### Outbound Process for Multi-lateral Exchange ISEP application~Student information

Applications must be received by UWS no later than:

- 24 October 2010 for the semester starting in August or September 2011
- 24 May 2010 for the semester starting in January 2011

*Students who apply after these dates must understand they may not be placed at their first (or second) preference institutions as places may already have been filled.*

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.


2. **Read the information on the UWS International website on how to choose an exchange site.** The ISEP website also has information on how to do this. Make sure you choose sites that have a good chance of being available. *See note below*.  

   - [http://www.uws.edu.au/international/exchange_programs/student_exchange#C](http://www.uws.edu.au/international/exchange_programs/student_exchange#C)
   - [http://www.isep.org/students/Intl_students/finding_the_right_site_int.asp](http://www.isep.org/students/Intl_students/finding_the_right_site_int.asp)
   - Universities in the USA: [http://www.isep.org/students/Intl_students/anticipated_openings_in_the_usa.asp](http://www.isep.org/students/Intl_students/anticipated_openings_in_the_usa.asp)
   - Universities worldwide: [http://www.isep.org/students/Intl_Students/sites_open_intl_applications.asp](http://www.isep.org/students/Intl_Students/sites_open_intl_applications.asp)

   **Tip:** UWS students should choose sites indicated with I or I* from this site. Sites with I* indicate a site that has limited availability.

3. **Look at ISEP sites you are interested in and choose several exchange sites that fit your academic requirements.** *Note:* see the list of sites below that are not available to UWS students through ISEP.

   - [http://www.isep.org/students/Intl_students/search_for_a_program.asp](http://www.isep.org/students/Intl_students/search_for_a_program.asp)

4. **Read the information on how to apply carefully before completing your form.** Only complete applications will be sent to ISEP.

   - [http://www.isep.org/students/Apply/how_to_apply.asp](http://www.isep.org/students/Apply/how_to_apply.asp)

   **Special note:** Students applying to an ISEP program should provide two (2) academic references using the ISEP reference form. This form is at: [http://www.isep.org/Downloads/academic_reference_form.pdf](http://www.isep.org/Downloads/academic_reference_form.pdf)

   DO NOT ask UWS academic staff to complete the UWS reference form as ISEP does not accept this.

5. **Return your application to UWS International by the deadlines and Costs:**

   - [http://www.isep.org/students/Apply/how_to_apply.asp](http://www.isep.org/students/Apply/how_to_apply.asp)
| 6 | 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 takes an additional 4 weeks for the Host University to accept your exchange placement (and they may reject the application based on unit availability or academic record – though this is rare). |
|---|---|
| 7 | 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;  
- 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 
- Pay $4000 Australian dollars - attach a bank cheque payable to University of Western Sydney and return this with your 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. |

|  | The cost of an ISEP program through UWS costs $4500 Australian Dollars (this includes the $500 application fee) per session. 
This fee covers the ISEP application fee, and housing and meals (19-21 meals per week for 20 weeks) at the host university. 
You will need to pay the cost of compulsory ISEP insurance yourself once you are accepted to the ISEP program. This cost is approximately $300 US dollars per session. |
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.

Prepare to go on exchange!

**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.

http://www.isep.org/students/Placed/preparing_to_go.asp

*Note:* It is important to understand that universities in the U.S. can only accept a certain number of ISEP-Exchange students based on the number of U.S. students sent to ISEP members abroad. You will need to carefully consider sites with the best chance of placement.

Additional qualifications for placements will depend on your transcript, references, personal essay and your language test score. Chances of placement also depend on the number of other international students applying for that institution.

Your application will be reviewed by an ISEP program officer, who will place you at an institution that matches your needs and interests. Your application will then be sent to that institution for review and confirmation. 95% of international applicants are placed, and 95% of students placed are confirmed by their host institution. Your home coordinator will be able to tell you when and where you have been placed and confirmed. Keep in mind that if you aren't "accepted" to your first choice, it is not a personal reflection of your abilities. It only means that enough spaces were not available at that university, or perhaps it wasn't the best academic fit for your needs.

Sites not available to UWS students through the ISEP program as UWS has reciprocal exchange relationships with these universities directly.

**USA**

**UWS students should complete the application form available through the UWS International website and not the ISEP application form for these sites.**

- California State University – all campuses
- University of North Carolina – all campuses
- Montana State University
- Utah State University

**Other countries**

**UWS students should complete the application form available through the UWS International website and not the ISEP application form for these sites.**

- Argentina – University del Salvador
- Austria – Karl-Franzens University
- Canada – Thompson Rivers University
- Czech Republic – Masaryk University
- Estonia – Tartu University
- Finland – University of Helsinki
- Japan – Kansai Gaidai University
- Sweden – Lulea University of Technology