International Student Supervision Program (ISSP)
Registration Instructions

Step 1: Create a StudentHub Account

1. Register for a StudentHub account via this link.

You will receive an email from StudentHub within 3 business days to confirm your email address. If you do not receive it within this time, please contact studenthub@uq.edu.au.
2. **Follow the link in the email from StudentHub to confirm your email address.**

   Hi,

   Please use the following link to confirm your email address with University of Queensland StudentHub.


   If your email client does not support HTML formatted email you may need to confirm your email address manually. To do this enter the confirmation code below on [https://studenthub.uq.edu.au/admin/email/confirm/?????????](https://studenthub.uq.edu.au/admin/email/confirm/?????????)

   **Confirmation Code:** kmjJLJKGw_34Er!

3. **Enter the confirmation code from the above email.**

   ![CareerHub admin](Logo.png)

   **Confirmation code (required)**

   [Confirmation Code]

   The confirmation code is not valid. Please try resending your confirmation email.

   ![Confirm email address button](Button.png)

4. **After confirming your email address, you will receive a login detail email.** *(Follow the link in this email to create a new password)*

   Hello Student Name,

   You have new login details at UQ StudentHub.

   - **Username:** s99999999
   - **Password:** Not included in this email for security reasons

   You can login to StudentHub at: [https://studenthub.uq.edu.au/](https://studenthub.uq.edu.au/)

   If you don't know your password, you can create a new one using the following link: [https://studenthub.uq.edu.au/students/resetpassword](https://studenthub.uq.edu.au/students/resetpassword)

   If you have general inquiries, please feel free to contact StudentHub. If your query concerns specific events or programs, please contact the relevant department responsible for this service.
5. Enter your StudentHub username and email to receive a password reset email.

6. Follow the instructions in the password reset email to create your new password.

Hi Student Name,

To reset your password please use the following link:

https://studenthub.uq.edu.au/students/resetconfirmation/TOKEN_REMOVED_FOR_SECURITY_REASONS

You have three days to use the reset link. If you cannot use this link you can generate another using the Reset Your Password Page.

Your username is s1234567.

If you have any problems using this feature. Please contact StudentHub (studenthub@uq.edu.au).

7. Use your StudentHub username and password to log in as a 'Future Student' through this link to start the registration process for the International Student Supervision Program.
Step 2: Complete the ISSP Registration Process

Once you have log into StudentHub via this link, please complete the following steps:

1. Submit International Student Supervision 2024 application.

Once our team has received all the required information, you will receive an email on how to book your accommodation. However, our team may require additional information. Please follow the instructions below to update the required information.

Require additional information

If our team requires any additional information, you will receive an email detailing the types of information needed along with a link to update it. Click the link in the email to log in to your application form.

- Click ‘Edit Submission’ to update your application.
- Once completed, click ‘Update’ at the button of the page to submit it.

Once our team has checked and received all the required information, you will receive an email on how to book your accommodation.
2. **Submit International Student Supervision 2024 accommodation detail.**

   Once you've confirmed your accommodation, log into StudentHub via this [link](#) and upload the rooming agreement and accommodation deposit payment receipt by submitting 'International Student Supervision Program 2024 Accommodation Details'. This form will also calculate your total Supervision Program fees.

   Once our team has all the required information, you'll get an email with a link to pay the Supervision Program fees. If we need more details, follow the instructions in the 'Require additional information' section.

3. **Submit International Student Supervision 2024 program fee.**

   Once you have paid your Supervision Program fees, please log into StudentHub via this [link](#) and upload a copy of the receipt.

   Once you've completed Steps 1 through 3, the International Student Supervision Team will notify UQ International Admissions. They will then issue your CAAW and CoE. You'll need these documents to apply for your Student Visa.
Once you have booked your flight itinerary, please complete Step 4, and Step 5.

4. **Submit International Student Supervision 2024 flight itinerary.**

   **Step 4: Flight Itinerary**

   Thank you for registering with the International Student Supervision Program!

   If you are arriving from overseas or interstate, please upload a clear copy of your flight itinerary (from departure city to Brisbane) once purchased.

   ![Submit 'International Student Supervision Program 2024 - Flight Itinerary' on behalf of client](image)

   Once we have all the required information, you'll receive an email with a link to fill out the airport pick-up booking form. Complete the form and email it to supervision@uq.edu.au.

   Our team will arrange the airport pickup from Brisbane Airport to your approved accommodation, and you'll receive a confirmation email. Please review the details carefully to ensure they are correct before proceeding to complete step 5 by uploading it.

5. **Submit International Student Supervision 2024 airport pickup confirmation.**

   **Step 5: Airport Pickup**

   Thank you for registering with the International Student Supervision Program!

   If you are arriving from overseas or interstate, please fill out this manual booking form at least 5 days prior to departure, and email the form to supervision@uq.edu.au. Our team will book the airport pickup from Brisbane Airport to your accommodation, and you will receive a confirmation email once booked. Please upload a copy of this airport pickup confirmation to StudentHub.

   ![Submit 'International Student Supervision Program 2024 - Airport Pickup Confirmation' on behalf of client](image)

   If you are coming with your parent and don't require airport pickup, please upload a copy of your parent's itinerary.

   If you have any questions, please contact supervision@uq.edu.au.