

Sydney Internship Program Fall 2010

Acceptance Instructions, Page 1

Congratulations on your acceptance to Boston University's Sydney Internship Program! This packet contains specific information for the Sydney Program.

INSTRUCTIONS

Enclosed are pre-departure forms that each student is required to complete and return to Boston University International Programs. Please read carefully the instructions on the form and on the checklist on the next page as you will be required to submit some forms to the Boston office and others directly to Sydney. In addition to these program-specific forms, you must also complete the pre-departure documents that you were directed to through International Programs' online system. The online system will also instruct you on submission of your non-refundable \$400 deposit to hold your place in the program. All forms should be completed within two weeks. Be sure to make a copy for your records.

CURRICULUM VITAE (AUSTRALIAN FORMAT)

You must send a short e-mail within two weeks to busydneyprogram@iinet.net.au describing your internship preference and include an electronic copy of your CV in the Australian format. Your CV provides the internship director with an idea of who you are and your work experience, and plays an important part in your internship placement. We have included a sample Australian-style CV for you to use as a guide. Your internship supervisor will forward your CV to prospective internship supervisors so please follow these guidelines closely.

- Your name, address, e-mail address, and age (very important) at the top.
- Leave the objective out.
- Your present university and its location, relevant coursework to your particular program and internship interest, and grade point average (don't use "G.P.A."; please spell out grade point average). Please outline the aspects of relevant coursework. Do not include your high school education. If you have attended more than one university, list them in reverse chronological order.
- Relevant work experience, paid or voluntary. Outline the skills and knowledge you acquired in each position.
- Extracurricular activities—list non-relevant paid or volunteer work here
- Interests (optional)
- Computer skills, including level of expertise of programs

Don't worry about fitting all the relevant information on one page. In fact, we encourage you to make your CV as long as it needs to be. Don't bother putting "references available upon request" at the bottom because no one in Sydney will call your references. If you have a written reference from a previous employer that you would like to add to your file, you may send it to us. Proofread your CV very carefully. Nothing looks worse than a CV containing errors.

PROGRAM COSTS AND DATES

The Sydney Internship Program fee for the 2009/2010 academic year was \$16,550 per semester. The cost for the 2010/2011 academic year has not yet been announced and is subject to approval by the Boston University Board of Trustees. Cost includes tuition, housing, internship placement, field trips, and emergency travel assistance coverage. The program fee will be charged to your student account, which must be settled by the deadline set by Boston University's Office of Student Accounting Services.

We have enclosed a tentative program calendar for your semester in Sydney and will notify you of any changes. For Boston University students there is a mandatory Sydney Internship pre-departure meeting. The date, time, and location for this meeting is to be announced. Local non-Boston University students are encouraged to attend.

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Acceptance Instructions, Page 2

FORMS CHECKLIST

Send The Following To Boston:

BU International Programs
888 Commonwealth Ave. Boston, MA 02215

- Form 147: Application for a temporary residence visa
- Form 956: Appointment of a migration agent or exempt agent or other authorized recipient
(These two forms will need to be downloaded. The website address is included in the Australian Visa Application Information form in this packet.)
- Notarized photocopy of Details Page of Passport (page with picture)
- Passport size photo

Please do not send the instructions that are included with forms 147 and 956 to our office. Staple your passport size photo to the box on Form 147. Staple the materials in this order so that it is a single packet: Form 147, Form 956, notarized photocopy of details page of passport.

Send The Following To Sydney:

Boston University Sydney Internship Program
PO Box 946
Broadway, NSW 2007, Australia

Street Address (for DHL, FedEx, UPS only)
Boston University Sydney Program
Unit CG01
22-36 Mountain Street
Ultimo, NSW 2007, Australia

OR scan and e-mail to busydneyprogram@iinet.net.au

- Housing Questionnaire
- Internship Questionnaire
- Residence Agreement
- Police Background Check (must be sent by mail, this can be sent later if it takes a long time to get it)

Please E-mail The Following To: busydneyprogram@iinet.net.au

- Resident Assistant Application (optional) by March 31
- Electronic copy of CV in Australian format. Please use the following format when naming the file: "Duck, Donald, S10, CV."
- Photo — Scan and e-mail a photo. The photo must be an uncropped image of your face from the top of your head to your chin against a plain white background (similar to a passport photo). E-mailed images must be scanned at 200-250 dpi and should be saved as a high-quality JPG file. The name of the file should be your name and semester of study in the format "Duck, Donald, F10." Boston University students may scan and e-mail their photos free of charge at the Office of Information Technology, 111 Cummington Street. Non-Boston University students should consult the computer and technology support office at their home schools. **Photos that do not meet these requirements will not be accepted.**

**Make a copy of all materials for your records.

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Tentative Academic Calendar

RA's Arrive in Sydney	Saturday, August 21
Group Flight Departure from California	Monday, August 23
Arrival in Sydney	Wednesday, August 25
Orientation	Wednesday, August 25 - Sunday, August 29
Elective Courses Begin this week	Monday, August 30
AN368 Course Begins	Tuesday, August 31
Labour Day Holiday	Monday, October 4
First Session Examinations	Friday, October 8 - Saturday, October 9
Mid-Semester Break	Sunday, October 10 - Sunday, October 17
Second Session Electives Begin	Monday, October 18
Internships Begin	Tuesday, October 19
Internships End	Friday, December 3
Second Session Examinations	Tuesday, December 7
Program Ends/Departure Day	Thursday, December 9
RA's Depart	Friday, December 10

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Course Selection

You will not be registered for classes until you are in Sydney. Students must take a full course load (16 credits) during their semester in Sydney. It is very important for all students to meet with their academic advisors or study abroad offices to determine their home schools' and departments' policies on study abroad, and to ensure that credit will transfer and be applicable toward their major and minor degree programs*. Students must make their own arrangements for credit transfer. Course descriptions can be found on the Boston University International Programs website. BU students should note that in addition to advisor approval of the program, they may need to complete additional steps required by their college or department to ensure that specific program course offerings may be applied toward fulfillment of their major or minor degree requirements.

For the first six weeks of the semester in Sydney, you will take two four-credit courses: AN368 Australian Culture and Society (which is required for all students), and one elective course. Upon successful completion of these courses, and a one-week vacation, you will begin another elective course (four credits) and a seven-week internship placement (four credits). The last week of the semester is a capstone week dedicated to final exams and to internship evaluations.

ELECTIVE COURSES

Below please find a list of elective courses that have been offered in previous semesters in Sydney. As the program reserves the right to vary course offerings, the parts of the semester in which the courses are offered, and to cancel courses which do not attract a minimum number of students, it is recommended that you select at least four or five of these courses, and, as required, seek approval as outlined above*. As the schedule of courses becomes available, students will be notified in a separate pre-departure bulletin.

CAS AH 374	Australian Art and Architecture
CAS EC 464	The Pacific Rim: Economic and Political Orders
COM FT 352	Film Productino Using Video
COM IP 402	Brand Advertising and Promotion
CAS PO 350	The Australian Political System
SHA HF 328	The Australian Wine Industry
COM FT 345	Australian Cinema
CAS EN 383	Australian Literature
COM CO 350	Mass Media in Australia
CAS SO 308	Australian Social Policy
IP 401	Sports Management in Australia and the S.E. Asian Region

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Internship Questionnaire, Page 1

Name: _____

Age: _____

Home Institution: _____

Major: _____

This form needs to be filled out within two weeks. Fill the form out carefully and thoughtfully to assist the Sydney staff in finding an appropriate placement for you.

Placements are dependent on what is available and the experience and qualifications of each student. Your responses to this questionnaire are initial guidelines for our staff in Sydney. Placements will be explored but not arranged until you have been interviewed in Sydney, and it is clear that the proposed placement is appropriate for you. We may not be able to guarantee your first choice, but every effort will be made to place you in your desired field. If you have slides, clippings, projects, research papers, or a portfolio relevant to your subject, it is vital that you bring them to Sydney.

Failure to submit this form will delay the placement process. The information you provide below will offer initial guidelines for the internship coordinator in Sydney; placements will be explored but not arranged or finalized until after you have arrived in Sydney and met with staff to discuss options. You are urged to be flexible and explore the whole range of possibilities developed by Sydney staff. While we are not able to guarantee your first choice, every effort will be made to place you in your desired field. If you wish to change your internship area (e.g., switch from an internship in the Arts/Architecture to an internship in International Organization), you must consult with program staff in Boston and complete a new questionnaire. It is important that you bring copies of your CV in Australian format and any relevant interview materials such as slides or a portfolio with you to Sydney.

INTERNSHIP OPTIONS

From the following list of 10 internship areas, please circle the one most appropriate to your area of study and/or work experience/background. Rank your top three fields of interest within it. Mark 1 to indicate your top choice, 2 your second choice, and 3 your third choice. Please note the course numbers generally assigned to each internship area. If you have questions about the internship course registration, please contact the Boston office.

1. COM CM 471 Advertising/Marketing/Public Relations
(Internships in creative departments are limited.)

advertising: research
 advertising: planning
 advertising: account work
 advertising: creative
 public relations: in-house
 public relations: agency
 marketing: research
 marketing: product development
 marketing: intern
 other (please specify) _____

2. CAS AH 505 The Arts

visual arts
 museums/heritage
 archaeology
 literature
 music
 architecture
 other (please specify) _____

3. CAS EC 497 Business/Economics

banking
 human resource management
 finance
 marketing
 economic research
 small business management/enterprise culture
 accounting
 other (please specify) _____

4. CAS PO 451 Politics

(Note: Placements with senators are not an option.)
 political party
 policy making/analysis
 nongovernmental organization (NGO)
 issue-based work (please specify)
 research
 other (please specify) _____

Please keep a copy of this page for your reference.

3. Describe any relevant paid or voluntary work experience.

4. What do you perceive as your strengths and weaknesses?

5. What is important to you in a work environment?

6. Please list your computer skills and experience (specify programs).

7. Are you proficient or fluent in any language other than English?
Which?

8. Please attach a sheet (if needed) to include any additional information that would be useful when considering your internship placement.

SIGN HERE

- a) I understand that internship placements are dependent on the opportunities available at the time of the placement, and on my previous experience and qualifications.
- b) I understand that International Programs may not be able to guarantee my first choice, but that every effort will be made to place me in my desired field.
- c) I understand that if I wish to change my primary internship field, I must consult with program staff in Boston and complete a new questionnaire.
- d) I understand that standards of acceptable appearance and demeanor vary dramatically from country to country, and even from business to business. By participating in a Boston University Internship or Community Placement Program, I understand that I am an emissary of the University and the United States, and that my enrollment constitutes an agreement that I will attempt to live and work within the framework of local custom. I understand that some personal choices of dress, hairstyle/color, body ornamentation, etc., that are acceptable on campus in the United States may make internship placement in a foreign country difficult, if not impossible. By enrolling in the program, I agree to make every effort to adapt my personal appearance to the generally accepted norms of the business community of the host country and understand that failure to do so may make placement impossible and result in a failing grade for the internship, practicum, or community placement course. I understand that where dress, hairstyle, and body ornamentation are dictated by my religion, race, national origin, or ethnicity, every effort will be made to accommodate those needs consistent with my status as a guest in a foreign country.

Student Signature

Date



Mail the Internship Questionnaire (3 Pages) Within 2 Weeks To:

Boston University Sydney Internship Program
PO Box 946, Broadway, NSW 2007, Australia
OR scan and e-mail to busydneyprogram@iinet.net.au

Please keep a copy of this page for your reference.



YOUR FIRST AND LAST NAME

Boston University Sydney Program
PO Box 946. Broadway NSW 2007

Mobile Phone: XXXX XXX XXX (Your Australian Mobile)

Home Phone: XXXX XXXX (Your Unilodge Direct Number)

joestudent@bu.edu (Your email address)

Age: 20

EDUCATION

2007-present

Boston University

Boston, Massachusetts

Third year of studies

Major: Politics

Minor: International Relations

Grade Point Average in Major: 3.68 out of 4.0

Cumulative Grade Point Average: 3.4 out of 4.0

Golden Key Honour Society: Top 15% of class

COURSE WORK

List relevant subjects to your internship direction.

2010-present

Comparative Politics— B+

Studies of the governments of Great Britain, France, Germany, and selected African nations.

American Political Institutions - A

Studies of the American political system with emphasis on topics such as federalism, separation of powers and checks and balances.

2009 -2008

Introductions to Political Theory - A

Studies of such thinkers as Locke, Plato, Hobbes, and Hume as well as selected court decisions.

The Legislative Process— A-

Studies of the process by which laws are passed. Emphasis on Congressional procedure as well as executive influence over the lawmaking process.

2008 -2007

Political Parties— A-

Studies of the history and role of parties in American politics as well as in selected European countries.

Southeast Asia and World Politics- B+

Examines Southeast Asia as an important emerging political, economic, and security region in world politics. Background materials, including the region's history, cultural diversity, and geo-strategic position, are given weight in the course.

EMPLOYMENT HISTORY: (Add any volunteer work)

2010 - present

Political Office, State Senator

Little Falls, New Jersey

Intern

Responsibilities: Social networking site development, research, answering phones, filing.

2009-2007

Mountain Ridge Country Club,

West Caldwell, New Jersey

Caddy

Responsibilities: Communicating with members in order to perform task as desired.

2007-2006

Chilli's Restaurant

Little Falls, New Jersey

Busboy, Busboy Trainer

Responsibilities: Communicating with customers as well as co-workers in order to provide the best service, training new employees as to how to properly perform the busboy duties.

2006-2005

ShopRite

Little Falls, New Jersey

Bagger

Responsibilities: Packing groceries, retrieving shopping carts.

COMPUTER SKILLS: FileMaker Pro, PageMaker, Microsoft Word, Excel

ACTIVITIES:

2010-2009

Intramural Basketball

Intramural Soccer

INTERESTS:

Politics, local and international affairs, guitar, rock climbing, theatre.

Sydney Internship Program Fall 2010 Housing Questionnaire, Page 1

Last Name (please print): _____
First name: _____
Home University: _____
BU ID #: _____
Major: _____

Students must live in the program housing provided. It is critical that this form is filled out and returned to Sydney within two weeks. Failure to do so may jeopardize your housing assignment. Remember that the more information you provide, the more likely you are to receive a compatible roommate.

Students are required to live in program housing. Certain information is necessary to help ensure that your housing assignment is made with your needs and preferences in mind. Remember that the more information you provide, the more likely you are to receive a compatible roommate. Please complete the following:

PERMANENT ADDRESS AND TELEPHONE NUMBER

Street: _____
City: _____
State: _____
Zip Code: _____
Phone: () _____
E-mail: _____
Father's Name: _____
Mother's Name: _____
Gender: Male Female
Date of Birth: _____

QUESTIONS

NOTE: Smoking is not allowed in the program facilities, including student rooms, at any time.

- 1) Do you have any medical conditions such as diabetes or asthma, allergies, dietary restrictions (vegetarian, kosher), or other restrictions (including physical challenges) that the Building & Facilities Manager should be aware of?

- 2) Do you have religious requirements about which the Resident Director should be aware? Please explain how these requirements may affect your schedule, and eating habits and requirements (communal, kosher, or vegetarian kitchens cannot be organized).

- 3) Have you had any prior infringements or had disciplinary action taken as a result of breaches of Housing Code? Please describe.

Please keep a copy of this page for your reference.

Sydney Internship Program Fall 2010 Residence Agreement, Page 1

Note: Students must live in the program housing provided. Please read this form carefully and make a copy for your records, as you will be held to the terms outlined in the Residence Agreement once in Sydney. This ensures that you understand and agree to the terms under which program housing is provided.

Students on Boston University's Sydney Program are subject to the same policies, procedures, and codes of conduct in place at BU. Students are prohibited from engaging in conduct, in or about the residence facility, that poses a threat to the health or safety of persons or property, that interferes with the rights or well-being of others, or that violates any provision of the Code of Student Responsibilities, this residence agreement, or any rule/regulation of the University or International Programs, or any other applicable law. Students found in violation of these policies, rules, and regulations established by International Programs and/or the University will be subject to University disciplinary action up to and including expulsion from the University.

Students must abide by all rules and regulations that may be established by International Programs and the Resident Director in the interests of health, safety, the proper conduct of students, and the orderly and efficient operation and administration of the program and its residential system. Students must attend all program, floor, and individual meetings as they are convened by the Resident Director and/or program staff throughout the semester. Students are responsible for knowing and abiding by any materials and information discussed and/or distributed at any such meetings.

Students must respect the rights of other students in the program housing. All program housing will be reasonably quiet at all times, and specific quiet hours will be in effect as established by the Resident Director. Students shall not make or permit their visitors to make any disturbing noise or other nuisance in or about the interior or exterior of the program housing that will interfere with the rights, comforts, or convenience of others. Smoking, whether by residents or any other person, is not allowed within university premises, including offices, classrooms, student rooms, and other common areas.

Please keep this page for your reference.

GUEST POLICY

Guests are only permitted with the consent of a resident's roommate(s) and guests are expected to respect and comply with all rules and regulations. Boston University grants students the privilege of hosting guests in the student residences. In addition, a resident's ability to host guests is, in fact, a courtesy extended by a roommate or roommates. A foundation of this guest policy is that guests are only permitted with the consent of a resident's roommate(s). Students are expected to communicate with each other to work out arrangements for guests within a shared room, suite, or apartment. Members of the Sydney Program Staff are available to assist students who may require support or guidance in working with a roommate about the presence of guests in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests. Guests are expected to respect and comply with all rules and regulations while in or around the residences. At all times, residents are responsible for the conduct and activity of their guests, including any damage caused to University property and violations of policies for student residences.

In addition, Sydney Program students must abide by the rules laid down by Unilodge with regard to entertaining guests. Guests are allowed entry to Unilodge provided they are signed into the Guest Book by the person who has invited them. This allows Unilodge to identify who is in the building for security purposes.

More details of Unilodge Guest Policy are available online at:
www.unilodge.com.au/location/rules_for_residents

Each student is responsible for the care of the property in his or her room, and as determined by the Resident Director, in the common areas of program facilities. The cost of any repair or damage or loss to the residence facility will result in appropriate charges to the student(s) responsible for violating housing policy. Failure to settle these charges prior to departure from the program site will result in appropriate charges being assessed to your Boston University student account. It may also result in your inability to register for courses, an inability to have grades assigned, transcript holds, and delays in processing financial aid awards for future semesters. In addition, each student is encouraged to review his or her family's personal property insurance coverage. Boston University or any of its officers, agents, or representatives shall not be liable directly or indirectly for loss and/or damage to personal property by fire, theft, or other cause.

The University reserves the right to dismiss any student from the program for failure to maintain a satisfactory academic record or acceptable personal behavior, or for other reasons of health, safety, or welfare of the University community.

Sydney Internship Program Fall 2010 Residence Agreement, Page 2

STATEMENT BY RESIDENT

I have read the preceding material on this page and agree to abide by the stipulations and conditions presented within it. I agree that failure to abide these conditions renders me liable to be returned by the Resident Director to my home campus at my own expense.

Student Name (please print)

Student Signature

Date



Mail the Residence Agreement Form Within 2 Weeks To:

Boston University Sydney Internship Program
PO Box 946, Broadway, NSW 2007, Australia
OR scan and e-mail to busydneyprogram@iinet.net.au

Please keep a copy of this page for your reference.

Sydney Internship Program Fall 2010

Police Background Check

Students are required to get a background check for their internship placement. We understand that it may take a long time for you to receive confirmation of your police background check. It is fine if you send other materials first, and send your police background check when you receive it.

MASSACHUSETTS RESIDENTS

Massachusetts residents requesting a police background check should submit the "CORI Form," along with a \$25 processing fee (check or money order made payable to the Commonwealth of Massachusetts) and a copy of the acceptance letter to the Sydney program. Note that you only need to fill out the **FIRST PAGE** and that you must get this form notarized (bring your passport with you to the notary public).

CORI Form available at:

www.mass.gov/Eeops/docs/chsb/cori_request_personal.pdf

Completed forms should be returned to:

Criminal History Systems Board, 200 Arlington St., Suite 2200,
Chelsea, MA 02150; ATTN: CORI Unit.

NON RESIDENTS

Non residents will need to contact their state agency.

For a listing of out-of-state agencies, please visit:

www.mass.gov/chsb/cori/cori_request_states.html

Enter "out of state" in the search box. Click on the first result "Requesting Out-Of-State Criminal Records."

*A background check from your local police department is also acceptable.

FORWARDING THE RESULTS

When you receive the results of your background check, please forward confirmation to Boston University's office in Sydney.



Return the Results To:

Boston University Sydney Internship Program
PO Box 946, Broadway, NSW 2007, Australia

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Resident Assistant Job Description (Optional)

Being a Resident Assistant in Sydney is a fun and rewarding experience. However, it requires maturity, flexibility, problem-solving skills, and people skills. RAs are accountable for five basic areas: acting as a resource to students, developing a healthy living environment, planning some group activities, assisting with administrative responsibilities, and enforcing the rules of the Sydney Program in order to maintain a positive and fair living/studying community for students.

FALL SEMESTER

RAs must arrive in Sydney on Saturday, August 21 for orientation and training and must remain until Friday, December 10.

Remuneration

- US \$800 stipend, paid in four installments
- Phone installation (RAs are responsible for payment of all personal calls)
- Two meals per day and transportation coverage during RA orientation (includes tour of neighborhood, Opera House, Botanical Gardens, Manly or Bondi Beach, and Darling Harbour)

RA Responsibilities

- Attend and participate in RA Orientation and Training Program
- Serve as an information resource for students
- Assist with Arrival Day and Student Departures—RAs must notify the Resident Director of all possible travel plans and have them approved by the Resident Director before making any official arrangements
- Prepare floor/program facilities for student arrivals (room inventories/inspections, bulletin boards, etc.)
- Enforce residential policies
- Complete administrative paperwork
- Under direction of the Resident Director, develop, implement, and attend social, cultural, or educational programs
- Mediate disputes between roommates

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Australian Visa Application Information, Page 1

Please use the following information sheets to help you apply for your Australian special exemption visa. If you do not have a passport, you will need to apply for one IMMEDIATELY!

GENERAL INFORMATION

Australia's Department of Immigration and Citizenship (DIAC) is extraordinarily strict about its visa application requirements. Your application may be delayed significantly or rejected altogether if you do not follow the instructions carefully. Failure to secure a visa will preclude you from participating in the program so please read the instructions carefully and take care to submit all of the required information and supporting documentation.

Although International Programs staff in Boston and Sydney will prescreen application materials for errors, we cannot provide a thorough review of each application and expect that students will check their work and keep copies of the completed application for their records. Because it is an Australian government operation, Boston University can do little to help students who submit incorrect or late paperwork and cannot guarantee that visas will be approved. Please download all of the latest forms from the website. The links to the forms are provided in the instructions that follow.

APPLICATION

To complete your application you will need:

1. A valid passport.

If you do not have a passport, or if your passport is not valid for three months after the program ends, apply for one immediately. Please note that it can take 4-6 weeks for your passport application to be processed. You can pay a fee (around \$60 plus overnight delivery costs) to expedite this process, if necessary.

If you are not traveling on an American passport or have a dual citizenship, please get in touch with Jeff Conradi in the International Programs office (conradij@bu.edu). Non-US citizens are not eligible to apply for the visa stated in the instructions. Jeff Conradi will provide you with a different set of directions based on the country of your citizenship.

2. A clear NOTARIZED copy of your passport details page.

This is the page in your passport with your picture and personal details. The copy quality must be good. The visa processing office will need to be able to see your face clearly and easily read your personal details. Poor copies will be rejected, which will delay processing of your visa.

Please keep this page for your reference.

You can get the photocopy of your passport details notarized by a notary public. A notary public is someone who will certify the authenticity of a document, usually by using an embossing tool or stamp. BU students can get documents notarized in the George Sherman Union by going upstairs to the candy counter. Non-BU students will find a notary public at certain post offices, banks, and some Fed Ex locations. Don't forget that you will need to bring your actual passport and the photocopy with you, as well as some money to pay for this service.

3. One passport size photo.

This photo should be taken at a business specializing in this. The photos need to adhere to certain standards regarding size (1.5 x 1.75 inches), type of paper used, the background, and the composition of the photo (head and shoulder only, facing the camera.) Please staple this photo to the box on Form 147.

4. Medical Examination

You will only be required to undergo an x-ray examination (and fill out form 160) if:

- you plan to intern at a hospital, see patients in a clinical setting (PT or psych.);
- you plan to intern at a school
- you have stayed or lived more than 3 consecutive months in the past 5 years in a country (or countries) that has a higher risk of TB (Tuberculosis) than Australia.

Please check the following website to determine which countries are considered "high risk:" www.immi.gov.au/allforms/pdf/1163i.pdf

To fill out form 160 you MUST go to an Australian Immigration approved panel doctor. You can find the list here: www.immi.gov.au/contacts/panel-doctors

Please see the guide to filling out form 160 on Australian Visa Application Information at the end of these visa instructions.

If you are going to a Panel Doctor, please note that Boston University is not supposed to collect form 160. The form should go straight from the doctor to the clearance unit at:

DIAC
Local Clearance Unit
Lv13, 26 Lee Street
Sydney NSW 2000

Sydney Internship Program Fall 2010

Australian Visa Application Information, Page 2

FORM 147 INSTRUCTIONS

Download Form 147

www.immi.gov.au/allforms/pdf/147.pdf

Underneath are answers to the questions that most often cause confusion. Most of the form is straightforward but please use the given answers to the following questions:

Part A

- Question 1: 416B
Question 2: Yes, 416 Youth from USA
Question 3: No
Question 4: No
Question 5: Yes
Boston University Sydney Program
Sponsorship Application ID number= 980506881

Part B

- Question 6: Check box by "primary person"
Question 7: Family name = Last name
Given name= First and middle names
Question 16: Identity number= Your Social Security Number
Question 17: Your permanent home address
Question 19: (0011+1) (U.S. city code) (your local number)
Question 21: Student
Question 22: Check "no"

Part C

- Question 23: Check "no"
Question 24: Fill in the program dates
Question 25: Check yes or no and include dates if yes

Part D

Leave this section blank

Part E

- Question 27: Check box by "Special Program" visa.

Part F

- Question 28: Educational/Academic Program
Question 29: Write N/A in each of the three boxes.
Question 30: Write N/A in the first 5 boxes
Question 31: Boston University Sydney Program
P.O. Box 946
Broadway NSW 2007
(61) 02 9217 9999

Write N/A next to Part G, Part H, and Part I.

Part J

- Question 39: Be sure to fill this out correctly and completely! You will not be able to participate in this program without adequate health insurance cover.
Questions 40-43: Please be aware that if you have spent more than three months outside of the U.S., Canada, and most of Europe, you will be asked to complete an x-ray form. You may also be asked to complete an x-ray if you answered "yes" to any questions from 41-43. See "Filling out Form 160."
Question 44: Check box next to "yes." In the relevant details box, please state Boston University's academic program is 15 weeks long."

Part K

- Question 49: Check "no" and skip to Part L.
Question 53: To help track the visa application process, a Boston University representative in Sydney will have to be listed as an authorized recipient. Failure to do so may result in unnecessary processing delays. Please check the box next to authorized recipient.

Part M

- Question 54: Financial Information: Please be very careful with this section. Incorrect answers will cause the visa to be rejected immediately. Payment can only be received by **credit card**, so be sure to enter **your credit card details**. Debit cards cannot be used for application lodged by mail. Please call your bank to notify them that there will be an overseas charge. Make sure that you list the charge in Australian dollars, rather than the U.S. conversion. As of September 2009, the amount is AUD\$260.00. **DO NOT FORGET THE SIGNATURE!**

Part N

Leave this section blank

Part O

Sign once and date.

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Australian Visa Application Information, Page 3

FORM 956 INSTRUCTIONS

Download Form 956

www.immi.gov.au/allforms/pdf/956.pdf

This form will allow a BU representative to track your visa application. Failure to let a BU representative track your form may result in processing delays. You will need to fill out the form at the same time as form 147.

Part A

Question 1: Family name= last name . Given names= first and middle names. Write permanent home address.

Part B

Question 3: Check, "you are about to lodge" and skip to Part D.

Part D

Question 6: Check, "Appoint a migrant agent..."

Question 7: Check, "no."

Question 8: Write N/A

Part E

Question 9: Check box next to Ms.

Family name= Hartevelt

Given names=Caroline

Boston University Sydney Program

P.O. Box 946

Broadway, NSW 2007-07-06

Office hours number: (61) (02) 9217 9999

Question 10: N/A

Question 11: No

Question 12: Check box next to "a sponsor or nominator for this visa application"

Question 13: No

Part F

Question 14: Check box next to "all matters."

Question 15: Yes

Part G

Question 16: Yes

Part H

Question 17: Check, "yes."

Fax Number: (61) (02) 9217-9988

E-mail: chartevelt@iinet.net.au

PLEASE DO NOT PROVIDE YOUR SIGNATURE IN THE BOX BELOW. The authorized recipient, Caroline Hartevelt, will sign.

Part I

Question 18: N/A

Part J

Question 19: No

Question 20: Yes

Question 21: Provide your signature and the date.

FORM 160 INSTRUCTIONS

Download Form 160

www.immi.gov.au/allforms/pdf/160.pdf

To fill out form 160 you MUST go to an Australian Immigration approved panel doctor. You can find the list here:

www.immi.gov.au/contacts/panel-doctors

When you call to make the appointment, they will ask you to bring a passport-size photo and your passport to the appointment. DO NOT staple your photograph to form 160 as you did for form 147.

- You will only be required to undergo the x-ray examination (and fill out form 160) if:
- you plan to intern at a hospital, see patients in a clinical setting (PT or psych.);
- you plan to intern at a school
- you have stayed or lived more than 3 consecutive months in the past 5 years in a country (or countries) that has a higher risk of TB (Tuberculosis) than Australia.

Please check the following website to determine which countries are considered "high risk:" www.immi.gov.au/allforms/pdf/1163i.pdf

Please use the given answers to the questions:

Part A

Question 1: Family name=last name Given name=first name and middle name

Question 4: (0011+1) (U.S. city code) (your local number)

Question 5: Your permanent home address

Question 6: Student

Question 7: Check "temporarily", check the calendar in these forms

Question 8: N/A

Question 9: 416 B, Youth from U.S.A.

Question 10: No, Hobart Special Processing Centre, Hobart, TAS 7001.

Please keep this page for your reference.

Sydney Internship Program Fall 2010

Australian Visa Application Information, Page 4

As mentioned previously, Form 160 must go straight from the doctor to the clearance unit in Sydney. The doctor will mail it to:

DIAC
Local Clearance Unit
Lv13, 26 Lee Street
Sydney NSW 2000

We recommend that you ask the doctor for the tracking number when he/she mails it off so that you know when it reaches Australia.

SUBMISSIONS

Once you have completed Form 147, Form 956, and the supporting documentation, please send your application materials to:

Attn: Jeff Conradi
International Programs
Boston University
888 Commonwealth Avenue
Boston, MA 02215

Unless directed to do so by program staff, **DO NOT SEND YOUR VISA APPLICATION TO AUSTRALIA**. Boston University needs to supply additional information with your application.

FURTHER INFORMATION

If you have additional questions about your visa application, please contact Jeff Conradi in the Boston IP office at conradij@bu.edu.

Please keep this page for your reference.