Short-term Study Apply to UQ Checklist

Before choosing an experience

☐ **Research your short-term study options**
- Review all information on the Short-term Study website
- Attend a Global Experiences information session

☐ **Check your eligibility**
- Review all eligibility criteria

☐ **Complete a progression check**
- View the How to complete the progression check videos on the exchange website
- Check your UQ program rules and course list
- Identify the UQ credit you plan to receive from your experience

☐ **Consider you motivations**
- What is important to you? Personally? Academically? Professionally? What do you want to get out of the experience?
- How long do you want to go for?

☐ **Consider your budget**
- Check out the funding available
- Research the cost of undertaking the experiences in your preferred destination
  - Experience tuitions and administrative fees
  - 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 an experience

☐ **Research the supported experience options**
- Check the Find short-term experiences webpage
- Be aware of all Academic matters (including minimum requirements, maximum credit available, and fast facts information) for your preferred experience
- Join the UQ Global Explorers Facebook group and connect with prospective, current, and returned global experiences students.

- ☐ Read student testimonials on the experience webpage (if available)

☐ **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 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.

- 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 application documents (for-credit students)**

- Prepare the "Application for Credit" form
  - ○ List the course code for the host program/provider (if available)
  - ○ List the credits or units that the course/s are worth at the host (e.g. 3 credits, 7.5 ECTS)
  - ○ Indicate what type of UQ credit you are seeking (e.g. elective credit or specific credit)
- Download course profile/s from host program/provider for courses that you are intending to take
- Download a copy of your UQ studies report from mySI-net
- Complete the BEL progression check form (BEL students only)

☐ **Prepare application documents (not-for-credit students)**

- Download a copy of your UQ studies report from mySI-net

☐ **Submit your application to UQ**

Submit your application online by appropriate deadlines:

- by 14 April for Winter experiences
- by 24 September for Summer experiences

Note:

- For-credit student should apply UQ at least 6 weeks before applying to the experience provider.
- Not-for-credit students should apply to UQ at least 2 weeks before applying to the experience provider.