Assistance OSHC essential package covers:

- > 24-hour emergency assistance and medical advice,
- > Partial coverage of medical services provided by doctors (GP services)
- > Partial coverage of diagnostic services such as pathology and radiology,
- > Some prescription medicines, and
- > Emergency ambulance services.

NON-EMERGENCY HOSPITAL VISIT CHARGES

Your OSHC may not cover:

- > Non-emergency hospital care
- > Access to some medical services in public hospitals
- > Maternity (pregnancy) services.

In these instances, you may be required to pay your expenses upfront, or access medical services through a private hospital. Your OSHC policy will typically not cover upfront or private hospital expenses. It is your responsibility to pay these expenses.

OTHER OSHC PROVIDERS

SAE has no relationship with any other OSHC provider and we can't accept payments for any insurer other than Allianz Global Assistance.

However, you are welcome to contact another OSHC provider and insure with them directly:

- > Australian Health Management:
www.ahmoshc.com.au
- > BUPA Australia:
bupa.com.au/health-insurance/oshc
- > Medibank Private:
medibank.com.au/overseas-health-insurance/oshc
- > Nib OSHC:
nib.com.au/overseas-students

You will need to provide evidence of OSHC before a Confirmation of Enrolment (CoE) can be issued.



I'M FROM NORWAY, BELGIUM OR SWEDEN, DO I NEED OSHC?

- > Belgian and Norwegian students

As a result of agreements between the Australian Government and the Belgian Government, and the Australian Government and the Norwegian Government, all Belgian and Norwegian students are considered to have adequate insurance. As a result, you do not need OSHC to meet your visa requirements.

- > Swedish students

Swedish students whose insurance is provided by CSN International (the Swedish National Board of Student Aid) or Kammarkollegiet (the Swedish Legal, Financial and Administration Agency) do not need to take out OSHC.



→ ACCOMMODATION

There are a range of accommodation options available to students choosing to study at SAE. You should arrange accommodation before you arrive in Australia, even if it is just for the first few days. Have your accommodation address written in English ready to show the taxi or hire car, or detailed directions if you are using public transport.

BRISBANE

There are a wider variety of different accommodation providers close to campus, including UniLodge. For more information visit: choosebrisbane.com.au/study

BYRON BAY

SAE Byron Bay is the only site in Australia to offer its students purpose-built accommodation, on campus. For other accommodation options visit: byronbaystudentaccommodation.com.au

SYDNEY

Study Sydney has information for students about finding accommodation, transport and other advice for living in Sydney. For more information visit: study.sydney/live/accommodation

MELBOURNE

Study Melbourne has information for students about finding accommodation, transport and other advice for living in Sydney. For more information visit: studymelbourne.vic.gov.au

PERTH

Study Perth has information for students about finding accommodation, transport and other advice for living in Perth. For more information visit: studyperth.com.au/live

You can also search the following web sites for private market rentals:

- > domain.com.au
- > homebound.com.au
- > realestate.com.au

Before signing any leasing contract, please read and make sure you understand the conditions of the contract.

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THINGS TO CONSIDER BEFORE SIGNING A TENANCY AGREEMENT

Before entering into a tenancy agreement, you should be given a copy of your prospective tenancy agreement. The first thing you should do before you sign the tenancy agreement is read it thoroughly. If there is anything in the agreement that you don't understand, ask questions. Remember, you are committing to a legally binding contract. You should be certain you understand and agree with what you are signing.

- > Read the tenancy agreement and asked questions on things you didn't understand;
- > Know you can negotiate the length of the agreement (i.e. 6, 8, 12 months, or another period) you have been offered;
- > Know that you can negotiate any additional or special terms in the agreement;
- > Before you sign, check that all special terms in the agreement are legal, for example, the agreement does not include a term requiring you to buy goods or services from the property manager/owner;
- > Landlords should give you a receipt if rent is paid in cash;
- > Clarify the conditions regarding utilities (electricity, gas, telephone) before signing any contract.

COST OF LIVING

Your cost of living will vary according to lifestyle and personal requirements. For more information on your estimated weekly expenses visit: sae.edu.au/international/studying-in-australia



→ INTERNATIONAL STUDENT PRE ARRIVAL CHECKLIST

Be sure to understand your visa and it's conditions;

Remember to check Australian Customs and Quarantine information;

Ensure that your accommodation has been arranged;

Be sure to arrange pick up from the International airport

Once you arrive, Scan and make soft copies of all your important documents including your passport, visa, CoE etc;

Read through the Tips for Travellers on the 'do's and 'don'ts' of travelling to and from Australian borders;

Research a little more about living in Australia and the city you are arriving to.

→ ON ARRIVAL CHECKLIST

Organise a mobile phone service and tell your family and friends on your safe arrival;

Ensure you attend the SAE Orientation Program and familiarise yourself with the campus;

Open an Australian bank account;

If you plan on working in Australia, apply for a Tax File Number.

Please ensure you notify Student Services of all of your Australian contact details. Be sure to ensure the college has your latest address, phone number and email. Additionally, please be sure to let them know each time you move accommodation. This is very important and it is a conditions of your Student Visa to inform your provider and the Department of Home Affairs of any change of contact details.



ARRIVAL TO AUSTRALIA

→ QUARANTINE, CUSTOMS AND GOODS TO DECLARE

When you enter Australia you must complete an incoming passenger card and declare whether you're carrying any food or plant material and animal products. Australian customs and quarantine regulations restrict you from bringing certain items into the country.

Before you travel, find out what you can and can't take into Australia:

- > [Australian Department of Home Affairs](#)
- > [Department of Agriculture and Water Resources](#)

If you are carrying any restricted or quarantined items – including food, medication, wooden material, plant material or animal products – you must declare them. Alternatively, you can place them in the quarantine bins when you arrive at the airport.

→ MONEY MATTERS

The Australian Department of Home Affairs does not currently have any restrictions on the amount of money you bring into or take out of Australia, whether it is cash, cheque, money order or any other form. However, amounts of AU\$10,000 or more, or equivalent in foreign currency, must be declared on departure and arrival. Failure to declare is an offence and can result in serious penalties.

We advise you bring the equivalent of at least AU\$250 in cash with you into Australia.

The easiest option is to change money into Australian currency while still in your home country – this will make your arrival process much smoother.

OPEN AN AUSTRALIAN BANK ACCOUNT

In Australia, people keep their money in a bank, building society or credit union. Most income including salary and wages and government benefits is paid directly into an account in your name. Australians use debit cards to withdraw money from their bank accounts and for many purchases.

If you open a bank, building society or credit union account within six weeks of your arrival, you will usually only need your passport as identification. After six weeks you will need additional identification to open an account, and you may have difficulty if you do not have many documents to identify yourself. Advise your bank of your tax file number (TFN) to avoid higher rates of taxation on interest earned.

For further information about banking, visit the [Australian Bankers Association](#), or talk to a Student Services Adviser on your SAE campus.



SAE SUPPORT SERVICES

➔ SUPPORT SERVICES

SAE offers a range of support services to assist you throughout your studies at SAE. This ranges from administrative support, to welfare and learning assistance. The most important thing to remember is to ask for assistance. Our Student Services Team are always more than happy to help.

An additional range of support services and advice are offered to help you settle in and make the most of your time at SAE and in Australia.

This includes:

- > Settling into life
- > Australian healthcare and Overseas Student Health Cover (OSHC)
- > Working on a student visa
- > Accommodation, transport and local services
- > Who to go to for help
- > How to ask for help
- > Time management skills
- > How to meet academic staff expectations
- > Social and recreational activities
- > Administrative support (e.g. course information, forms and student records, timetable and campus information, fees and payments, graduation)

There are also a number of compulsory sessions to attend during Orientation Week, including:

- > Welcome for new students
- > Faculty sessions
- > Safety down under

ENGLISH LANGUAGE SUPPORT

SAE understands that moving to a new country and adjusting to a new learning style can be difficult - especially if English is your second language. To support international students in their studies, we provide English language support through:

Our Libraries

Reach out to one of SAE's librarians if you need some assistance sourcing information, researching or clarifying texts.

LinkedIn Learning

All SAE students have complimentary access to this learning resource. Choose from any of the English language or subject specific modules to support your learning journey.

Navitas English courses

SAE is part of the broader Navitas group. If additional language support is required, you may consider exploring one of these courses to develop your English proficiency.



DISABILITY SUPPORT

SAE is committed to supporting students with a disability. If you have a disability and would like support, you should discuss this with the Student Services Adviser on your campus. For more information, please visit the Disability Information on the [SAE website](#).

WELLBEING SUPPORT

At SAE, we understand the importance of providing you with support throughout your studies. If you are experiencing issues such as anxiety or depression, personal problems, relationship difficulties or past or recent trauma, accessing support can have a positive impact on your emotional and mental health and academic success. If you need assistance, please contact the Student Services Advisor or Student Counsellor on your SAE campus. For more information, visit the Student Services page on the [SAE website](#)

SEXUAL ASSAULT AND SEXUAL HARASSMENT

SAE is committed to an inclusive campus community, free from harassment, discrimination and assault. Read our [Sexual Assault and Sexual Harassment Policy](#) and [Procedure](#). For more information about Sexual Assault and Sexual Harassment (SASH) support and reporting, and to provide feedback, please contact Support.SASH@sae.edu. If it is an emergency or you're in immediate danger, call 000 for Police or Ambulance assistance. 1800 Respect (1800 737 732) for 24/7 counselling support.



→ WHO TO CONTACT FOR SUPPORT

Please see below for details on how to contact Student Services on your SAE Campus:

BRISBANE

Phone: +61 7 3850 2000
Email: brisbane@sae.edu
Corner of Jane St and Riverside Dr,
West End QLD 4101

BYRON BAY

Phone: +61 2 6639 6017
Email: byronbay@sae.edu
373-391 Ewingsdale Rd, Byron Bay NSW 2481

SYDNEY

Phone: +61 2 8241 5307
Email: sydney@sae.edu
39 Regent St, Chippendale NSW 2008

MELBOURNE

Phone: +61 3 8632 3400
Email: melbourne@sae.edu
235 Normanby Rd, South Melbourne VIC 3205

PERTH

Phone: +61 8 6217 4100
Email: perth@sae.edu
116 Roe St, Northbridge WA 6003



LIVING IN AUSTRALIA

Beginning a life in Australia can be daunting. Rest assured, our Student Services team are here to assist you with settling in. In preparation for your stay in Australia, please read the Australian Government page Living in Australia, which gives comprehensive information on things such as accommodation, living costs, banking, phone and internet, and other aspects of life in Australia.

The Australian Department of Immigration and Citizenship has put together a great resource to help you when beginning your life in Australia. You can download it [here](#).

➔ TRANSPORT

Australia is a vast nation with many of its cities and towns separated by large distance. Even within cities and towns, there is a need for transport to get from place to place. Public transport is transport that someone else owns and you pay to use it for a set journey. Many forms of public transport exist in the form of buses, taxis, ferries, trains and trams. They are easy to find, to access and at a good price.

Private transport is transport that you own and use as you wish. Most Australians have cars and motorbikes that they use with our road system, for private transport. Walking and cycling are other options that you have. Most people regard hitchhiking, that is getting a free ride with a stranger in their car, as an unsafe form of transport.

For city specific information about public transport, please refer to the customised information available by each SAE campus.

DRIVING IN AUSTRALIA

If you hold a current drivers licence in your home country, you might be able to drive in Australia without sitting for any further driving tests. However, if you are in Australia for more than three months, you may need to apply for an Australian drivers licence. For more information, visit the [Australian Government website](#).

TRANSPORT CONCESSIONS

International Students may be eligible for travel concessions, depending on which State your SAE campus is located. For more information on what travel concessions are available, [please see here](#).

→ HEALTH AND SAFETY

EMERGENCY SERVICES

Wherever you are in Australia, if there's a life-threatening emergency, call 000 (zero zero zero) or 112 from a mobile (even if out of range). It's a free call, even from your mobile. An operator will answer and will ask which of the following services you need:

- > Police
- > Fire
- > Ambulance

If you're not sure which one you need just tell the operator what you are calling about and they will help guide you. If you don't speak English, tell the operator your language and you will be connected to a translator who will be able to assist.

It is important to remain calm. The operator will ask questions, such as: where are you located, what is the emergency, and how many people are involved.

If it's a life-threatening emergency, you should still call 000, even if you are on campus.

EMERGENCIES ON CAMPUS

SAE has an emergency procedure for emergencies on campus, which you will be provided with during orientation.

→ WORKING IN AUSTRALIA

For most international students, a student visa allows you to work for up to 40 hours per fortnight while studying in Australia. However, it is important you consider the impact that part-time work may have on your academic workload, as well as the student visa conditions regarding working while studying.

HOW MANY HOURS A WEEK CAN I WORK?

If you have a student visa you can work up to 40 hours per fortnight (two-week period) during trimesters, and full-time hours during vacations. In general, students shouldn't expect to cover tuition fees or living expenses by the money earned from a part-time job.

WHAT IF MY VISA DOES NOT HAVE PERMISSION TO WORK?

If, for any reason, your student visa is issued without the right to work, you will need to apply for a permission-to-work student visa after commencing classes. You can find out more about applying for a student visa with permission to work, a Tax File Number, and obtaining part-time work during Orientation week or by contacting a Student Services Adviser on your SAE Campus.

WHAT IS A TAX FILE NUMBER?

A tax file number (TFN) is a unique number issued to individuals to help the Australian Tax Office (ATO) administer tax and other government systems. Before you can begin working you will need an Australian tax file number. Please see the Australian Taxation Office (ATO) for more information at: www.ato.gov.au

WHAT TYPE OF WORK AM I LIKELY TO FIND?

Casual or part-time work is a great way to provide yourself with an income while you're studying. It's also great experience to include on your resume. Typically, these positions include retail, hospitality and customer service roles. Please keep in mind that casual or part-time work can be difficult to find and competition for such jobs is high.

➔ AUSTRALIA

BRISBANE

Cnr Jane St. & Riverside Dr.
West End, QLD 4101

BYRON BAY

373-391 Ewingsdale Rd.
Byron Bay, NSW 2481

SYDNEY

39 Regent St.
Chippendale, NSW 2008

MELBOURNE

235 Normanby Rd.
South Melbourne, VIC 3205

PERTH

116 Roe St.
Northbridge, WA 6003

FOR ALL
ADMISSION
ENQUIRIES,
CONTACT

+61 (02) 6639 6054

international.admissions@sae.edu

➔ **SAE.EDU.AU/INTERNATIONAL**



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