

Semester-based Exchange Next Steps Checklist

Below is a step-by-step checklist to guide you through the steps that follow submission of your semester-based exchange application. Refer to the [exchange timeline](#) for an indication of when the key steps may happen.

Exchange Application Process Next Steps

Next Steps Session

- Attend the mandatory [Next Steps Session](#)

Application outcome

- Approximately 6–8 weeks after deadline - email will confirm eligibility and host university allocation

Connect with other exchange students

- Meet current and returned exchange students and international students at Global Experiences events

Submit an OS-HELP Loan application

- Review the [OS-HELP Loan information](#) and apply online
- By 15 March for Semester 2 exchange
- By 15 September for Semester 1 exchange

Research funding that may require an application

- Check out the scholarships/funding available
- Possible school/faculty funding and/or government/host university funding

UQ and NCP Funding announced

- By end May for Semester 2 exchange
- By end October for Semester 1 exchange

Complete your host university application

- Your Global Experience Adviser will send you the details in a “TIME TO APPLY” email. (Note: Every university has a different deadline, so some host applications are due early while others a lot later).

Host university acceptance

- 4–8 weeks after the host university application deadline (make sure the Global Experiences Team at UQ has a copy)
- Enrol in classes at host university (dates and processes vary)

Host course registration

- Register in approved courses as soon as the registration opens
- Review host university course catalogue and submit revised study plan if necessary

Request a reduced study load

Only if you cannot enrol in a full-time load at your host university by the UQ Census Date

Travel Preparation Next Steps

- 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 Trip Planner](#) and [Smartraveller](#) website.

For departure from/return to Australia 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.

Note 1: Every country has its own rules for incoming travellers based on your citizenship or visa, vaccination status, where you have travelled from and, in some cases, which countries you have visited in the past few weeks or months.

Note 2: You will be responsible for any quarantine costs in countries where quarantine applies or may apply.

- Research and understand all transport and accommodation provider's procedures and requirements (airline, rail, hotel, etc.), including documentation, and vaccination requirements
- Read the relevant country guides/information on the [ISOS UQ Portal](#) and on [Smartraveller](#) and register for Smartraveller alert.
- Ensure all required vaccines are up to date before undertaking any international travel (e.g. yellow fever, Covid-19, etc.)



Once you have completed your research, consider carefully if the risks and requirements related to your global experience, as well as the travel insurance conditions and limitations are acceptable for your proposed travel.

If you wish to withdraw your application, please inform the Internships and Global Experiences Team at iget@uq.edu.au as soon as possible.

Checklist continues ...

Insurance Notes and Next Steps

- Please refer to the UQ Insurance Services travel insurance webpage, in particular the Travel Insurance for Students brochure, to understand when you are and are not covered by UQ travel insurance. Students are strongly encouraged to arrange personal travel insurance when UQ coverage does not apply.
- UQ will not cover any costs attributable to private travel. Make sure you obtain your own private travel insurance to cover any liabilities or risks arising from private travel (refer to the Travel Insurance for Students brochure on the [Travel Insurance webpage](#)).
- Ensure you have sufficient funds to cover potential additional travel costs not covered by UQ insurance, e.g., accommodation and living costs for travel delays due to border closures or other changes in government travel restrictions.
- Know what kind of health insurance coverage is required by the host university, and make sure that you hold compliant insurance cover.
- Contact [UQ Insurance](#) to discuss any questions about UQ's travel insurance or other UQ insurance coverage.

Refer to the [IGET Pre-departure Essentials Checklist](#) for the next steps of the process.