ON EXCHANGE ACTION summary

- Advise UWS International immediately of your new contact details.
- Complete and return a Confirmation of Enrolment Overseas form each semester/quarter.
- Should you drop and/or add a unit overseas advice UWS International immediately. The HECS deadlines apply to all students.
- If your studies formally commence or continue after Census Date, notify UWS International in writing within 14 days of your formal commencement of classes. Any request for a variation to subject load after 14 days cannot be facilitated.
- Order your transcript from your host university before you depart your host country.
- Send some digital photos of you at the host university to UWS International.

1. Arriving at your Host University
Remember that you should aim to arrive at least three to five days before classes commence, so check the commencement date of the semester at the university at which you will be attending. This should be available from material sent to you from your host university. Alternatively, you can check these details from the exchange university’s website.

Making contact
When you arrive at your host institution you should make contact with the relevant Exchange or Study Abroad Adviser to inform them of your arrival. The Exchange Offices both at UWS and at your host university should be able to contact you at all times.

ON EXCHANGE ACTION: Advise UWS International immediately of your new contact details.
Please try to gain access to email facilities at your university as quickly as possible. This will assist with communication with academic staff members, UWS International, or any other agency should advice be needed.

If you are travelling for extended periods of time during the vacation it would be helpful for us to have a contact person in Australia who may be able to forward urgent messages. Please feel free to contact us and/or your host University’s Exchange Program Coordinator at any time, particularly if you are having difficulties. We are here to assist you however we can.

**ON EXCHANGE ACTION: If you like taking photographs, especially digital photos, why not send some of your snaps to UWS International?**

**Enrolment at the host university**
Within two weeks of confirming your enrolment at the exchange institution, you should forward to UWS International a completed copy of the Confirmation of Enrolment Overseas form (see insert). Please note that you must enrol in the equivalent of a full time workload at your host institution.

**ON EXCHANGE ACTION: A Confirmation of Enrolment Overseas form must be completed and returned each semester/quarter.**

**Your Ambassadorial Role**
Whilst studying overseas on exchange please be aware of your role as an ambassador for UWS and for Australia. It is likely that you will be called upon to discuss matters of controversy in Australia (eg. republicanism, native title, or the treatment of Aborigines) therefore it is best to familiarise yourself with current issues in the local media. You may also be asked to describe the structure of and your perceptions of studying at UWS. You will be expected to represent the University in mature and professional manner. Please take with you the USB stick with the UWS International PowerPoint presentation. You are asked to actively promote UWS at your host university, and the presentation will assist you in doing this.

2. Preparing for your Return to UWS
You will need to obtain an official academic transcript from your host university and should order this from the relevant office prior to departure. Although partner institutions are required to provide UWS International with one academic transcript for exchange students, this copy may not arrive until well after your return and may cause delays to those expecting to graduate. A second copy is usually at cost to the student.

**ON EXCHANGE ACTION: Should you drop and/or add a unit overseas your unit load may need to be altered and advice must be forwarded to UWS International immediately. Please note that the HECS deadlines apply to all students (including exchange students).**

IF your studies formally commence or continue after Census Date (31st March or 31st August), you are bound to notify UWS International in writing within 14 days of your formal commencement of classes to vary your enrolment. Any request for a variation to subject load after 14 days cannot be facilitated as the Office of the Academic Registrar (OAR) at UWS does not expect to process retrospective HECS variations for changes to enrolments.
The benefit of being enrolled in a generic subject serves not only to record your exchange experience on your UWS transcript, but it also allows some degree of flexibility for varying your enrolment overseas (unit names only) beyond the UWS HECS Census Dates of 31st March and 31st August. This is often necessary for those commencing at the start of the Northern Hemisphere’s academic year in August/September, where retrospective changes to your UWS enrolment would normally be difficult to do after the HECS census date.

**ON EXCHANGE ACTION: Order your transcript from your host university before you depart your host country**

Join “AXAN” – The Australian Exchange Alumni Association
AXAN is the Australian Exchange Alumni Association Incorporated. Their aim is to share the energy and incredible experience that involves study overseas. They are a not-for-profit association, free to join and aimed at creating a network for anyone who has studied overseas on some form of exchange program as part of their education. It is also a network for businesses who want to discover, and tap into, the world-class skills that internationalised graduates have. Go to their website for more information:
www.axan.com.au