



Pre-departure Information



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CRICOS Provider: 03171A
TEQSA: PRV12012

WELCOME TO KING'S OWN INSTITUTE IN SYDNEY AND NEWCASTLE, AUSTRALIA

Getting Ready..

This section includes information and pre-travel checklists to help you get away smoothly. We've prepared this checklist to help you make sure you don't overlook anything.

- **Visa:** Check your visa details and conditions [here](#).
- **Passport:** Ensure your passport is valid for the intended length of your study period in Australia.
- **OSHC student insurance:** It is a condition of your student visa that you maintain Overseas Student Health Cover (OSHC) for the duration of your studies. This cover needs to be arranged about the same time you accept your offer to study.
- **NSW Transport:** For ways to get around in Sydney and Newcastle, click [here](#).
- **Accommodation:** KOI encourages all new students to arrange for their accommodation prior to their travel. Please find some of the accommodation options [here](#).
- **Consular assistance:** Make a note of the contact details of your country's [embassy in Australia](#).
- **Documentation:** Pack a document folder containing your offer letter, Confirmation of Enrolment (CoE), academic transcripts from previous study, identification documents, important contact numbers, details of pre-arranged accommodation and important medical records.
- **Emergency contact number:** KOI is available on an emergency after hours contact numbers for matters that may be critical. Please use the after hours emergency contact numbers 1800 313 153 or 1800 313 155.
- **Enrolment advice and Orientation Day information:** Please click [here](#) for the enrolment advice and Orientation day information.

Pre-departure Checklist

THINGS TO DO BEFORE LEAVING HOME

Arrange student visa **(if applicable)**

Passport

Book flight(s) or other ways of traveling and arrange travel insurance

Arrange accommodation

Arrange transport from airport to accommodation

Letter of Offer from KOI / KOI Campus Transfer approval Form

A copy of your Confirmation of Enrolment (CoE) from KOI

Proof of OSHC (if you arranged it yourself)

Certified copies of your qualifications & certificates

Other formal identification (country ID card, driver's license, birth certificate)

Written medical advice for any existing medical Conditional

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Traveling is exciting. In fact, It's so exciting that we tend to overlook small details when it comes to planning for a travel.

International travel on a student visa required a lot of preparations. You'll save yourself a lot of money, time, and stress when you properly prepare for your travel. Do yourself a favor and check these things off your to-do list before you travel overseas.

WELCOME TO AUSTRALIA

THINGS TO DO WHEN I ARRIVE AT KOI

Enrol in your course:

Visit KOI Marketing at Level 1, 31 Market Street Campus, if you are studying in KOI Sydney Campus locations or 59 Darby Street Newcastle Campus, if you are studying in KOI Regional NSW location for enrolment and to arrange your timetable. You must enrol on campus to officially commence your studies at KOI.

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Organise your Student ID Card

Students can apply for their ID card once they have enrolled and made the payment.

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Attend Orientation

On-campus Orientation is compulsory for all international students.

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Check your Student Portal

Click on 'Current Students' from the KOI homepage. Log-in to Moodle and complete the Academic Integrity Module. Moodle provides resources for each subject which you are enrolled in. To access Moodle, log in to the Student Portal and click the Moodle link.

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You must complete the Academic Integrity Module before you can access the Moodle site for each of your units.

Access your student email

This is the KOI's official method of communicating with you and must be checked regularly during the trimester

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KOI Student Society: Get involved in student life and activities. KOI seeks to enhance your student life experience while on campus by encouraging our students to have a balanced lifestyle.

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For more information: koistudentsociety@koi.edu.au