The University of Wollongong attempts to ensure that the information contained in this publication is correct at the time of production (September 2005). However, sections may be amended without notice by the University in response to changing circumstances or for any other reason. You should check with the University at the time of application/enrolment whether any later information is available. CRICOS Provider No.: 00102E
STUDENT EXCHANGE PROGRAM GUIDE
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The International Student Exchange Program provides you with the opportunity to study overseas for one or two sessions of your UOW degree.

How does the Student Exchange Program Work?

The University of Wollongong has more than 100 partner universities around the world. The University signs agreements with these partners to ‘exchange’ a certain number of students each year on a tuition waiver basis. This provides UOW students with the opportunity to study at some of the top teaching and research institutions around the world, and opens up the possibility for students from the partner university to study at the University of Wollongong.

Taking part in the Exchange Program allows you to combine study and travel while completing your degree. In fact, one of the advantages of “going on exchange” is being able to gain a truly international education. Not only will you have the opportunity to advance your studies (often in areas not usually available at UOW), you will develop independence, cultural awareness and the ability to function in a global environment. An International Studies Minor will also be added to your UOW degree, to recognise the knowledge and skills acquired by studying overseas.

Also, by going on exchange you won’t just be a tourist - you will become immersed in the life and culture of your host country. Exchange students live and study alongside local students (and others from around the world) and experience all that ‘student life’ at their host university has to offer!

You will also receive credit for subjects completed overseas and with careful planning you will not add any extra time to your UOW degree. This means that you will normally be able to graduate on-time and with an international edge! International study and experience is highly valued by employers and a successful exchange looks great on your resumé.

Read on to find out more about the world of opportunity available to you through the Student Exchange Program...
ELIGIBILITY
You must be able to demonstrate that you have the academic background and personal qualities needed to become a successful exchange student. All applicants must meet the following general requirements, as well as any specific requirements of the host university you are applying for:

ACADEMIC CRITERIA
> To qualify for participation in the Exchange Program, you must be currently enrolled in a degree program at the University of Wollongong.
> You must be of good academic standing. The minimum requirement is a “credit” average (65%), with no subjects completed below a “Pass” grade at the University of Wollongong.
> If you have a “Pass Conceded”, “Pass Restricted” or “Fail” grade on your academic record and can demonstrate extenuating circumstances, you may still be considered. Students must be enrolled full-time, in a suitable academic program, at the host university.
> Students must be able to demonstrate serious academic goals for their exchange.
> Students must complete the equivalent of at least one full-time year of study (48 credit points) at the University of Wollongong by the time you go on exchange.
> Students who are applying to complete the final session of their degree on exchange must have completed at least 12 credit points at 300-level in their major (or final year thesis) at UOW.

POSTGRADUATE STUDENTS:
> You must be enrolled in a course which has a minimum completion time of at least two years full-time.
> Students will usually need to have completed one full-time session of postgraduate study at the University of Wollongong (or have completed their undergraduate degree at the University of Wollongong) before applying to the Exchange Program.

PERSONAL QUALITIES
> Maturity
> The ability to assess and exhibit appropriate behaviour in a variety of situations.
> Social and cross-cultural sensitivity.
> The ability to cope personally with the challenges of living in a different country. This includes adjusting to different cultures, systems, lifestyles and living conditions.
> The ability to cope with overseas study and maintain a high academic standard.
> Capacity to act as an ambassador of the University of Wollongong and Australia.
> Willingness to abide by the rules and regulations of the Exchange Program (refer to the Conditions on page 4)

Your eligibility to participate in the Exchange Program will be determined by your written application, a compulsory interview and endorsement by academic/personal referees.
Please contact the Study Abroad Office if you would like to discuss your eligibility before submitting an application to the Exchange Program.
WHO CAN APPLY?

> All students should check with their UOW Faculty (Head of School and Sub-Dean) to ensure there are no restrictions on their program of study before applying to go on exchange.

> The majority of exchange applicants are undergraduate students. Students enrolled in both single and combined (double-degree) programs may apply to the program.

> Exchange opportunities also exist for postgraduate students, however there are fewer host universities able to accept students at this level. Places may therefore be limited. All postgraduate students must have the endorsement of their UOW Faculty (Sub-Dean and Head of School) to participate in the program. Research students must also have the approval of their UOW Supervisor and be able to arrange appropriate supervision and facilities at the host university.

> Part-time students must complete the equivalent of one full-time year of study (48 credit points) at the University of Wollongong before going on exchange. Students must also study full-time while on exchange.

> UOW students attending the Bateman’s Bay, Bega, Shoalhaven or Loftus study centres must be prepared to travel to the main campus in Wollongong to complete the exchange application process and attend all compulsory information sessions.

> International students are welcome to apply to the Exchange Program, however:

  > You will not normally be permitted to go on exchange to your home country. You must nominate an alternative exchange destination (i.e. to a third country);

  > You must substantiate your application to undertake a second international experience; and

  > You must abide by DIMIA’s requirements for international students going on exchange. These include replying to a DIMIA office in person at least 28 days prior to your departure. It is your responsibility to comply with the immigration clearance process when you depart and return to Australia. For further information visit www.immi.gov.au or phone DIMIA on 131 881.

> Students transferring into UOW from other Universities or articulating into UOW from Wollongong University College (receiving credit for previous studies) must complete one full-time session of study (24 credit points) at UOW before submitting an application to the Exchange Program.

> If your partner and/or children will be accompanying you overseas, you are encouraged to plan well in advance and discuss your options with the Study Abroad Office as soon as possible.

> Students with academic, medical or other special needs are encouraged to discuss their requirements in confidence with Study Abroad staff, so that advice about appropriate exchange destinations and overseas support services can be provided.

> Students can extend their stay at the host university subject to satisfactory performance and availability of places, however the total time spent on exchange must not exceed one year.

> Students can apply to go on exchange twice (i.e. for two separate semesters during the course of their degree) however the total time spent on exchange must not exceed one year. Students must return to UOW after their first exchange and submit a new application to the program. Acceptance for a second exchange will be conditional upon satisfactory academic performance during the first exchange and during the session/s you return to UOW.

CONDITIONS

> The Study Abroad Office will advise all successful applicants of the procedures and requirements for proceeding with the application for exchange to the host university.

> In agreeing to accept a position in the International Exchange Program, the student agrees to abide by all rules and procedures of both the University of Wollongong and the host university and to the general rules and responsibilities outlined in the Student Agreement Form (available from the UOW Exchange Program website).

> All contact with the host university must be made by staff of the Study Abroad Office in the first instance. Students are not permitted to contact officials at the host university without prior consultation with UOW Study Abroad staff.

> The University reserves the right to cancel a student’s place in the International Exchange Program, in light of academic performance or misconduct up until departure on exchange, and during the period of exchange. Such activities which could result in cancellation of the exchange include: unsatisfactory academic performance at the University of Wollongong prior to the exchange; unsatisfactory conduct at the University of Wollongong, including the University Residences, prior to exchange; unsatisfactory academic performance at the host university; unsatisfactory academic performance at the host university or host residence.
PLANNING FOR YOUR EXCHANGE

GETTING STARTED

> For general information about the exchange program, a good starting point is the UOW Exchange Website located at www.uow.edu.au/student/exchange.

> Weekly information sessions are also held in the Study Abroad Office and cover all of the general details you will need to start planning for your exchange. Email studyabroad@uow.edu.au to reserve your place at the next session.

> You should also look out for information tables set-up around campus throughout the session where you can find out more about the exchange program and speak with returned exchange students about what it’s like to study overseas! Don’t be shy - we’re happy to answer any questions you may have about going on exchange!

EXCHANGE DESTINATIONS

You can study on exchange at one of UOW’s 100+ partner universities around the world. A list of universities in each country is available from the Study Abroad Office or online via the exchange website.

EXCHANGE DESTINATIONS INCLUDE:

> **ASIA:** Indonesia, Japan, Malaysia, South Korea & Thailand
> **EUROPE:** Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Lithuania, Malta, the Netherlands, Norway, Poland, Portugal, Slovenia, Spain, Sweden, Switzerland & the United Kingdom
> **CENTRAL & SOUTH AMERICA:** Brazil, Colombia & Mexico
> **NORTH AMERICA:** Canada & the United States of America

A key part of the exchange planning process is identifying the exchange destination that is right for you. To do this, you will first need to consider your own personal goals for the exchange and any preferences you may have in relation to your destination:

> What are your motivations for applying to the exchange program?
> What do you hope to achieve? Academically? Personally?
> How will the exchange benefit your future career plans?
> Are there any outside activities or interests you would like to pursue while overseas?
> Do you have a preference for a particular region of the world? Country? Climate?

You should then evaluate your language skills. Is the purpose of your exchange to learn another language or would you prefer to take classes taught entirely in English? Classes are taught in English at many of UOW’s partner institutions around the world, including non-English speaking destinations like the Netherlands, Norway and Sweden (to name just a few!). Also, students who can demonstrate fluency in another language may be permitted to study academic subjects taught entirely in that language.

The next step is to research UOW’s partner universities to identify those that will best suit your academic and personal needs. You should begin this process well in advance of the application deadline, as you may need to thoroughly investigate at least 5 - 10 universities. For each institution, you should consider:

> Does the university offer subjects that are appropriate to your UOW degree?
> Are the subjects you want to take available in the session you plan to be there?
> Will you meet the pre-requisites to take those subjects?
> Is the university known for excellence in your particular field of study?
> What is the size and location of the campus?
> What is the campus culture like?

**Remember that research is the key to making an informed decision about where to go on exchange!**
RESEARCH TOOLS

THE INTERNET
The internet will be an invaluable resource when researching for your exchange. You will find links to partner university websites on the UOW exchange website. Most partner universities place updated information about their campus and academic programs on the internet. Where this information is not available online, the Study Abroad Office may have printed copies in the Exchange Library.

THE EXCHANGE LIBRARY
Students have open access to the printed materials contained in the Exchange Library (located within the Study Abroad Office). Resources include university brochures, subject catalogues, accommodation information and more!

RETURNED STUDENT REPORTS
Each returned exchange student is required to write a report about their exchange experience overseas (their host university, classes, accommodation, travel experiences etc.). These reports are displayed in the Exchange Library by country and host university. They will give you a 'first-hand' insight into the student experience and lifestyle at different universities. Remember, though, that the experience you have on exchange will be unique to you!

FURTHER INFORMATION?
If you’re having trouble finding the details you need, please contact the Study Abroad Office in the first instance (not the overseas university). Chances are that we already have the answer to your question or can point you in the right direction to finding the right information. Remember – we’re only too happy to help with your enquiry!

SELECTING YOUR PREFERENCES
When you apply to the program, you will need to identify and rank in order of preference two universities where you would like to go on exchange*. You will also be required to submit a completed Advanced Standing Form for each university preference (page 7 provides instructions on how to do this).

*Note: Students applying to the University of California will need to provide preferences and study plans for three of the eight UC campuses available. Students applying to the University of North Carolina System will need to provide preferences and study plans for three of the sixteen UNC campuses available.

The selection committee will assess your application for exchange, and if successful, decide which host university you will be nominated to. Selection for exchange places is competitive and some universities/locations are becoming increasingly popular. The number of places available at each university is also limited and varies each session. For this reason, nomination to your first preference cannot be guaranteed.

ALLOCATION OF PLACES
Factors taken into account when allocating places to students accepted into the program include:

> Academic reasons for choosing a particular university.
> The appropriateness of your proposed study plan to your Wollongong degree.
> Availability of suitable subjects at your university preferences. Note that some universities restrict access to certain subjects - please refer to information about specific universities in the Study Abroad Office.
> The University’s priorities in sending students to particular courses, or of a particular academic standard, to individual universities.

Although the above considerations are the most important in allocating places within the International Exchange Program, personal considerations may be taken into account to a limited degree. Such factors which may be taken into account include:

> Your preference for a particular university environment: for example, a large metropolitan university, or a more personalised university experience at a smaller university.
> Your desire for a particular cultural experience. Remember that cultural experiences can vary greatly within one country; for example, urban, provincial, rural societies.
> Geographic and climatic considerations.
> Personal relationships will not be used as a criterion in the allocation of students to particular universities. This includes the existences of friends, relatives, fiancés, partners, significant others etc at either the University of Wollongong or the host location.

You will receive written notification of the outcome of your application as soon as possible after interviews have been conducted. If you have been accepted into the International Exchange Program, you will also be advised as to which exchange university you have been nominated.

The Study Abroad Office will then advise you of the arrangements for making an application and liaise with the host university on your behalf. Your exchange ultimately is dependent on formal acceptance by the host university.

The University of Wollongong reserves the right to allocate successful applicants to particular universities, in light of the selection criteria (page 3) and allocation guidelines as indicated above. As such, it is not possible to formally appeal a decision to allocate a successful applicant to one university instead of another. However, successful applicants who feel the university to which they have been allocated is inappropriate should submit further information in writing to the Study Abroad and Exchange Coordinator, Study Abroad Office, within 2 weeks of the date of the formal letter indicating the outcome of the application. No change to the allocated universities can be made after this time, regardless of the nature of the request to change universities.
**PREPARING A PROGRAM OF STUDY**

One of the advantages of going on exchange is that you will receive credit (or ‘advanced standing’) for subjects completed at your host university. For this to happen, you must have your proposed subject selections and the transfer of credit approved by your UOW Faculty (Head of School and Sub-Dean).

You will receive credit towards your UOW degree in one of two ways:

1. **‘Specified credit’** is given when a subject offered by the host university is substantially the same as a subject offered by the University of Wollongong.  
   For example, there is a psychology subject at the host university that is substantially the same as ‘PSYC231: Personality’ at the University of Wollongong. You would receive credit towards your UOW degree for PSYC231 (6 credit points) after successfully completing the equivalent subject at the host university.

2. **‘Unspecified credit’** is given when a subject offered by the host university does not correspond with any subjects offered by the University of Wollongong, but is still relevant to your UOW degree. Unspecified credit is granted at a particular level (e.g. 100, 200, 300 level etc) for a certain number of credit points (e.g. 6 credit points, 8 credit points etc).  
   For example, you may receive ‘6 credit points of unspecified credit at 200-level’ towards your UOW degree for successfully completing a relevant subject at the host university.

**To prepare a program of study:**

1. Write down the subjects you would need to complete if you were remaining in Wollongong - these may include core and/or elective subjects.

2. Look for equivalent subjects at the host university. You will find subject descriptions and academic information in the host university’s **course handbook** (this may also be known as a **course catalogue**). An updated version of this will be available on the host university’s website. A printed copy may also be available in the Exchange Library.

3. Prepare a short-list of potential subjects at the host university and record these on an **Advanced Standing Form** (available from the exchange website or Study Abroad Office). Your tentative study plan should reflect a full-time workload at the host university. You should also list additional subjects in case there are any late changes to the subjects on offer. **Always have more subjects approved than you think you will need!**

4. Attach subject descriptions. Where possible, these should include the number of contact hours and assessment requirements for each subject.

5. Make an appointment to meet with your UOW Head of School and Sub-Dean. They will provide you with advice about your subject selections, and determine how the credit for your exchange studies will be transferred to your UOW degree. Their signatures are required on your completed Advanced Standing Form to indicate approval of your study plan.

**Note:** you will be required to submit an approved study plan (Advanced Standing Form) for each host university preference.
FINANCING YOUR EXCHANGE

Budgeting for your time overseas is a key part of the planning process. It is important that you have a realistic idea of how much going on exchange will cost, however one of the most common myths about student exchange is that it is too expensive for most university students to afford.

As a general guide you will need to budget $1,200 for each month you will be on exchange. The actual amount of money you will need will depend on your destination and lifestyle. As an exchange student you will also continue to pay your compulsory fees (e.g. tuition) to UOW rather than to your host university - giving you the opportunity to study at some of the most prestigious institutions around the world without paying expensive international tuition fees. There are also scholarships, loans, and other funding options available to assist you with the cost of studying overseas.

EXCHANGE PROGRAM SCHOLARSHIPS

The University of Wollongong offers a number of scholarships to qualified students who participate in the Exchange Program. Scholarships range in value from $1,500 to $5,000 and are awarded on the basis of academic merit. Financial need may also be taken into account. Preference is also given to students going on exchange for two sessions, however all students are encouraged to apply. A list of available scholarships is updated each session by the Study Abroad Office. Students should consult this list before finalising their host university preferences, as scholarships are usually targeted towards particular institutions. A small number of ‘unspecficied scholarships’ (applicable to any destination) are also available. Students will be notified in writing of the outcome of their scholarship application after all host university nominations have been finalised.

EXCHANGE PROGRAM TRAVEL GRANTS

All students who apply by the relevant deadline and do not receive an Exchange Program Scholarship will receive a $1,000 Travel Grant from the University of Wollongong.

EXTERNAL SCHOLARSHIPS

In addition to funding offered by the University of Wollongong, you may also be eligible for scholarships offered by external organisations. These may include community groups, your local council or the government of your host country. You should check with the relevant consulate or organisation directly. You may also like to try a general search for scholarships via your favourite search engine (e.g. Altavista, Google, Yahoo).

OS-HELP

OS-HELP is an Australian Government loan scheme designed to assist eligible undergraduate students to undertake some of their university studies overseas. To check your eligibility, visit: www.goingtouni.gov.au. UOW students may apply for an OS-HELP loan amount of either $2,500 or $5,000 per session of overseas study (max. two sessions) to use towards airfare, accommodation and other travel/study expenses. There is a 20% loan fee applied to each OS-HELP loan (e.g. if you borrow $5,000, the total amount to be repaid is $6,000). OS-HELP is then repaid with your accumulated HELP debt (including ‘HECS’) through the Australian taxation system after graduation from UOW. Students are encouraged to obtain an OS-HELP application form from the UOW Study Abroad Office after acceptance to the Exchange Program. You do not need a guarantor to receive an OS-HELP loan.

PERSONAL/STUDENT LOANS

There are a number of banks in Australia offering personal loans to students, however you will usually need a guarantor. Contact your bank for further information and advice about the best loan to suit your circumstances.

WORKING OVERSEAS

You must have sufficient funds to cover all expenses before you depart Australia and you cannot rely on working overseas to finance your exchange. Work rights for international students vary from country to country, and finding a suitable job can be difficult even if you are eligible for a work permit. Although working part-time can provide an avenue for meeting new people and some extra spending money, it should never be considered more than an added bonus. Your time on exchange is limited, so energy and resources invested in job hunting and working part-time would be better spent on studying and enjoying student life at your host university.

YOUTH ALLOWANCE

If you currently receive Youth Allowance or Austudy, you may be entitled to receive these payments while you are on exchange. In most cases, these payments will continue while you are overseas. Visit www.centrelink.gov.au for further information (follow the links to the ‘Overseas’ section of the website).
The following budget plan provides an indication of the costs you will need to be prepared to pay as a participant of the exchange program. Please note that some prices, like visa fees and flights, are often subject to change.

**UOW EXCHANGE PROGRAM FEE – $100**
This is a non-refundable fee payable when accepting your offer of admission to the UOW International Student Exchange Program.

**UOW FEES – TUITION AND CSCS AS USUAL**
As an Exchange Student, you will continue to pay your tuition and compulsory service charges to UOW, rather than to your host university. Australian students may choose to defer part or all of their tuition fees via ‘HECS’. International Students must pay the full tuition fee direct to UOW prior to departure.

**PASSPORT – APPROX. $150**
If you do not already have an Australian passport, or need to renew an existing one, visit www.passports.gov.au for passport application details and current fee information.

**VISA FEES – UP TO $400**
Visa fees are dependant on your destination, length of stay and the type of visa you are applying for. Visa fees can be verified by contacting the Embassy or Consulate of the relevant country.

**FLIGHT – VARIES**
The cost of your flight will be dependant upon destination and the time of the year that you choose to depart. Contact your travel agent to obtain a quote.

**INSURANCE - $0 FOR THE FIRST 6 MONTHS*; Approx. $200 for each additional month.**
All students are automatically covered by the University of Wollongong’s comprehensive travel insurance policy for the first six months (180 days) of their exchange. If you will be away for more than 180 days, you will need to pay for additional coverage (approx. $200 for each additional month) through the University’s insurance provider.

*Note: In addition to your UOW insurance, you may be required to purchase health insurance through your host university for the duration of your exchange. Your host university will advise you if this is required.

**LIVING EXPENSES – VARIES, DEPENDING ON DESTINATION AND LIFESTYLE**
All living expenses associated with the exchange are your responsibility. These include your accommodation, food, textbooks, transport, entertainment etc. Host universities will provide a list of expenses, and accommodation costs can also be found on university websites. Returned exchange students are also a great resource for this kind of information!

Your host university may require you to prove that you have access to a specific amount of money (usually between $6,000 - $10,000 per session) to cover your living expenses. Don’t panic! If you do not have these funds in your own bank account, you can provide the proof of funds via a guarantor. This information may also be needed for your student visa application.

Here are just a few of our favourite websites to help kick-start your travel plans:

**Travel Advice, Guides & Resources**
Smart Traveller [www.smartraveller.gov.au]
Fodor’s [www.fodors.com]
Frommer’s [www.frommers.com]
Hostelling International [www.iyhf.org]
International Student Travel Confederation [www.isic.org]
Let’s Go! [www.letsgo.com]
Lonely Planet [www.lonelyplanet.com]
STA Travel [www.statravel.com.au]
Sydney Morning Herald - Travel Section [www.smh.com.au/travel]
Trip Advisor [www.tripadvisor.com]
Yahoo! Travel Destinations [www.travel.yahoo.com.au]
YHA [www.yha.com.au]

**Frequent Flyer Programs**
Oneworld [www.oneworldalliance.com]
Star Alliance [www.staralliance.com]
THE APPLICATION PROCESS

STEP 1
Attend an Information Session
Information sessions, covering all of the general details you will need to start planning for your exchange, are held weekly in the Study Abroad Office. Email studyabroad@uow.edu.au to reserve your place at the next session.

STEP 2
Check application deadlines
Application deadlines are posted on the exchange website and are also displayed in the Study Abroad Office. Mark these dates in your diary! Remember that early applications are welcome and encouraged!

STEP 3
Research & Planning
You will need to initiate your own research into finding the host university and study program that suits your needs. Page 5 provides advice on how to do this.

STEP 4
Meet with an Exchange Adviser
It is important to discuss your individual options with a member of the Study Abroad team, to ensure that you make a fully informed decision about where to go on exchange.

STEP 5
Apply!
Your application to the Exchange Program will consist of:
> The UOW International Student Exchange Program Application Form
> A completed Advanced Standing Approval Form for each host university you have nominated
> Three references (two academic; one personal)
STEP 6
Attend an Exchange Interview
All applicants are required to attend a formal interview to determine their academic and personal suitability for exchange. Issues raised by the selection committee may include your motivations for studying overseas, how the experience will benefit your academic goals and career plans, and the reasons for your host university preferences.

STEP 7
Acceptance to the Exchange Program
You will receive written notification of the outcome of your exchange application as soon as possible after interviews have been conducted. Successful applicants will also be advised which host university they have been nominated to.

STEP 8
Acceptance to your host university
The Study Abroad team will assist you to make a formal application to your nominated host university. Although very few students are rejected, the host university does reserve the right to accept or reject nominees for exchange. If successful, you will receive an official ‘letter of acceptance’ from the host university and additional information to help you prepare for your studies there.

STEP 9
Pre-Departure Preparations
Arranging accommodation, applying for a student visa and booking flights are just a few of the preparations you will need to consider (see page 13 for further details).
A compulsory pre-departure session (for all students going on exchange) is also held during study recess each session. This session covers academic issues, money matters, health & safety, travel tips, and much more!

STEP 10
Go on Exchange!
Study, make new friends, see the sights and make the most of this opportunity of a lifetime!
PREPARING YOUR APPLICATION

THE UOW INTERNATIONAL STUDENT EXCHANGE PROGRAM APPLICATION FORM

The exchange application form asks for your personal details, current enrolment information and exchange university preferences. Please read each question carefully before answering and clarify any areas you are unsure about with the Study Abroad Office. You are required to provide answers for all questions in Sections 1 - 12. Please do not leave any sections blank.

Special Notes:
* Section 1 asks for your current contact details. You should provide a mobile phone number and current email address (UOW email is preferred) as these will be the quickest way for us to contact you. Please advise the Study Abroad Office of any changes to your contact details during the exchange application process.
* Section 3 asks you to select and rank two universities where you would like to go on exchange. Students applying to the University of California or University of North Carolina System (except UNCCH) are required to identify and rank three campuses of either UC (8 campuses available) or UNC (16 campuses).

INTERNATIONAL EXCHANGE ADVANCED STANDING FORMS

A separate advanced standing form is required for each of your exchange university preferences. These forms show your proposed subject selections at the overseas university and the credit you will receive towards your UOW degree after the exchange. Completed advanced standing forms must be approved and signed by your UOW Head of School and Sub-Dean before being submitted with your exchange application. A sample advanced standing form is attached for your reference.

INTERNATIONAL EXCHANGE PROGRAM REFERENCE FORMS

Three International Exchange Program Reference Forms must be submitted to the Study Abroad Office, either directly from your referees or with your exchange application. At least two references must be from academic staff involved in teaching you at UOW. The third may be a personal reference, but should not be completed by a family member. If you live in university residences, the third reference must be from the Head of your Hall of Residence.

AN OFFICIAL COPY OF YOUR UOW ENROLMENT RECORD

An official copy of your enrolment record (showing marks and grades for all subjects attempted at UOW) can be obtained from the Student Enquiries Counter in Building 36. Copies of your enrolment record are free and can be printed for you while you wait. Academic records printed directly from your SOLS account will not be accepted.

SUPPORTING STATEMENT

Please submit a separate statement of around 500 words (typed) outlining your academic and personal motivations for participating in the Exchange Program. You should include any details of previous travel both in Australia and overseas. Clearly label this statement with your full name and UOW student number.

SCHOLARSHIP STATEMENT

If you would like to be considered for an Exchange Scholarship please submit an additional statement of around 200 words (typed). The statement should include information about how you propose to finance your exchange and any details of funding/scholarships received from employers or other organisations. This is also your opportunity to advise the selection committee of any financial needs which should be taken into account when scholarships are allocated. Clearly label this statement with your full name and UOW student number.

A RECENT PASSPORT-SIZED PHOTO

Clearly label the reverse side of a recent photo of yourself with your full name and UOW student number. Passport photos are preferred, and can be obtained from the post office on campus (keep additional photos for passport and visa applications). Securely attach the photo to Section 11 of the Exchange Application Form.

Note: blank copies of the Exchange Program Application Form, Advanced Standing Forms and Reference Forms can be downloaded from the UOW exchange website. Copies are also available from the Study Abroad Office.

APPLICATION DEADLINES

Application deadlines are posted on the exchange website and are also displayed in the Study Abroad Office. Early applications are welcome and encouraged.

> For exchange commencing in January/February (UOW’s Autumn Session)
  — Applications close end July/Mid August

> For exchange commencing in August/September (UOW’s Spring Session)
  — Applications close from December to March

CONTACT DETAILS

The Study Abroad Office provides advice and support to UOW students participating in the International Student Exchange Program. Please don’t hesitate to contact us if you need any further information or assistance.

Office Hours: Monday to Friday 8.30am to 5.00pm

Location: Building 36 (Administration)
  University of Wollongong

Postal Address: International Student Exchange Program
  Wollongong UniAdvice
  University of Wollongong
  Wollongong NSW 2522

Phone: 02 4221 5404
  02 4221 3170

Fax: 02 4221 3499

Email: studyabroad@uow.edu.au

Website: www.uow.edu.au/student/exchange/

We welcome your feedback to assist with improving our services and resources. Feedback forms are available from the Study Abroad Office.
ACCOMMODATION

Students are responsible for making their own accommodation arrangements and there will be a variety of options available to you. These may include university residences (highly recommended!), sharing private accommodation with other students or a homestay arrangement with a local family (a great option for language learners!). Places in university residences cannot be guaranteed at some institutions, so you must be prepared to locate alternative housing if necessary. Information about accommodation options can be found on your host university’s website and in the Exchange Library.

Note: You may be required to submit an application for university residences before you receive an official acceptance to your host university. Demand for university accommodation is usually quite high, so it’s best to familiarise yourself with application procedures as soon as you know which host university you have been nominated to. Apply early where possible!

PASSPORTS

A passport is an official government document proving your identity and citizenship when travelling internationally.

You must hold a valid passport for the entire duration of your time overseas. Australian citizens can obtain passport application forms from Australia Post offices around Australia (including the post office on campus). You should apply for your passport as soon as you are accepted to the Exchange Program.

If you already have a passport, please check the expiry date to ensure that it lasts for at least 6 months after your expected return to Australia. You may be refused entry to your host country (and other countries you may be visiting) if your passport does not have at least 6 months remaining. As this is a requirement of many countries, we recommend that you renew your passport as soon as possible.

Australian citizens should phone the Australian Passport Information Service on 131 232 or visit www.passports.gov.au for further information. International students should contact the nearest embassy or consulate of their home country for passport advice.

VISAS

A visa is a permit authorising a non-citizen to travel to, enter, transit or remain in a specific country for a stated purpose and time.

As an exchange student, you will usually be required to apply for a student visa to your host country. You will apply for your student visa after you have received your formal ‘letter of acceptance’ and/or visa paperwork from your host university.

In addition to your student visa, you must make sure that you have appropriate tourist/visitor visas for any other countries you may be visiting. This includes countries you may only be transiting through (e.g. to change planes).

There are many different types of visas available and it is your responsibility to ensure that you obtain the correct visa for each country you will be travelling to. You will need to verify this information with the relevant embassy or consulate of each country well in advance of travel (we suggest you do this as soon as you apply to the exchange program). Visit www.dfat.gov.au/geo/index.html to obtain contact details for embassies and consulates located in Australia.

FLIGHTS & TRAVEL PLANS

Although it is never too early to start investigating the cost and availability of flights to your exchange destination, you should not finalise any travel plans until you have received both a formal acceptance from your host university and your student visa. If you do make an early booking, make sure that you understand any cancellation fees that you may incur. Your travel agent may allow you to pay a smaller deposit instead of the full amount when making a booking, to enable you to secure that ‘great deal’ or a seat during peak travel times.

INSURANCE

You must be covered by comprehensive travel insurance (incorporating medical insurance, medical evacuation and repatriation) for the entire period of overseas study and travel. You will be automatically covered by the University of Wollongong’s comprehensive travel insurance policy for the first 6 months (180 days) of your exchange. If you will be away for more than 180 days, it is your responsibility to arrange and pay for additional coverage through the University’s insurance provider.

Further insurance details, including a certificate of cover, will be provided to students prior to departure.