

### IMPORTANT INFORMATION

Prior to making an application for exchange, please take time to consider the following important information and instructions.

#### 1 - ELIGIBILITY REQUIREMENTS

To be eligible for university wide exchanges applicants must:

- Be of good academic standing.
- Have completed at least 60 credit points at the University of Western Sydney at the time of application for exchange if you are an undergraduate student.
- Be enrolled in a minimum two-year program or have completed your undergraduate degree program at University of Western Sydney if you are a postgraduate student.
- Be enrolled as a full time student at the University of Western Sydney during the period of your exchange. Full time study is deemed to be a minimum of 30cps and a maximum of 50cps. Enrolment requires payment of HECS (either deferred or up-front) or full fees.
- Be enrolled as a full time student at the overseas institution.
- Intend to receive full credit for courses studied overseas.

#### 2 - SCHOLARSHIPS

At various times UWS may be in a position to provide or administer merit-based scholarships for official university exchange programs. For a complete list of current scholarships available please consult <http://www.uws.edu.au/international/tschol.html>.

#### 3 - PROCEDURES CHECKLIST

##### Stage One - The Application

1. Consult <http://pubsites.uws.edu.au/international/unilist.html> and find a partner university with subjects which suit your UWS degree program.
2. Complete an Application Form.
3. You will need to seek two academic referees who are familiar with your work and who are happy to complete the referee's report which is available online at <http://pubsites.uws.edu.au/international/exchange.html>
4. Complete a Statement of Purpose as outlined in Section B, Part 5.
5. Take the Transfer of Credit Form to your course advisor with course information from the partner university for approval.
6. Download and copy subject descriptions and information regarding contact hours (plus assessment schedule where possible). If you have difficulty obtaining detailed course information from the overseas university website, please contact UWS International Exchange Office staff for assistance at [exchange@uws.edu.au](mailto:exchange@uws.edu.au). UWS International Exchange Office can email an overseas institution on your behalf provided the information required is not already on their website.
7. Submit application to UWS International Exchange Office before the application deadline (31 July for Autumn departures and 31 January for Spring departures).

##### Stage Two - Acceptance by UWS

1. After the application deadline an interview may be required. A panel of academic and UWS International Exchange Office staff will consider applications based upon academic merit and personal suitability for an exchange abroad.
2. Endorsed applications will then be sent to partner universities for consideration.

### Stage Three - Acceptance by overseas university

1. Partner universities will then accept or reject applicants (waiting times may vary).
2. UWS will schedule a formal pre-departure session.
3. UWS International Exchange Office will vary your enrolment by deleting all UWS units for the exchange semester. Units will be replaced with a generic exchange unit attached to your discipline with a prescribed load attached.

#### 4 - IN ADDITION TO THE ABOVE INFORMATION, APPLICATIONS SHOULD NOTE:

- Overseas tuition fees do not apply however, in some cases you may be liable for preparatory language fees, union fees or campus fees.
- Students eligible to receive Austudy/Youth Allowance are entitled to a continuation of payment whilst on an official exchange program.
- International students are encouraged to apply, although study is not allowed within your home country.

#### Students are responsible for organising:

- The appropriate visa. Ensure you consult the respective consulate website as soon as possible as costs and visa requirements may vary between countries and can be a time consuming process.
- Travel arrangements.
- Accommodation is generally organised as part of the host university application process once a student is accepted. The UWS International Exchange Office is not responsible for organising student accommodation, but will assist where possible.
- Health insurance is a compulsory requirement for all UWS exchange students and is at the student's expense. Evidence of cover must be submitted to the UWS International Exchange Office before departure. Be aware that some institutions may require you to purchase their own campus based health cover.

#### 5 - CONTACT DETAILS

If you require further assistance please consult the Exchange for UWS Students website:

<http://pubsites.uws.edu.au/international/exchange.html>

or contact:

UWS International Exchange Office  
Email: [exchange@uws.edu.au](mailto:exchange@uws.edu.au)  
Phone: +61 2 4620 3696





#### 4 - ACADEMIC REFEREES

I hereby nominate the following two UWS academic staff to supply the International Office with a confidential referee's report. I verify that the following academics have supervised me for a period not less than one session as part of my course.

Name of first referee

School/Department

Name of second referee

School/Department

#### 5 - STATEMENT OF PURPOSE

A short essay must be submitted outlining your motivation for participating in an exchange program. The essay is to include what you hope to gain both personally and academically, and why you have chose the institution(s) above.

You should highlight why you believe the above institution(s) will serve your study and career plans. You should discuss the challenges that you anticipate in the period away and how you will attempt to overcome these.

Special mention should be made of any extracurricular activities and travel experience.

#### 6 - DECLARATION AND SIGNATURE

I certify that the information on this application is correct.

I authorise the release of information regarding my academic record upon the request of UWS.

I understand that on becoming a student in this program:

1. I shall be subject to all rules, regulations and requirements as to conduct and scholarship at UWS, the participating institution and the overseas host residence in the Student Exchange program.
2. I must update my mailing address during my study away from UWS.
3. I am responsible for the accuracy of my record, and must notify UWS of any errors on my record or changes to my academic status.
4. I am responsible for ensuring that UWS Graduations Unit have up-to-date details of my studies and any majors or sub-majors which should appear on my transcript.
5. I authorise the International Office to contact my next of kin.
6. I authorise the International Office to provide my contact details to prospective UWS exchange institutions.

Applicant's name *(please print)*

Applicant's signature

Date

Please submit completed application to:

Exchange Program Coordinator  
UWS International  
Bldg 12 Campbelltown Campus  
Locked Bag 1797  
Penrith South DC 1797



Locked Bag 1797, Penrith South DC NSW 1797

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.

### 1 - PERSONAL DETAILS

UWS Student ID number

+

Title

Family name

Given name(s)

Home phone number

Work phone number

Mobile phone number

Current course name

### 2 - PROPOSED EXCHANGE

Please list the universities you are interested in attending in order of preference.

First preference proposed exchange (host) university

First preference country

Second preference proposed exchange (host) university

Second preference country

Commencement

+

Proposed length of stay

 One Semester One Year

Other



## 5 - SCHOOL/DEPARTMENT APPROVAL

*Please note this section must be completed by your Head of Program*

Completion of this section

- supports the student's application to participate in an exchange program
- endorses the subject selections above and
- confirms the subject selections above are in accordance with the course rules

On behalf of the School of

I approve as detailed above.

Academic name

Academic signature

Position

Date

Comments



Locked Bag 1797, Penrith South DC NSW 1797

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First preference country

Second preference proposed exchange (host) university

Second preference country

Commencement

+

Proposed length of stay

One Semester

One Year

Other

Name of referee

School/Department

### 3 - DECLARATION AND SIGNATURE

I hereby authorise the abovenamed referee to complete this form. I waive my right of access to this report and understand that the information provided will be used only for the purpose for which it was supplied.

Applicant's name *(please print)*

Applicant's signature

 **SIGN HERE**

Date

### 4 - ACADEMIC REFEREE REPORT

*Note to referee: To ensure a fast application process please return this form to the International Office within five days of receipt.*

Thankyou for agreeing to provide this reference. It will be used to help determine the suitability of the applicant for entry into the International Exchange Program. If you have any queries, please contact the Exchange Coordinator.

How long and in what capacity have you known this applicant?


What is your assessment of the applicant's academic ability, motivation and past performance?


How well do you think the applicant will adjust to working independently with little supervision in a new academic system?






International Office  
Application for International Student Exchange  
Section D – Confidential Referee’s Report



Locked Bag 1797, Penrith South DC NSW 1797

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.

1 - PERSONAL DETAILS

UWS Student ID number

+

Title

Family name

Given name(s)

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Second preference country

Commencement

+

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One Year

Other

Name of referee

School/Department

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University’s functions and activities associated with my enrolment. In some instances, the University may need to disclose information to external agencies such as UAC, DEST, DIAC, Centrelink, other Government agencies, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University’s policies.

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How long and in what capacity have you known this applicant?


What is your assessment of the applicant's academic ability, motivation and past performance?


How well do you think the applicant will adjust to working independently with little supervision in a new academic system?


Please comment on the applicant's maturity, stability and potential for successfully adjusting to life and study in another country and culture.


Please add any other observations that may contribute to an evaluation of this applicant.


**5 - REFEREE'S SIGNATURE**

Referee's name *(please print)*

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Referee's signature

 <b>SIGN HERE</b>
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Referee's position

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School/Department

--

Date

DD	/	MM	/	YYYY
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Locked Bag 1797  
Penrith South DC 1797