Student Exchange Checklist
Before applying

- Find out about the Student Exchange program
  - Look through the Student Exchange website
  - Attend a Global Experiences information session

- Check your eligibility
  - Check the Student Exchange eligibility page on the website

- Complete a progression/graduation check
  - Check the Applying for Exchange page on the website
  - 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
  - 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 scholarships/funding available
  - Cost of accommodation in the host country? Cost of airfare?
  - Cost of student visa? Travel to Consulate/Embassy? Renewing your passport?
  - Consider any additional mandatory fees at the host university, such as: health insurance, student activity fees, etc.

- Research your host university options
  - Check the Find a host university page
  - Be aware of any course restrictions
  - Check your UQ faculty website for recommended host universities
  - Make an appointment with a Global Experiences Adviser
  - Join the UQ Abroad facebook group
  - Read student testimonials on the Student Exchange website
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 semester in which you will be there.
- 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

Submit your Exchange application online
- Submit online on the application page
- By 31 May for exchange in Semester 1 of the following year
- By 31 October for exchange in Semester 2 of the following year

Student Exchange Timeline

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<th>Step</th>
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| Submit Online application                 | • 31 May (Semester 1 exchange)  
• 31 October (Semester 2 exchange)       |
| Assessment of application                 | • After release of exam results
• Notified approximately 8 weeks after application deadline |
| Study Plan assessed                       | • Only after eligibility confirmed and all application documents received
• Can take the faculty 8-12 weeks to process
• Processing times can vary depending on available materials and faculty requirements |
| Accepted by UQ                            | • Only after Study Plan approved by UQ faculty |
| Nominated to Host University              | • Students nominated by UQ’s Global Experiences Team
• Nomination deadlines vary for each university |
| Host University Application               | • UQ’s Global Experiences Adviser 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
• Apply for Student Visa and confirm accommodation/flights etc. |

For further details, please contact:

Global Experiences Team
Student Employability Centre
uqabroad@uq.edu.au
employability.uq.edu.au/global-experiences