How to use this Handbook

The information contained within this handbook has been colour-coded for your convenience in order of priority. Each page is colour-tagged according to its urgency or importance.

Example: Immediate Priority -

<table>
<thead>
<tr>
<th>Colour Code</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>“I need to know IMMEDIATELY!”</td>
</tr>
<tr>
<td>Orange</td>
<td>“I need to know by the first week!”</td>
</tr>
<tr>
<td>Yellow</td>
<td>“I need to know BEFORE classes begin!”</td>
</tr>
<tr>
<td>Green</td>
<td>“I need to know by the end of WEEK 4!”</td>
</tr>
<tr>
<td>Blue</td>
<td>“I need to know by the end of WEEK 6!”</td>
</tr>
<tr>
<td>Purple</td>
<td>“I need to go back and remind myself of this as I go through my study!”</td>
</tr>
</tbody>
</table>
Welcome
Section 1: Welcome

Welcome

Welcome from the Principal St Thomas More College
Welcome from the Enrolment Secretary St Thomas More College

Important Information & Emergency Contacts

Education Provider Main Contact Details
International Student Coordinator/Advisor
International Student 24 Hour Emergency Contact
Homestay Coordinator

Important Telephone Numbers

   Emergency Police, Fire, Ambulance
   DIBP

Medical Centres
Transport

Public Facilities

   Location of Automatic Teller Machines
   Location of Public Telephones
   Post Office

Application Step by Step Process Model

Things To Do

   Before Leaving Home
   Upon Arrival in Australia
Welcome from the Principal, St Thomas More College

I warmly welcome you to the St Thomas More College community and the start of our partnership in education. You will find our College to be a welcoming community. I am confident that over the coming years you will come to appreciate the importance the College places on our sense of community and on our endeavours to foster a close working relationship with students, parents and caregivers.

As we welcome you to our community and a very new educational experience, we are also well aware of the need to provide you the necessary educational support. While there will be some new and very different cultural experiences, you will find the universal qualities of dedication, persistence and motivation are also the keys to success in the Australian educational system.

I trust that you will find the educational journey at St Thomas More College one that promotes excellence and high standards in a climate which is inclusive and supportive of each individual student. I look forward to meeting you and through our educational partnership, I am sure we will both enjoy the ensuing educational journey you are about to begin.

Les Conroy  
Principal  
St Thomas More College

Welcome from the Enrolments Secretary, St Thomas More College

I have had a long association with St Thomas More College. Both my sons attended and graduated from the College with one currently undertaking university studies and the other pursuing a successful career. In addition I have been the Enrolment Secretary and Secretary to the Principal for the last several years. This position has enabled me to work closely with all student families and build close relationships during their College enrolment.

As a parent I understand your desire for your child to have a quality education in a safe and caring environment and this was definitely my experience with my sons.

I welcome you and your child to our College and am pleased to be your first point of contact for any questions you or your child may have.

Sharne Davies  
Enrolment Secretary  
St Thomas More College
Important Information and Emergency Contacts:

**Education Provider Main Contact Details:**
St Thomas More College  
Cnr Troughton Road and Turton Street  
Sunnybank Queensland Australia 4109  
Phone: (61 7) 3323 4600  
Email: admin@stmc.qld.edu.au  
Website: www.stmc.qld.edu.au

**International Student Coordinator/Advisor**  
Mrs Sharne Davies  
sdavies@stmc.qld.edu.au  
Phone: 3323 4600

**International Student 24 Hour Emergency Contact**  
Mrs Sharne Davies ph 0438 334 542

**Homestay Coordinator**  
Mrs Sharne Davies  
sdavies@stmc.qld.edu.au  
Phone: 3323 4600

**Emergency Telephone Numbers:**

Police, Fire, Ambulance – **000**

**Department of Immigration and Border Protection**  
299 Adelaide Street  
Brisbane  
Open Monday to Friday 9am to 4pm  
www.border.gov.au

**Transport:**

Translink: (buses, trains, ferries)  
Phone: 13 12 30  
Website: www.translink.com.au

Taxi Services:  
Black and White Cabs Phone: 13 32 22  
Yellow Cabs Phone: 13 19 24

**Public facilities:**

**Location of Automatic Teller Machines (ATMs)**  
ANZ ATM: 250 McCullough Street, Sunnybank  
NAB ATM: 254 Mains Road, Sunnybank  
Suncorp ATM: 358 Mains Road, Sunnybank  
Westpac ATM: cnr Mains Road and McCollough Street, Sunnybank

**Location of Public Telephones**  
147 Turton Street, Sunnybank  
7 Station Road, Sunnybank  
121 Mains Road, Sunnybank

**Post Office**  
Sunnybank Post Office  
Sunnybank Plaza  
Shop 77, 342 McCullough Street  
Sunnybank  
Phone: 13 13 18

**Medical Centres:**

Sunnybank Market Square Medical Centre  
Suite 5, 309 Mains Road, Sunnybank  
Phone: 3344 7288

Sunnybank Hills General Practice  
538 Compton Road (cnr Gowan Road),  
Sunnybank Hills  
Phone: 3711 1400
Application Step-by-Step Process Model:

**STEP 1:** Student enquiry and application  
(via agent, exhibition, email, phone or fax)

**STEP 2:** International admissions issues  
‘offer of place’

**STEP 3:** Student acceptance  
return signed forms and fees

**STEP 4:** International admissions issues electronic  
Confirmation of Enrolment (CoE) and schedule health insurance (OSHC)

**STEP 5:** Agent/Student finalises visa conditions  
with Department of Immigration

**STEP 6:** Agent/Student makes travel and/or accommodation arrangements

**STEP 7:** Student arrives in Australia  
(greeted at airport by Agent or their representative)

**STEP 8:** International student orientation  
Registration and ID cards

**STEP 9:** Student sets up bank account, mobile phone etc.

**STEP 10:** Orientation session at St Thomas More College

**STEP 11:** Classes begin!
**Things to Do:**

### Before Leaving Home:

- Apply for passport
- Arrange student visa
- Make contact with Agent
- Arrange for immunisations and medications from my 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
- Advise Agent of travel details
- Arrange accommodation with Agent
- Arrange transport from airport to accommodation with Agent

**Pack bags being sure to include the following:**

- Name and contact details of an Agent representative
- Enough currency for taxis, buses, phone calls etc. in the event of an emergency

**Important documents:**

- THIS HANDBOOK!
- Passport
- Letter of offer
- eCoE
- Certified copies of qualifications & certificates
- Travel insurance policy
- ID cards, drivers licence, birth certificate (or copy)

**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:

- Call home
- Settle into accommodation
- Contact institution
- Purchase personal items
- Attend international student orientation
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Attend St Thomas More College/course specific orientation sessions
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and associations (eg music, sporting and cultural clubs).