



Application Guide for ACICIS Short-Term Programs

Important:

Before applying at acicis.edu.au/apply-now, please consider the following:

1 Contacts

For WSU study abroad enquiries: [Go Global and Study Abroad](#)

For all ACICIS enquiries: [Ms Kurniastuti Lestari \(Ayi\)](#), ACICIS Marketing & Student Recruitment Officer

2 Tuition fees

You will need to pay the [tuition fees](#) for the program upfront to ACICIS. No fees will be paid to Western Sydney University for the credit achieved on your program.

3 New Colombo Plan Mobility Grant

To apply for the **New Colombo Plan Mobility Grant**, students need to apply for the program. ACICIS will then assess the eligibility of the grant and the student will be awarded the grant if he/she meets all of the criteria:

- Current undergraduate (Bachelor or Honours Degree) student
- Studying at an ACICIS Member University (YES – Western Sydney University is a [Member University](#))
- Australian Citizen
- Receiving credit towards your degree for participation on the program
- Have not previously received a short-term New Colombo Plan Mobility Grant*
- Not currently a citizen or permanent resident of the Republic of Indonesia

**Students are only allowed to receive one short term mobility grant and one semester long mobility grant from the New Colombo Plan.*

N.B. 70% of grant recipients (Australia-wide) must be between the ages of 18-28.



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4 Application deadlines

ACICIS Program

ACICIS Deadlines

Professional Practica Programs

First Round: 1 July
Second Round: 1 September

Public Health Study Tour

Summer Intake: 25 August
Winter Intake: 1 April

Indonesian Language Short Course

Summer Intake: 1 October
Winter Intake: 1 April

5 Application process

Step 1: Find out if you eligible for academic credit. Talk to your [Academic Course Advisor](#) about credit arrangements and how it fits best with your course structure. If you have questions about this process or the other steps below, feel free to contact Western Sydney International Office's Go Global team. Email goglobal@westernsydney.edu.au or book for an [Advising Session](#)

Step 2: Register your interest with ACICIS Study Indonesia
Email the Secretariat at enquiries@acicis.edu.au or call 08 6488 6675

Step 3: Order your latest Academic Record/Transcript
Order this online [here](#).

Step 4: Commence your application with ACICIS Study Indonesia
A. Commence your [application](#) for your ACICIS Program prior to the deadlines in Part 4.
B. Upload your university transcript collected in Step 3.



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C. Download the University Approval Form, this will be required for Step 5.

Step 5: Apply for Academic Credit

- A. Complete the [Overseas Academic Approval Form](#) (non-exchange) and provide supporting documentation about your course to your [Academic Course Advisor \(ACA\)](#) or [Director of Academic Program \(DAP\)](#)
- B. When you complete this form, keep the agreement for future records and [send it to Go Global and Study Abroad](#)

Step 6: Submit your application to ACICIS Study Indonesia

- A. Complete your [application](#) for your ACICIS Program prior to the deadlines in Part 4.
- B. Student eligibility to receive a New Colombo Plan grant will be considered as part of this process.
- C. Students will be notified on the status of their application within one month of the application deadline.

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Before you depart on your ACICIS program

Step 1: Apply for OS-HELP (OPTIONAL)

- A. Submit a completed [OS-HELP Loan Application \[PDF, 116.21 KB\]](#) (including an OS-HELP Debt Confirmation Form) to Student Central. The Debt Confirmation Form is available in hard-copy at Student Central.
- B. The University requires up to 25 days to process OS-HELP applications.
- C. OS-HELP loans can be up to \$7,998. Students do not need to apply for the full amount.
- D. Fill out question 3B and 4. DO NOT complete question 3A.

Step 2: Travel Insurance

- A. Western Sydney University provides [Travel Insurance](#) for all students on study abroad experiences.
- B. Students are advised to read the PDS closely to ensure the policy is suitable for their needs.

Step 3: Complete 'Before I Go' and apply for Travel Grant

- A. Complete the [Before I Go](#) online checklist, including the mandatory Confirmation of Overseas Travel registration.
- B. As part of the Confirmation of Overseas Travel registration, you can register for a Student Mobility Travel Grant.



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Step 4: Attend a Pre-Departure Session

- C. Western Sydney University Go Global and Study Abroad hosts pre-departure sessions for students. Attendance is not compulsory but is recommended.
- D. ACICIS will host an informal pre-departure meet up for all students departing on our in-country programs. These are non-compulsory but offer the opportunity to meet other students on your program. For more information contact the Secretariat.

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Centrelink

If you are currently receiving payments from Centrelink, these may be able to continue in part while you are in Indonesia – see [payments while outside Australia](#). All students that complete the Confirmation of Overseas Travel registration process with Western Sydney University will be issued an official letter that can be used for Centrelink (see Part 6). This will need to be uploaded to your MyGov account.

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Results

Once you have returned from your study abroad program, ACICIS will submit a *copy* of your original transcript or certificate of completion to Western Sydney University Go Global and Study Abroad. You will need this to finalise [Advanced Standing \(credit\)](#) and should apply for Advanced Standing when instructed to do so by Western Sydney University Go Global and Study Abroad.