Checklist for students preparing to go on exchange.

- Update your contact details on MyStudent Records (MYSR).
- Make sure all debts affecting your enrolment are cleared.
- Investigate all visa requirements at the host country diplomatic office in Australia.
- Research Australia, New South Wales, UWS and your soon-to-be host country.
- Contact your bank and ask about how to access your money overseas – will your ATM card work? Do you have a credit card? Can you do internet banking?
- Start putting together an important documents folder – including copies of your passport, bank details, and insurance information.
- Visit both the dentist and doctor and get any issues taken care of. This might be having a tooth filling or ensuring you will have enough medication for your time abroad.
- Register with DFAT – through the Smart Traveller website.
- Investigate how you will keep in touch with home – phone cards, mobile phone, Skype, email, or all of them?
- Investigate accommodation options at the overseas university. Keep in mind that the overseas university may send you detailed accommodation information with their letter of acceptance to you so you may not be able to do too much at this stage.
- Contact UWS International if you wish to pay your fees “up-front”.
- Provide someone with written authorisation to act on your behalf with Centrelink (if applicable).
- Request a ‘Centrelink’ letter from UWS International to make sure your Youth Allowance payment continues (if applicable).
- Take a copy of your Transfer of Credits Form as a record of your agreement with your School and the University. If you have not retained a copy of this form, request one from the International Office.
- Investigate travel options to the host country – and obtain at least two quotes.
- Read your UWS student email account regularly in case you receive important information about your exchange.
- Make sure you attend the Pre-Departure session organised by UWS.