

Pre-Departure Guide

Section 1: Introduction



Contents

How to use the Pre-Departure Guides.....	2
Welcome	3
Important Information and emergency contacts	4
Education provider main contact details.....	4
International Student Coordinator / Advisor.....	4
Homestay Coordinator.....	4
Important telephone numbers (Emergency, Police, Ambulance, DIAC)	4
Medical Centres	4
Transport.....	4
Application step-by-step process model	5
Things to do.....	6
Before leaving home	6
Upon arrival in Australia	7
Disclaimer.....	8

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 -



Colour Code		Information
		“I need to know IMMEDIATELY!”
		“I need to know by <u>the first week!</u>”
		“I need to know <u>BEFORE</u> classes begin!”
		“I need to know by the end of <u>WEEK 4!</u>”
		“I need to know by the end of <u>WEEK 6!</u>”
		“I need to go back and remind myself of this as I go through my study!”

Welcome



The management and staff of Evolution Hospitality Institute would like to extend a warm welcome to you.

Evolution Hospitality Institute is committed to providing high standards of vocational education and training. We strive to create a happy and friendly atmosphere in which to learn and work. We endeavour to assist students to achieve the best possible outcome.

Evolution Hospitality Institute will ensure that you receive the opportunity to fulfil your personal and professional potential during your training and every effort will be made by staff to accommodate your individual needs.

We sincerely hope your time at Evolution Hospitality Institute will be a memorable and productive learning experience.

Stuart A. Page

General Manager

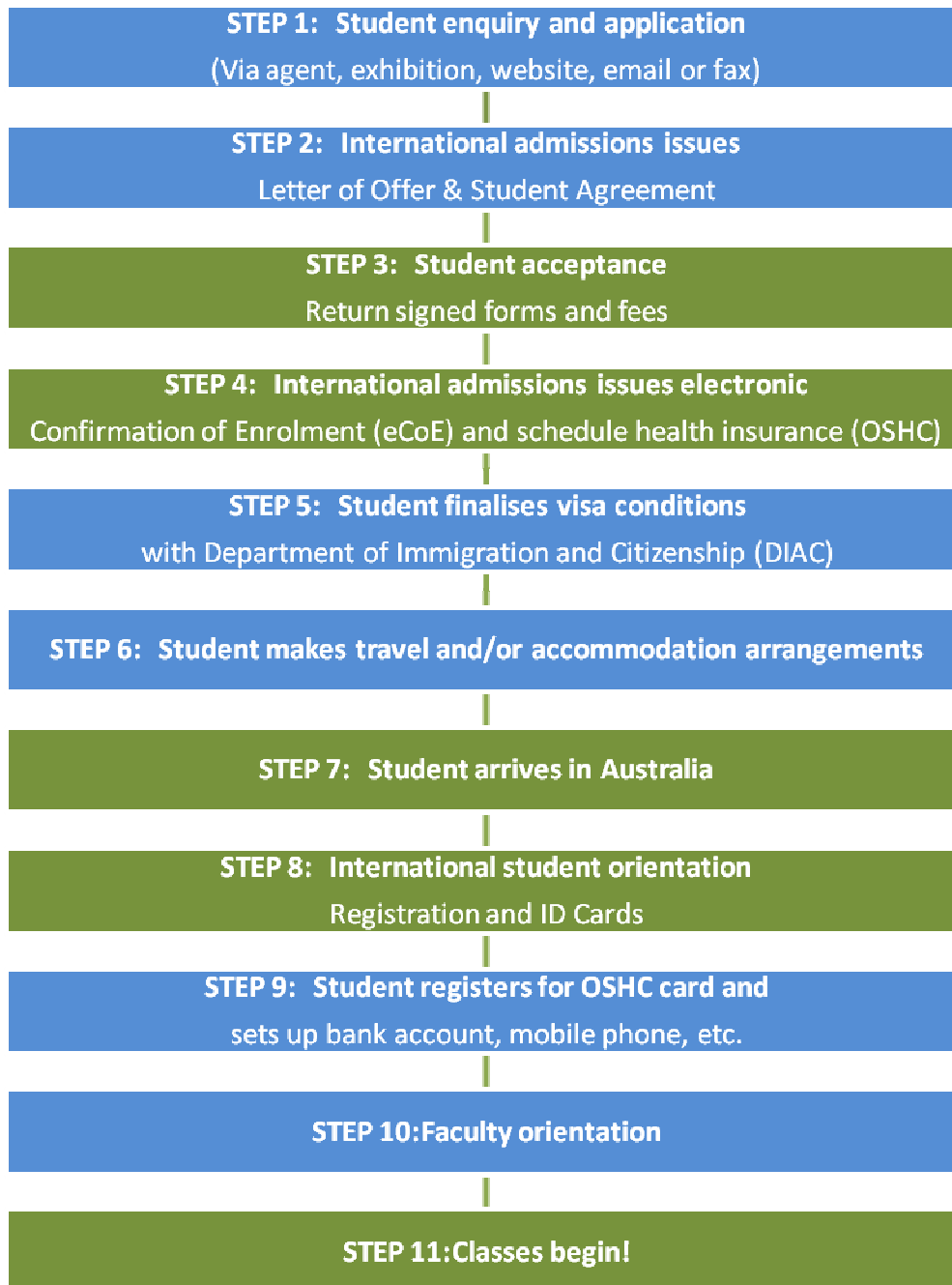
Evolution Hospitality Institute

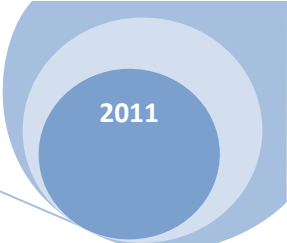
Important Information and Emergency Contacts:



<p>Main Contact Details:</p> <p>Level 3 552 George Street Sydney NSW 2000 Phone: (02) 9283 8222 Fax: (02) 9283 8168 E-mail: info@evolution.edu.au</p>	<p>Medical Centres:</p> <p>Sydney Central Medical Centre 2/191 Hay St Haymarket New South Wales 2000 (02) 9212 3953</p> <p>Medical Practice Sydney 11/768 George St Haymarket New South Wales 2000 (02) 9212 0228 chinatownmedicalcentre.com</p> <p>(More medical centre addresses on www.yellopages.com.au)</p>
<p>International Student Coordinator/Advisor</p> <p>Ms Vicky Papadolias Phone: (02) 9283 8222 Fax: (02) 9283 8168 E-mail: Vicky.papadolias@evolution.edu.au</p>	<p>Transport:</p> <p>Train CityRail Phone: 131 500 E-mail: www.cityrail.info</p> <p>Bus Sydney Buses Phone: 131 500 E-mail: www.sydneybuses.info</p> <p>Ferry Sydney Ferries Phone: 131 500 E-mail: www.sydneyferries.info</p> <p>Taxi Taxis Combined Phone: 133 300 E-mail: www.taxiscombined.com.au</p> <p>Trip Planner www.131500.com.au</p> <p>Online Street Directory www.whereis.com.au</p>
<p>Homestay Coordinator</p> <p>Ms Vicky Papadolias Phone: (02) 9283 8222 Fax: (02) 9283 8168 E-mail: Vicky.papadolias@evolution.edu.au</p>	
<p>Emergency Telephone Numbers:</p> <p>Police, Fire, Ambulance – 000</p> <p>Department of Immigration and Citizenship (DIAC) Street address Ground Floor 26 Lee Street Sydney NSW 2000</p> <p>Counter hours 0900-1600 Monday - Friday</p> <p>Courier access Level 3</p> <p>Postal address GPO Box 9984 Sydney NSW 2001</p> <p>General facsimile 02 8862 6096</p> <p>Phone: 131 881</p>	

Application Step-by-Step Model





Things to do:

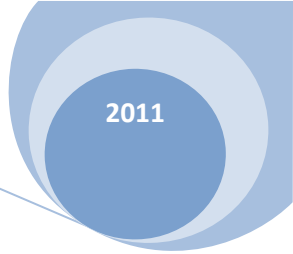


Before Leaving Home:



- Apply for passport
- Arrange student visa
- Make contact with institution
- 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 institution of travel details.....
- Arrange accommodation
- Arrange transport from airport to accommodation [*if applicable*]
- Pack bags being sure to include the following:
 - Name and contact details of an institution 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 household items and food
- Enrol children in school (if applicable)
- Attend international student orientation
- Get student ID card
- Pick up your OSHC card
- Open a bank account
- Attend faculty/course specific orientation sessions.....
- Get textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and events.....

Disclaimer

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YOU MUST CHECK DIRECTLY WITH THE RESPECTIVE AUTHORITIES TO ASCERTAIN THE ACCURACY OF ALL INFORMATION CONTAINED WITHIN THESE PAGES.