

# Semester-based Exchange Application to UQ Checklist

## Before choosing a host

### Research Semester-based Exchange

- Review all information on the [Semester-based Exchange](#) website
- Attend a Global Experiences [information session](#)

### Check your eligibility

- Review all (part 1 and 2) [eligibility criteria](#)

### Complete a progression check

- View the [How to complete the progression check videos](#)
- Check your [UQ program rules](#) and course list
- Check with your UQ faculty to identify what credit you will have available in your UQ program (if needed)
- Identify the UQ credit you plan to receive from exchange

### Consider your motivations

- What is important to you? Personally? Academically? Professionally? What do you want to get out of the experience?
- Do you want to go for 1 or 2 semesters?

### Consider your budget

- Check out the [funding](#) available
- Research the cost of undertaking the experiences in your preferred host country
  - ~ Accommodation
  - ~ Airfare, etc in your preferred host country
  - ~ Student visa or other entry requirements, Travel to Consulate/Embassy
  - ~ Passport renewal
  - ~ Insurance
  - ~ Any additional mandatory fees at the host university, such as: health insurance, student activity fees, etc.
  - ~ Other

## Choosing a Host University

### Research your host university options

- Check the [Find a host university](#) webpage
- Be aware of all Academic matters (including minimum requirements, study options, and course restrictions) for your host preferences
- Check your UQ faculty website for recommended host universities

- Join the [UQ Global Explorers](#) Facebook group and connect with prospective, current, and returned global experiences students.
- Read student testimonials on the Student Exchange host university webpage

#### Research Travel & Insurance Considerations

- Research and understand the relevant destination information for your departure country, destination country and all transit countries, including travel restriction, security, public health measures and quarantine requirements. Suggested sources for travel research are: the [International SOS COVID-19 Trip Planner](#) and [Smartraveller](#) website.
- For departure from/return to Australia COVID-19 restrictions/considerations please refer to the [Australian Department of Home Affairs](#). It is recommended this information be reviewed during the planning stages of your travel and also prior to country departure/entry. Travel restrictions, quarantine mandates and other requirements to depart and enter countries can change with little to no notice.
- Familiarize yourself with the [travel](#) and [insurance](#) information on the UQ Travel and UQ Insurance Services websites and ensure you understand the conditions, exclusions and limitations the travel insurance cover is subjected to.
- Make sure you have a current passport that is valid for at least six months after your return date.
- Make sure you understand which visa you need to obtain and what documentation is necessary for residency permit/study requirements.

### Apply Online

#### Prepare a Study Plan

- [Download the Study plan form](#)
- Confirm the host university full-time study load
- Check Course Restrictions and Additional academic information under the Academic Matters tab of the host university page
- Find the host university courses offered in the semester in which you will be there
  - ~ Search the host's course catalogue
  - ~ Use the [UQ Credit Precedent Database](#) as a guide to previously approved credit
- List double the full-time load of courses at your host institution, so you have back-up courses.
- Collate host university course profiles into a single file to upload

*Please note: These documents will only be submitted after the Internships and Global Experience Teams have allocated you a Host University.*

#### Submit your application to UQ

[Submit your exchange application online](#) by appropriate deadlines:

- by 31 May for exchange in Semester 1 of the following year
- by 31 October for exchange in Semester 2 of the following year