



A Guide to Applying for UWA Student Exchange

1. PERSONAL INFORMATION AND ACADEMIC STATUS (Form A)

Complete all information. Pay particular attention to contact details. In the first instance, all communication will be through your **UWA Email Account**.

2. EXCHANGE PROGRAM CHOICE - SELECTING A HOST UNIVERSITY

2.1 Check the websites of UWA Partner universities at:

<http://www.international.uwa.edu.au/studentnet/exchange>

Click on "Where can I study?" Search the Exchange Database for a list of Student Exchange Partner universities.

Pay particular attention to:

- level of study (undergraduate or postgraduate)
- language requirements
- any faculty restrictions e.g. the agreement may be restricted to a particular faculty only
- if there is currently any "Closed Programs" at the University (*coming*)
- Read the online profile. Pay particular attention to:
 - Semester/term dates (some university operate on a three-term system)
 - Any course restrictions that may apply
 - The availability of units in your course of study

2.2 Visit the Study Abroad Office

- Read evaluation reports written by returned UWA exchange students
- Read various publications provided by partner universities in the Study Abroad Library

2.3 List three preferred host universities on your application form.

3. COMPLETE THE STATEMENT OF PURPOSE FORM (Form B)

This is an important part of the application form and care should be taken to address the specific information requested i.e. your *academic motivation* and the *challenges* and *benefits* you anticipate encountering by participating in the Student Exchange Program.

4. PREPARING A STUDY PLAN - HOW TO SELECT UNITS (Form C)

- Check the websites of UWA Partner universities: <http://www.international.uwa.edu.au/studentnet/exchange>
Click on Where can I study? and read individual University profiles on "Where is my course offered"
Click on Selecting Units. Pay particular attention to the OUTWARD database link
<http://www.admin.uwa.edu.au/ic/outward/out/credit/country.asp>
which provides access to units previously approved by UWA for credit at specific partners universities.
- **Visit the Study Abroad Office.** Read course catalogues provided by partner universities in the Study Abroad Library. These publications are available for short-term loan.

- Complete the **Faculty Approval Form**. Pay special attention to the following points:
 - Ensure the correct UWA Unit Code and Unit Title as well as the Host University Unit Code and Unit Title are recorded.
 - Insert the **correct weblink** to the unit description. If you do not insert the correct weblink your unit selection will not be approved. If you are unable to insert weblinks, please contact your faculty adviser prior to completing your application form. Make an appointment with them and take with you your unit descriptions for them to review. Once they have approved them, you can then complete your application form.
 - **Incomplete forms will not be processed and will delay your application.**
 - Ensure you select at least the minimum number of units required for a full load at your host university. [Refer to the document "*Recommended and Accepted Full Load Requirements at Exchange Universities*" which is online at: https://www.grs.uwa.edu.au/Hermes/Files/AcceptedFullLoad_July08.pdf].
 - Select more units than required to allow flexibility should your unit choice not be available.
 - Combined degree students must gain approval from both faculties regardless of whether you plan to only take units from one of your degrees.
 - Print a copy of the form for your later reference.

All study undertaken at the Host University must be for credit and the equivalent of 24 UWA points per semester must be completed.

The grades that you receive from the host university will not be translated into UWA grades. You will receive an ungraded pass or fail.

Approval to participate in the Student Exchange program will be subject to you gaining an Approved Study Plan from your Faculty.

5. PROVIDE TWO ACADEMIC REFERENCES (Form D)

To ensure this assessment is meaningful and helpful, give careful consideration to your choice of academic referee ensuring he/she is familiar with your most recent studies. The Referee will be contacted by email so please ensure you insert their correct email address.

6. FINANCIAL INFORMATION (Form E)

6.1 Scholarships. All applicants are automatically considered for a range of Scholarships available to students studying abroad. Applications for these awards are made as part of the application process to the Student Exchange Program. Applications for Scholarships will undergo a separate selection process by the Study Abroad Scholarships Committee. This process normally takes place **after** selection process for exchange has been completed.

6.2. Loans. The two main avenues of applying for a loan to finance your overseas study program are:

- **OS-HELP.** The OS-HELP loan program provides financial assistance to eligible Commonwealth supported students, not in their first or last year of study, wishing to undertake part of their study overseas. Eligible students may borrow up to \$5,299 (2008 rate, indexed annually) per study period for one or two overseas study periods. For more information including eligibility, deadlines and applications forms please refer to: <http://www.studentservices.uwa.edu.au/ss/financial/oshelp>

All applications are made directly to the Student Financial Aid Officer, Student Services.

- **UWA Student Loan Scheme.** You can apply for up to a maximum \$12,000 loan provided the amount that you borrow under the student loan scheme does not exceed \$12,000 in total during your current course. For more information including how to apply please refer to:
- http://www.studentservices.uwa.edu.au/ss/financial/loan_scheme/other_loan

All applications for loans are made directly to the Student Financial Aid Officer, Student Services.

Complete all questions on the application for the Study Abroad Scholarship. **Incomplete forms will not be processed and will delay your application.** If you will be supported financially by your parent(s)/guardian/sponsor, please provide a letter signed by your parent(s)/guardian/sponsor, confirming their support for you for the duration of your overseas study. Be aware that if you are recommended for Student Exchange by UWA, your application to the Host University and/or your application for a student visa must be supported by a current bank statement, or similar documentation, demonstrating a balance of funds available for the duration of your overseas study.

NOTE: You must meet your normal financial obligations at UWA for the duration of your overseas study programme i.e.:

- Commonwealth Supported students must meet the normal HECS requirement; or
- International Students must comply with the Acceptance of Offer contract with UWA and fees maintained accordingly.

7. COMPLETE THE SELF-REFLECTION WORKSHEET (Form F)

The information gathered from this document provides the Student Exchange Selection Committee with an indication of the amount of research you have conducted about your host university and location, and your intention and commitment toward the programme. Through this exercise you will be able to demonstrate to the Committee your skills in analysing information, critical thinking and self reflection. Please answer all questions honestly and concisely.

PLEASE NOTE: The host university you apply to will make the final decision on your application.