### Outbound Process for ISEP-Direct applications

#### ~Student information

The advantage of applying to an ISEP Direct program is that students have much more flexibility in the choice of host university than if they were to apply to an ISEP Multilateral Exchange program. While Multilateral Exchange places can be limited, often there may be no limitations for ISEP Direct participants.

UWS Students pay all fees directly to ISEP or the Host University, and do not pay HECS or international student fees to UWS.

Applications dates are flexible but generally should be received by UWS no later than:
- 15 February for the semester starting in August or September
- 31 July for the semester starting in January

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| 1    | Know your UWS degree requirements and determine what core and elective units you may study on student exchange. Information on degree requirements at UWS is available on the UWS Online Handbook. See your Head of Program for academic advice to confirm.  
Return any unit approval from your Head of Program to UWS International who will save this information on your electronic student file (TRIM).  
| 2    | Look at ISEP sites you are interested in and choose several exchange sites that fit your academic requirements.  
http://www.isep.org/students/Intl_students/search_for_a_program.asp |
| 3    | Read the information on how to apply carefully before completing your form. Only complete applications will be sent to ISEP.  
UWS International will check your GPA meets the ISEP requirement and any other eligibility requirements.  
http://www.isep.org/students/Apply/how_to_apply.asp |
| 4    | Return your application to UWS International by the deadlines and pay your application fee of $60 US Dollars directly to ISEP.  
Complete the UWS form, 'Cross Institutional Study Approval Form’ available from Student Centres or online and return to UWS International.  
Costs:  
See the ISEP website for details as costs vary between sites and countries.  
You will also need to pay the cost of compulsory ISEP insurance yourself once you are accepted to the ISEP program. This |
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| **5** | Information on the placement process is on the ISEP website.  
Approximately 6 weeks after submitting the ISEP application to UWS, ISEP will state where your placement will be.  
It can take an additional 4 weeks for the Host University to accept your placement (and they may reject the application based on unit availability or academic record – though this is rare). |
|   | cost is approximately $300 US dollars per session.  
http://www.isep.org/students/Apply/placement_process.asp |
| **6** | When the Host University accepts your application, ISEP will send a Participant Placement Acceptance Form (PPAF). If you accept your placement, you need to do the following:  
- Pay the fees to ISEP directly – at this point a deposit of $500 US Dollars is required. This fee is put towards the total cost of your placement.  
- Go to the ISEP website and enrol in the compulsory insurance. You will need to pay for the insurance using a credit card online.  
- Sign and return the PPAF to UWS  
- Note that all students are asked at this point about any medical or disability needs for the purposes of ensuring adequate services at the host university. The information you provide on this form will NOT jeopardise your application or placement. Failure to complete and submit the information to ISEP will jeopardise your placement.  
- Complete a UWS Leave of Absence application available from any Student Centre or online. |
|   | http://www.isep.org/students/Placed/health_insurance3.asp |
| **7** | Specific information on the Host University is sent to you once ISEP and UWS receive the items noted above.  
Institution Information Sheets are available on the ISEP website for your reference. |
| **8** | Prepare to go!  
**Tip:** Check the host university website for required immunisations and get them before you leave Australia.  
UWS holds a compulsory pre-departure session in late June and late November each year. UWS International will send information on this session to you.  
Upon your return, complete the Advanced Standing Application form to finalise the credit for your ISEP program. Attach your transcript from your host university to the application. |
|   | http://www.isep.org/students/Placed/preparing_to_go.asp |