

INFORMATION FOR APPLICANT

Please read all the information below before filling out the Application for International Student Exchange.

Tuition fees at the exchange university do not apply. In some cases you may however be liable for preparatory language tuition fees, union fees, or other campus fees.

Students eligible to receive Austudy or Youth Allowance are entitled to a continuation of payment whilst on an official exchange program.

International students are encouraged to apply to go on exchange but may not go to their home country.

For further questions email exchange@uws.edu.au, call 61 2 4620 3696 or fax 61 2 4620 3805.

More information including the complete eligibility requirements and how to select an exchange university are available at www.uws.edu.au/exchange

1 - ELIGIBILITY REQUIREMENTS

- Undergraduate students must have a minimum GPA of 4.5 (out of 7.0) and be completing at least 80 credit points at UWS at the time of application. Please note the results from the session in which you apply will be included in your academic eligibility. Therefore students may apply to go on exchange after completing 40 credit points
- Postgraduate students must have a minimum GPA of 4.5 and have completed, or be completing 40 credit points at UWS at the time of application
- Students whose GPA is below 4.5 but above 3.5 will need to write a statement outlining their motivation for exchange, and how an exchange semester fits in with their academic course at UWS
- All students must have a positive recommendation from one UWS academic staff member
- All students must be enrolled in full time study at UWS during the period of the exchange. Full time study is a minimum of 30 credit points and a maximum of 50 credit points per teaching session. Enrolment requires UWS tuition fee payment via your normal method such as deferred payment through HECS or international student fees

2 - SCHOLARSHIPS

In Autumn session 2011 all participants in the International Exchange Program received a scholarship ranging from \$500 to \$5,500 in value.

UWS offers scholarships up to \$2,500 to students who are completing an exchange program.

Scholarships are also available through the Australian Government for up to \$5,500. Eligibility is limited to Australian citizens and permanent residents.

Please see www.uws.edu.au/exchange for more information.

3 - DEADLINES

The UWS application deadlines for 2011 are as follows:

- Overseas exchange session (commencing in Autumn session 2012) - **25 May 2011**
- Overseas exchange session (commencing in Spring session 2012) - **25 October 2011**
- Short courses through AIM Overseas and International Student Exchange Program (ISEP) please refer to the applicable deadline dates at www.uws.edu.au/exchange

International Exchange Applications received after the above dates will be considered, however priority for exchange placement and allocation of scholarship funding will be considered after all on-time applicants.

Stage 1 – The application

- Complete the application form and submit it to UWS International and make sure you keep a copy for yourself. If your GPA is below 4.5 you will need to attach a statement of purpose
- Download your exchange universities subject descriptions, information regarding contact hours and the assessment schedule (where possible). Attach this information to the Credit Transfer section of this application and submit this to the Head of Program for your course. Keep a photocopy of this information for your records. If you plan on completing core units on exchange, you should attempt to have at least two equivalent units for each core unit approved by your Head of Program before departure. Elective units must also be approved

Stage 2 – Acceptance by UWS

- Nominations will be made following release of examination results in the relevant session of application. We will contact you via your UWS email account in late July/August. At this point in time students with a GPA under 4.5 may need an interview and more information may be required. A panel of academic and UWS International staff will consider applications based upon academic merit and suitability for the exchange program
- Endorsed candidate information will then be sent to partner universities for consideration
You will then be required to complete the partner university's application form.

Stage 3 – Acceptance by overseas university

- It may take more up to 12 weeks for students to hear back from an overseas university
- UWS will schedule a compulsory pre-departure session in November 2011
- UWS International 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 - DURATION OF EXCHANGE

Please indicate the duration of your exchange:

1 Session 2 Sessions Short Course

5 - HOST UNIVERSITY

List the 3 universities you are interested in attending in order of preference.

University name	Country
1.	
2.	
3.	

Note: If any of your preferences are California State University or the University of North Carolina, you must list 3 campus preferences on a separate piece of paper and submit it with your application.

6 - ACADEMIC REFEREES

I hereby nominate the following UWS staff member to supply UWS International with a confidential referee's report. The academic staff member listed has supervised me for at least one session as part of my course.

Academic's name (UWS academic only)

7 - STATEMENT OF PURPOSE

Students whose GPA is below 4.5 but above 3.5 must write a statement of purpose for their application. This should include their motivation for applying and how an exchange semester fits in with their academic course at UWS. Maximum 500 words.

8 - DECLARATION AND SIGNATURE

I wish to be considered for participation for an international mobility program through UWS and declare that all information submitted on this application form is correct and complete.

I authorise UWS to obtain official records from any education institution previously attended by me. I further authorise UWS to release information regarding my academic record to prospective host institution staff.

I am aware of the likely living costs of my studies abroad and I have the necessary financial capacity to meet these.

I understand that UWS reserves the right to vary any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I understand that upon being accepted to this program:

1. I shall be subject to all rules, regulations and requirements as to conduct and scholarship at UWS, the host institution, and host residence
2. I will update all my personal details on the UWS student information system MySR, as soon as there are any changes to these
3. I am responsible for the accuracy of my record and must notify UWS of any errors or academic load changes or status by the prescribed deadlines
4. I am responsible for ensuring that the 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 understand and acknowledge that participation in an outbound mobility program may delay participation in the graduation ceremony immediately following my international experience until the next scheduled graduation period based on the relevant application process
6. I authorise UWS International to contact my emergency contact as listed on MySR at the time
7. That my participation is voluntary and that I will be required to complete further documentation indemnifying UWS from liability
8. Credit and grades transfer will be finalised by me no more than 12 months after returning from an international study program. Failure to do this will result in failure of the mobility unit/s that are not finalised
9. I will check my UWS student email account at least once a week
10. I grant permission to UWS International to provide my student email address to UWS students applying to or participating in the UWS International Exchange Program.

Name

Signature

Date

UWS International
Application for International Student Exchange
Commencing Autumn Session 2012
Credit Transfer

UWS International
 Locked Bag 1797, Penrith NSW 2751



IMPORTANT INFORMATION

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Attach host university unit information to this form and submit via scanned copy to exchange@uws.edu.au or send by fax to UWS International at 02 9685 9528

1 - PERSONAL AND COURSE DETAILS

Student ID number Student name

Current course name

Host university name

UWS Autumn session 2012 for 1 session or 2 sessions or Short Course Overseas host university session or short course begins:

A full time study load at the host university is: (number and measure eg. 12 US credits)

I plan to enrol in the equivalent credit point value of: 30 credit points 40 credit points 50 credit points

If this credit point equivalency changes notify UWS International in writing from your UWS student email account within 10 working days of the start of the overseas semester. This value will appear on your UWS transcript, fees will be charged accordingly, and credit received for the exchange period will be as per this amount. Mobility credit and grades must be finalised no more than 12 months after completing a program. Incomplete enrolment or grades at this time will result in fail grades

2 - CREDIT DETAILS

UWS unit equivalence

Host university units		UWS unit equivalence							
Unit reference number	Unit level UG 1, 2, 3 or 4 or PG	Unit name	cp value	Unit code	Unit name	cp value	Head of Program (or nominee)	Initial	Core, Major or Elective?
1.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
2.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
3.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
4.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
5.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
6.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
7.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
8.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
9.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective
10.									<input type="checkbox"/> Core <input type="checkbox"/> Major <input type="checkbox"/> Elective

IMPORTANT INFORMATION

Section 1 needs to be completed and signed by the student and section 2 by the referee. The referees report must be returned to the exchange office.

To ensure a fast application process please return the completed report as a scanned copy to exchange@uws.edu.au or have it delivered to the International Office within five days of receipt. Alternatively the student can pick it up and return it to the International Office in a sealed envelope.

1 - STUDENT INFORMATION

Student ID number

Given name(s)

Family name

Current course name

I hereby authorise the referee named below 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.

Name of referee

Student's signature

SIGN HERE

2 - REFEREE REPORT

UWS Academic referee

I have known this student for at least one teaching session at UWS

I taught this student in the unit

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

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

Please add any other observations that may contribute to an evaluation of this student, including their maturity.

Referee's name

NAME

Position/Department

Referee's signature

SIGN HERE

Date