

Sydney Internship Program Spring 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 busedneyprogram@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. A two-page CV is acceptable. 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 is \$16,550 per semester. 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 orientation session. The date, time, and location for this session is to be announced. Local non-Boston University students are encouraged to attend.



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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.)
- Clear 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, 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 courier packages only, DHL, FedEx, UPS)
Boston University Sydney Program
Unit CG01
22-36 Mountain Street
Ultimo, NSW 2007, Australia

- Course Selection Form
- Housing Questionnaire
- Internship Questionnaire
- Residence Agreement
- Resident Assistant Application (optional) by October 31
- Police Background Check (this can be sent later if it takes a long time to get it)

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

- 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 a clear shot of your face from the top of your head to your chin (similar to a passport photo). E-mailed images must be scanned at 200-250 dpi and should be saved as a JPG file. The name of the file should be your name and semester of study in the format "Duck, Donald, S10." 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.

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



Sydney Internship Program Spring 2010

Tentative Academic Calendar

RA's Arrive in Sydney	Saturday, January 9
Group Flight Departure LA	Monday, January 11
Arrival in Sydney	Wednesday, January 13
Orientation Period	Wednesday, January 13 - Sunday, January 17
First Session Courses Begin	Monday, January 18
Australia Day Observed	Tuesday, January 26
Melbourne Field Trip	Sunday, February 14 - Wednesday, February 17
Examinations of First Session Courses	Friday, February 26 - Saturday, February 27
Mid-Semester Break	Sunday, February 28 - Sunday, March 7
Second Session Courses Begin	Week of Monday, March 8
Internships Begin	Tuesday, March 9
Good Friday (Australian Public Holiday)	Friday, April 2
Easter Monday (Australian Public Holiday)	Monday, April 5
Anzac Day (Australian Public Holiday on April 26)	Sunday, April 25
Second Session Courses End	Week of Monday, April 19
Internships End	Friday, April 23
Capstone Sessions, Final Exams, and Internship Evaluations	Monday, April 26 - Tuesday, April 27
Program Ends/Departure Day	Thursday, April 29
RA's Depart	Friday, April 30



Sydney Internship Program Spring 2010

Course Selection

To assist us in determining class enrollments, please indicate which courses you intend to take during your semester in Sydney. If you change your mind about a course after submitting your course selection form, please notify us in writing of the course change. In all cases, you should clear your course selections with your academic advisor prior to arrival in Sydney. 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.

The Sydney Internship Program has a three-part semester calendar. For the first six weeks of the semester, you will take two four-credit courses: AN 368: Australian Culture and Society (which is required for all students), and one chosen from the first session courses listed on the right. We recommend that you take as your second course one that would support your specific internship interest (i.e., students interested in a health/human service internship should consider taking Australian Social Policy). However, you may choose your second course from any of the courses offered during that time period.

Upon successful completion of these intensive courses, and a one-week vacation break, you will begin two four-credit courses: the eight-week internship and an eight-week elective course chosen from the second session courses listed on the right.

The last week of the semester is a capstone week dedicated to final exams and to internship evaluations.

This is not a registration form. It is intended to help the Sydney staff determine course enrollments. Final registration takes place on site. To assist us in determining class enrollments, please indicate the courses for which you intend to register. The Sydney program reserves the right to vary the sessions in which courses are offered. You will be informed of any changes to the details listed below.

Course descriptions can be found at:

www.bu.edu/abroad/programs/australia/sydney/sydney_int/aca.html

Name: _____

THE FIRST SESSION (ACADEMIC CONCENTRATION)

You will take two courses during the first six weeks of the program. Australian Culture and Society (CAS AN 368) is required. Please select one course from the list below. Also, select a second choice, in the event that your first choice is not available (1 - first choice, 2 - second choice).

- CAS AH 374 Australian Art & Architecture
- COM FT 352 Film Production Using Video
- COM FT 345 Australian Cinema
- COM IP 402 Brand Advertising and Promotion
- CAS PO 350 The Australian Political System
- SHA HF 328 Australian Wine Industry

THE SECOND SESSION (INTERNSHIP CONCENTRATION)

These courses are taught concurrently with the internship during the second teaching session of the semester. You must enroll in one only of the following elective courses but place a "1" and a "2" beside the electives of your choice in that order of priority.

- COM CO 350 Mass Media in Australia
- CAS EN 383 Australian Literature
- CAS SO 308 Australian Social Policy
- CAS EC 464 The Pacific Rim Basin-Economic and Political Orders



Please make a copy for your records. Return within two weeks to:
Boston University Sydney Internship Program
PO Box 946 • Broadway, NSW 2007 • Australia

Sydney Internship Program Spring 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) _____



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5. CAS IR/PO 455 International Organization
(Please mark either IR/International Relations or PO/Political Science.)

___ nonprofit organization (please specify)

___ nongovernmental organization (NGO) (please specify)

___ educational institution (please specify)

___ other (please specify)

___ international relations agency

6. CAS PS 495 Health and Human Services
Please specify the age group(s) you would prefer to work with:

- ___ physical therapy
- ___ physically ill
- ___ occupational therapy
- ___ emotionally disturbed
- ___ other (please specify) _____

7. COM FT 493/494 Broadcasting/Film
(Internships in this area are extremely limited, and work on feature film production is not generally available.)

- ___ film
- ___ television
- ___ radio
- ___ television: production
- ___ other (please specify) _____

8. COM JO 411 Journalism
(Please note that internships in photojournalism are not available.)

- ___ research
- ___ editing
- ___ electronic publishing
- ___ other (please specify) _____

9. SHA HF 390 Hospitality Administration

- ___ general hotel administration
- ___ conferences/catering
- ___ restaurants
- ___ other (please specify) _____

10. CAS EC 497 Information Technology
(Placements in this area are likely to be with small, local start-up companies rather than big US multinationals.)

- ___ quality assurance
- ___ technical support
- ___ web site design

INTERNSHIP QUESTIONS

**All students must complete this section.

1. Briefly explain the type of work you would like to do and why.

2. Please list relevant courses completed and the grades you attained in each. Please list complete course titles, not just course numbers.



Please make a copy for your records. Return within two weeks to:

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

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Internship Questionnaire, Page 3

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



Sydney Internship Program Spring 2010 Residence Agreement

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.

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.

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



Please make a copy for your records. Return within two weeks to:
Boston University Sydney Internship Program
PO Box 946 • Broadway, NSW 2007 • Australia

Sydney Internship Program Spring 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 and Occupation: _____

Mother's Name and Occupation: _____

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.



Sydney Internship Program Spring 2010 Housing Questionnaire, Page 2

4) Please answer the following questions regarding your daily habits.
What time do you get up and what time do you go to bed during weekdays? What times on the weekends? How many nights during weekdays do you go out? How do you plan on spending your weekends? How do you like to spend your time (for example, do you prefer to go to clubs/pubs or prefer dinner/movies)?

5) Please record any information about yourself including your personality, hobbies, career interests, and any expectations you have that may influence the kind of living arrangement you would prefer.

6) Please give the name of a student with whom you would like to room.
(Note: both parties must make the same request). Though we will do our best, a request here will not guarantee that you will be housed with a friend.

7) Please give the name(s) of students with whom you would not like to room.

8) Keep in mind that your housing placement will be made with the above information taken into consideration. Please note that we cannot guarantee that we will be able to accommodate your first choice nor all your choices. However, if you have many specific requests of which the Resident Director should be made aware, please explain below.

** If you require certain accommodations for religious or health reasons, please contact International Programs directly to confirm their availability in Sydney.*



Sydney Internship Program Spring 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, January 9 for orientation and training and must remain until Friday, April 30.

Remuneration

- U.S. \$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

Sydney Internship Program Spring 2010 Resident Assistant Application (Optional), Page 1

Name (please print): _____
Campus Telephone: _____
Valid Until: _____
Permanent Telephone: _____
E-mail: _____

We are seeking several students to serve as paid Resident Assistants for the Sydney program. RAs report directly to the Resident Director and are responsible for assisting the Sydney staff with housing management, activities planning, and student life issues. RAs arrive in Sydney a few days early in order to tour the city and participate in training. RAs receive a U.S. \$800 stipend paid in four installments on site. If you are interested in being considered for an RA position, you must e-mail busednyprogram@iinet.net.au and advise the Sydney staff of your intentions. This will let the BU staff in Sydney know to expect your application in case it is delayed in the international mail. Please complete and return this form by October 31. RAs must arrive in Sydney on January 9 and remain there in order to assist with check-out process until April 30.

After an initial review of the applications, selected applicants will be invited to take part in telephone interviews with the Resident Director. After further consideration, and a possible second interview, we will notify the successful candidates by telephone or e-mail.

QUESTIONS

Please answer the following questions in a brief and concise manner. You will have a phone interview to discuss the RA position and your answers to the questions in more detail. If necessary, use a separate page to answer the questions listed below.

1) After reading the responsibilities of being an RA, describe two challenges you might encounter and describe how you would approach them.

2) Describe what type of living arrangements you have had over the past few years. Do you have experience living with other students? Describe any conflicts that have arisen in your living situations and how you handled them.



Sydney Internship Program Spring 2010
Resident Assistant Application (Optional), Page 2

3) In choosing RAs, the Resident Director tries to hire a diverse group of students with varying interests and lifestyles. Please try to describe your expectations for the semester in Sydney in terms of travel and activities. What type of schedule do you hope to maintain in terms of social life? Where do you hope to travel and how often?

5) Please list some of the jobs you have held or attach a résumé to this form.

4) Give an example of how you have helped to develop a sense of community or served as a role model among a group of individuals. What was your role?



Sydney Internship Program Spring 2010

Curriculum Vitae Sample (Required Australian Format CV)

JOE STUDENT
21 Main Street
Boston, Massachusetts 02215
(617) 353-9888
jstudent@bu.edu
Age: 20

Education

2002-present

Boston University -
Boston, Massachusetts
Third year of studies
Major: Advertising
Grade Point Average in Major: 3.68 out of 4.0
Cumulative Grade Point Average: 3.4 out of 4.0
Golden Key Honor Society: Top 15% of class

Relevant Course Work:

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.

Introductions to Political Theory - A

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

Work History

2004-present

Nurse Practitioner Education Associates, Ltd.,
Little Falls, New Jersey
Exhibit Coordinator
Responsibilities: Telemarketing exhibit space for the National Nurse Practitioner Conference.

2003

Mountain Ridge Country Club,
West Caldwell, New Jersey
Caddy
Responsibilities: Communicating with members in order to perform task as desired.

2000-2002

Chili'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.

Computer Skills

FileMaker Pro, PageMaker, Microsoft Word, Excel

Activities

2003-2004

Intramural Basketball

2003

Intramural Soccer

Interests

Guitar, rock climbing, theatre.



E-mail your CV within two weeks to bussydneyprogram@iinet.net.au

Sydney Internship Program Spring 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.

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 Spring 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: 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" and leave the rest of Part C and Part D 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 without adequate health insurance cover.
Question 40: 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. 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. 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 O

Sign once and date.

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.



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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 of 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: The doctor completing form 160 for you. (0011+1) (U.S. city code) (your local number)
Question 7: Student
Question 8: check "temporarily", check the calendar in these forms
Question 9: N/A
Question 10: 416 B, Youth from U.S.A.
Question 11: No, Hobart Special Processing Centre, Hobart, TAS 7001.

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
Lvl3, 26 Lee Street
Sydney NSW 2000



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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.



Sydney Internship Program Spring 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 at the appropriate address listed below:

Boston University Sydney Program
PO Box 946
Broadway, NSW 2007
AUSTRALIA

Street Address (for courier packages only, DHL, FED EX, UPS)
Boston University Sydney Program
Unit CG01
22-36 Mountain Street
Ultimo, NSW 2007
AUSTRALIA

