

Study abroad & exchange information

Student Portal Instructions

1. Open the application portal:
<https://portal.rc.unsw.edu.au>
2. Click **Register** and complete this page with details of the student. Please ensure DOB and spelling of name are correct.
3. Click **Register** and select Option B: **Through the Study Abroad & Exchange Endeavour portal.**

How did you accept your offer to study at UNSW?*

b. Through the "Study Abroad & Exchange Endeavour" portal ▼

Click **Save & Continue.**

4. A confirmation page will appear, click **Save & Continue** and:
 - a. *Make note of the UNSW RC Reference number on the confirmation page; and*
 - b. *Read through privacy notification page.*
5. Click **Start Application.**
6. Select **Study Abroad S2, 2018.**

Study Abroad S2, 2018

Click **Save & Continue.**

7. Enter your **Personal Details**, click on **Enrolment Class** and select **Non-Award (Study Abroad, Exchange, Foundation)** and enter your emergency details.

Enrolment Class:*

Non-Award (Study Abroad, Exchange, Foundation) ▼

Click **Save & Continue.**

8. On the preferences page, click on **Room Location**, select the **Room Location** followed by **Preference 1.**

Room Location

Colombo House ▼

Preference 1

Single Room with Ensuite - Colombo House ▼

9. Repeat Step 7 for additional preferences. You must select at least 2 preferences and you must only select preferences you're willing to accept.
10. Continue through the application, completing the **Academic Details Page** - include details of student's home university/school.
11. For special requirements & requests, fill in the following sections (**DO NOT** include roommate requests as these will be removed, please email roommate requests to accommodation@unsw.edu.au):
 - a. *Medical: Indicate any medical conditions UNSW Student Accommodation should be aware of.*
 - b. *Disability: Indicate any disabilities that may affect the accommodation allocated.*
 - c. *Dietary: Indicate any dietary requirements that may affect you during your stay.*
 - d. *If you require a male or female only floor, please tick 'I would like a residence that has male or female separate floors'. This only applies to Barker St, Mulwarree and Fig Tree Hall.*
12. Application fee: Click the **Pay Now** button and follow the instructions on how to make a payment. Payments can be made with VISA, Mastercard and American Express. If you have any problems with making a payment please contact accommodation@unsw.edu.au with your query and we will attempt to address it.
 - a. *A common problem with making this payment is that it's an overseas payment and your bank may have blocked this. Please contact your bank and ensure you're able to make an overseas payment.*
13. After making a payment, you will return to the application portal. **DO NOT** close your browser.

Finally, select **Submit Application** to complete your application. Please note, once you submit, no further changes can be made. Your application will **NOT** be reviewed if the **Submit Application** page is not completed.