## UQ Abroad Exchange Checklist

**Before Applying to UQ Abroad**

Below is a step-by-step checklist designed to help you apply for a student exchange.

<table>
<thead>
<tr>
<th>Tick</th>
<th>Task</th>
<th>Details</th>
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| ☐ | **Tick** | Find out about the Student Exchange program  
- Look through the [Student Exchange website](#)  
- Attend a [UQ Abroad information session](#) |
| ☐ | **Tick** | Check your eligibility  
- [Exchange eligibility criteria](#) |
| ☐ | **Tick** | Complete a [progression/graduation check](#)  
- Check your UQ program rules and course list.  
- Check with your UQ Faculty to be clear on what you have left in your UQ program.  
- Identify the UQ courses you plan to get credit for from exchange |
| ☐ | **Tick** | Consider your motivations  
- What is important to you? Personally? Academically? Professionally?  
- What do you want to get out of the experience overseas?  
- Do you want to go for 1 or 2 semesters? |
| ☐ | **Tick** | Consider your budget  
- Check out the [Scholarships/funding available](#)  
- Cost of accommodation in the host country? Cost of airfare?  
- Cost of student visa? Travel to Consulate/Embassy? Renewing your passport? |
| ☐ | **Tick** | Research your host university options  
- ‘Find a host university’ page  
- Be aware of any course restrictions.  
- Check your UQ Faculty website for possible recommended host universities.  
- Make an appointment to speak with a UQ Abroad Adviser  
- Join the [UQ Abroad FB group](#)  
- Read student stories on the Student Exchange website |
| ☐ | **Tick** | Prepare a Study Plan  
- Confirm the Host University full time study load.  
- Use the [UQ Credit Precedent Database](#) as a guide to previously approved credit.  
- Search the Host University Course Catalogue. Look for courses offered in the same semester in which you plan to attend.  
- 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 document to upload.  
- Use the following examples as a guide when listing the UQ credit you are seeking: (For compulsory UQ credit: **CODE1234**. For discipline related electives: **Unspecified Level 2/3 XYZ Major**. For general electives: **General Elective**). |
| ☐ | **Tick** | Submit your [UQ Abroad application online](#)  
- By 31 May for exchange in semester 1 of the following year  
- By 31 October for exchange in semester 2 of the following year |
Application Timeline

- **Submit online application**
  - 31 May (Semester 1 exchange)
  - 31 October (Semester 2 exchange)

- **UQ Abroad assesses application**
  - After release of exam results
  - Notified approximately 8 weeks after application deadline

- **Study Plan assessed**
  - Only after eligibility confirmed and all application documents submitted
  - Can takeFaculty 8-12 weeks to process
  - Processing times can vary depending on available materials and faculty requirements

- **Accepted by UQ Abroad**
  - Only after Study Plan approved by UQ faculty

- **Nominated to Host University**
  - Students nominated by UQ Abroad
  - Nomination deadlines vary for each university

- **Complete Host Uni Application**
  - UQ Abroad Advisor will send TIME TO APPLY email
  - Application deadlines vary for each university

- **Host University response**
  - Can take 6-8 weeks from host application deadline

- **Prepare for Departure**
  - Compulsory Pre-Departure Session held during SWOTVAC