

Part 1

Introduction - Welcome to ANIBT



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Welcome

Message from the Academic Manager, Australian National Institute of Business and Technology (ANIBT).

Important Information & Emergency Contacts

Education Provider Main Contact Details

International Student Coordinator/Advisor

International Student 24 Hour Emergency Contacts

Important Telephone Numbers

Emergency Police, Fire, Ambulance

Department of Home Affairs (DHA)

Oversees Student Health Cover

Transport

Application Step by Step Process Model

Things to Do

Before Leaving Home

Upon Arrival in Australia

Message from the Academic Manager, Mr Dale Sheather

Welcome! I am delighted that you have chosen to study at ANIBT. I know you have made a wise decision to further your studies, build your career and shape your future. The team at ANIBT is committed to your success and we will do everything possible to ensure you have a positive and treasured learning experience while you are here.

By choosing to study at ANIBT, students will have the opportunity to acquire and develop a range of attributes that will not only help to make them job ready in a dynamic environment, but also enrich their professional and personal lives wherever in the world they may decide to work and live.

OUR VISION

To provide students with quality, professional and outcome oriented training and services, to enable them to achieve optimal competency in their relevant fields.

OUR MISSION

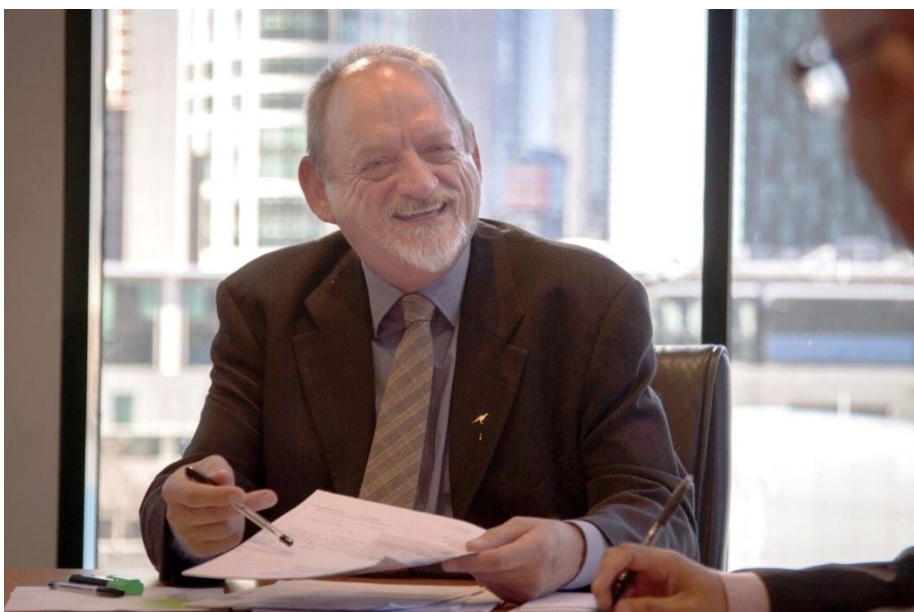
To empower students with the skills to achieve their academic, life and personal goals.

INFORMATION

This guide is for all students studying with us at ANIBT.

I wish you every success in your studies at ANIBT and a rewarding experience in Australia.

Dale Sheather



Important Information and Emergency Contacts

Australian National Institute of Business and Technology (ANIBT)

Contact Details:

Level 7, 474 Flinders Street, Melbourne VIC 3000

Telephone: (03) 9620 2922

Chief Executive Officer

Jianming Chen

E-mail: jianming.c@anibt.vic.edu.au

Campus Manager

Ken Vong

Email: accnts@anibt.vic.edu.au

Manager Academic Delivery and Compliance

Dale Sheather

Email: dale.s@anibt.vic.edu.au

Student Services Support Officer

Lily Sun

Email: studentservices@anibt.vic.edu.au

Student Administration Officer

Vivian Lee

Email: admin@anibt.vic.edu.au

Accounts Officer (Fees & Payment)

Ken Vong

Email: accounts@anibt.vic.edu.au

Student Admissions

Bella Li

Email: admissions@anibt.vic.edu.au

Computer Service & IT

Ken Vong

Email: IT@anibt.vic.edu.au

Reception

Email: reception@anibt.vic.edu.au

ANIBT Student 24 hour emergency

Phone Contact 0402 125 752

Australian Emergency Telephone Numbers:

Police, Fire, Ambulance – 000

Department of Home Affairs (DHA)

www.homeaffairs.gov.au

Ground Floor

Casselden Place

2 Lonsdale St, Melbourne

Postal Address:

GPO Box 241

Melbourne, VIC 3001

Opening Hours

09:00AM – 04:00PM

131 881

Overseas Student Health Care

General Information

Web:

<http://www.health.gov.au/internet/main/publishing.nsf/content/overseas+student+health+cover+faq-1>

ANIBT provider

Bupa OSHC

Web: www.bupa.com.au

1800 888 942

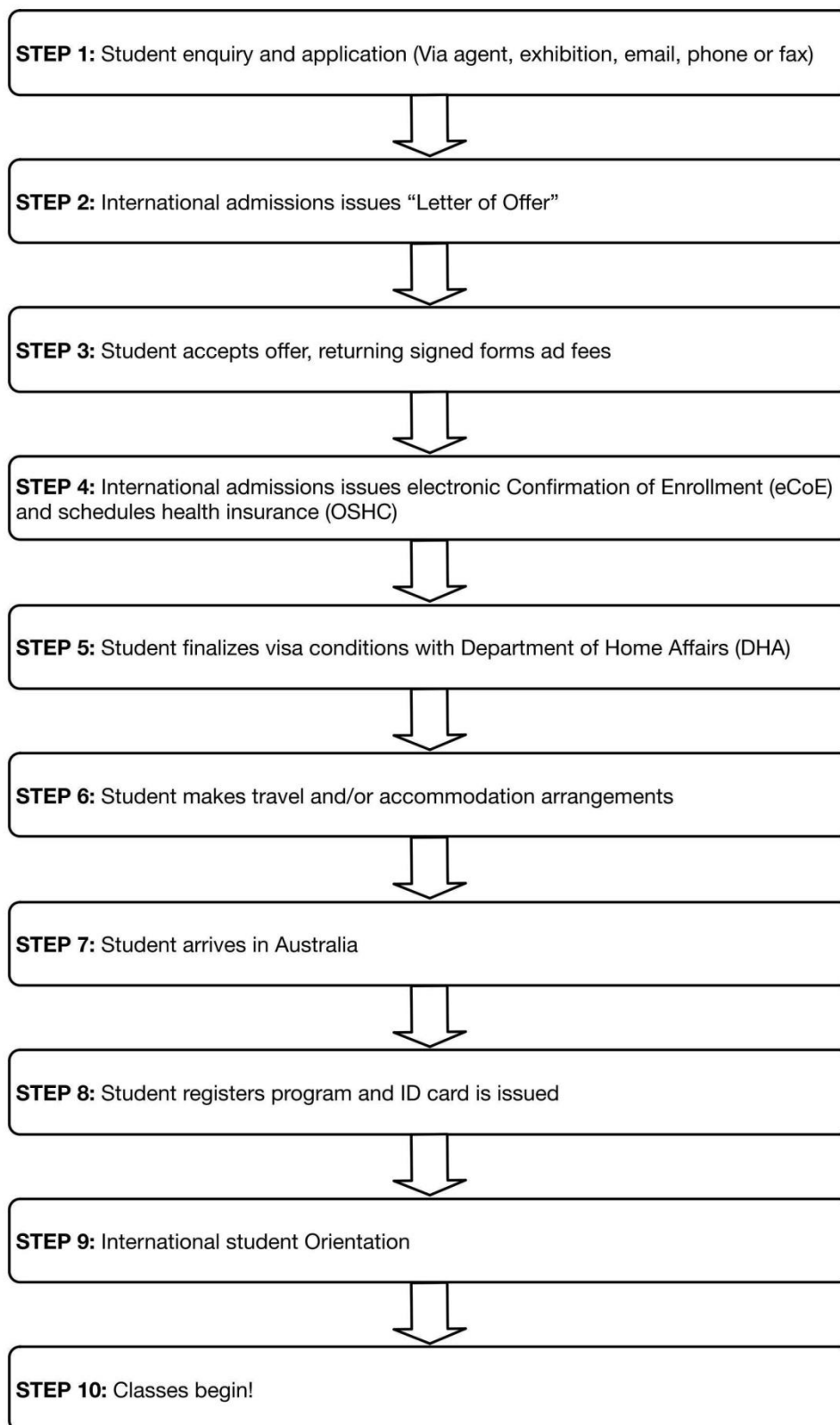
Transport:

Public Transport Victoria (PTV)

Web: www.ptv.vic.gov.au

Ph: 1800 800 007 (6am - midnight daily)

Application Step-by-Step Process Model:



Things to Do:

Before Leaving Home:

- Apply for passport
- Arrange student visa
- Make contact with institution
- Arrange for immunisations and medications from your doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Arrange accommodation
- Arrange transport from airport to accommodation
- Pack bags being sure to include the following:
 - Name and contact details of an institution representative
 - Enough currency for taxis, buses, phone calls etc
- Important documents:
 - This Handbook
 - Passport
 - Letter of offer
 - Confirmation of Enrollment (CoE)/s
 - Certified copies of qualifications & certificates
 - Travel insurance policy
 - ID cards, drivers license, birth certificate (or copy)
 - Copy of Medical records and prescription

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

Upon Arrival in Australia:

- Contact your family at home to let them know that you have arrived
- Settle into accommodation
- Purchase household items and food
- Contact institution
- Complete enrolment
- Attend international student orientation
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Attend course specific orientation sessions
- Get textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and associations (Eg. music, sporting and cultural clubs).