

IMPORTANT INFORMATION

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

OS-HELP assistance will be awarded in the first instance to students nominated for the official UWS Exchange Program. Any residual OS-HELP funds will remain available to students undertaking an independent fee paying Study Abroad Program (a pre-approved Advanced Standing Application eForm must be submitted in conjunction with the application as evidence of credit transfer).

Closing Dates: 30 July - to begin overseas study in Autumn Session
 30 January - to begin overseas study in Spring Session

All applicants must provide the following certified documentation or the application will not be considered:

- Birth Certificate if born in Australia, or proof of permanent residency status if born overseas
- Any required supporting documentation relevant to the OS-HELP assistance application
- Transfer of Credits application form for student exchange applicants, or a pre-approved Advanced Standing Application eForm for independent Study Abroad applicants

You must read the OS-HELP guidelines issued by the Department of Education, Employment and Workplace Relations (DEEWR) at www.deewr.gov.au/HigherEducation/Resources/HESupportAct2003Guidelines/Pages/OSHELPGuidelines.aspx

1 - PERSONAL DETAILS

UWS student ID number Daytime phone number

--	--

Title Family name

--	--

Given name(s)

--

Postal address

Unit no.		Street no.		Street name
Suburb				State Postcode
Country				

2 - PROPOSED OVERSEAS STUDY

Name of Overseas Institution you plan to attend:

--

Have you applied to study at this University through the official UWS Exchange Program? Yes No

Proposed commencement date Proposed length of stay (in months)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">/</td><td style="width: 20px; text-align: center;">M</td><td style="width: 20px; text-align: center;">M</td><td style="width: 20px; text-align: center;">/</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y	
D	D	/	M	M	/	Y	Y	Y	Y		

Proposed scholarship amount (please select one)

\$5000 for one session OR \$10000 for two sessions

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 any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, 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.

3 - COURSE DETAILS

Course code

Course name

Have you completed at least one equivalent full time study load (EFTSL) at the time of this application? (1 EFTSL minimum is deemed to be 80 credit points)?

Yes No

Will you have at least 0.5 equivalent full time study load (EFTSL) left to complete upon return from your overseas study (i.e. 40 credit points)?

Yes No

4 - STUDENT DECLARATION

I understand that if I meet all advertised eligibility requirements for this application, and if I am successful, I will receive payment within four weeks prior to my official study commencement date abroad.

I hereby declare that the information submitted in this application is accurate. I further declare that in accordance with the conditions of eligibility, I meet the requirements deemed essential for OS-HELP. I have read the OS-HELP guidelines issued by DEEWR, and believe that I meet the eligibility requirements. I understand that the decision reached by the University with respect to OS-HELP allocations is final.

Other than as authorised or required by law, the University will only use information collected from this form for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. Some specified information will be provided to third parties such as DEEWR, other government departments and external agencies, and to the student associations where the University is required to do so. All information will be collected, stored, accessed, disseminated or destroyed in accordance with the relevant privacy, records management, other laws and the University's policies.

Student's name

Student's signature

Date

5 - CERTIFYING YOUR DOCUMENTS

Officers who can certify your documents include:

- A Justice of the Peace
- University of Western Sydney Student Central officers
- An authorised Officer at any other University or TAFE
- The official Records Department of the institution that originally issued the documents

The Certifying Officer should include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp. In addition, the Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

6 - LODGING THIS FORM

Your application, together with the relevant and correctly certified documents should be lodged with the UWS International office by either email: exchange@uws.edu.au, fax: (02) 4620 3805 or post:

UWS International
Campbelltown Campus, Building 5
University of Western Sydney
Locked Bag 1797
PENRITH NSW 2751