Short-Term Global Experiences
Checklist

Before applying to the Global Experiences Team at UQ

Research your options

☐ Search the **Global Experiences website**

☐ Attend a **Global Experiences information session**

☐ **Book an appointment** with a Global Experience Adviser

Check your eligibility

☐ **Eligibility criteria**

Complete a Progression/Graduation Check

☐ Check your UQ program rules and course list

☐ Identify which UQ courses you are seeking approval for

Consider your budget

☐ Consider program and tuition costs

☐ Cost of student visa? Travel to Consulate/Embassy? Renewal of passport?

☐ Research **grants, scholarships and loans available**

Prepare application documents:
a) For Credit Students

☐ Prepare "**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 **progression check** (BEL students only)

b) Not-For-Credit Students

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

Submit your Short Term Global Experiences (STGE) application

☐ **Submit online**

  Deadline: 10 March for Winter Experiences
  Deadline: 10 September for Summer Experiences

After applying to the Global Experiences Team at UQ

- ☐ Application outcome
  - Notified approximately 10 days after application submitted - your application for credit will be processed by your faculty
- ☐ Submit your **OS-Help loan application**
  - By 15 January for overseas study commencing March to August
  - By 15 March for overseas study commencing May to October
  - By 15 June for overseas study commencing August to January
  - By 15 September for overseas study commencing November to April
- ☐ Faculty application for credit outcome
  - Notified 4–6 weeks after application submitted
  - Letter from faculty to confirm credit approval for short-term global experience
- ☐ Apply to host program/provider
  - By host program/provider application deadline

After receiving Host Acceptance

- ☐ Host Program/Provider Acceptance
  - 2–4 weeks after host program/provider application deadline
  - Upload copy on StudentHub
- ☐ Grants, Scholarships and Loans announced
  - By May 2019 for Winter 2019 experiences
  - By November 2019 for Summer 2019/20 experiences
- ☐ Travel Details
  - Create profile in **International SOS** and complete personal travel details
- ☐ Prepare to go
  - Apply for Student Visa/Immigration documentation (if needed)
  - Book/Confirm flights
  - Request a letter for Centrelink (if required)
  - Request Insurance Certificate of Currency
  - Finalise accommodation
  - Book Medical Check-up/Update vaccinations (if needed)
  - Register with Smart Traveller
  - Register with Australian Consulate abroad
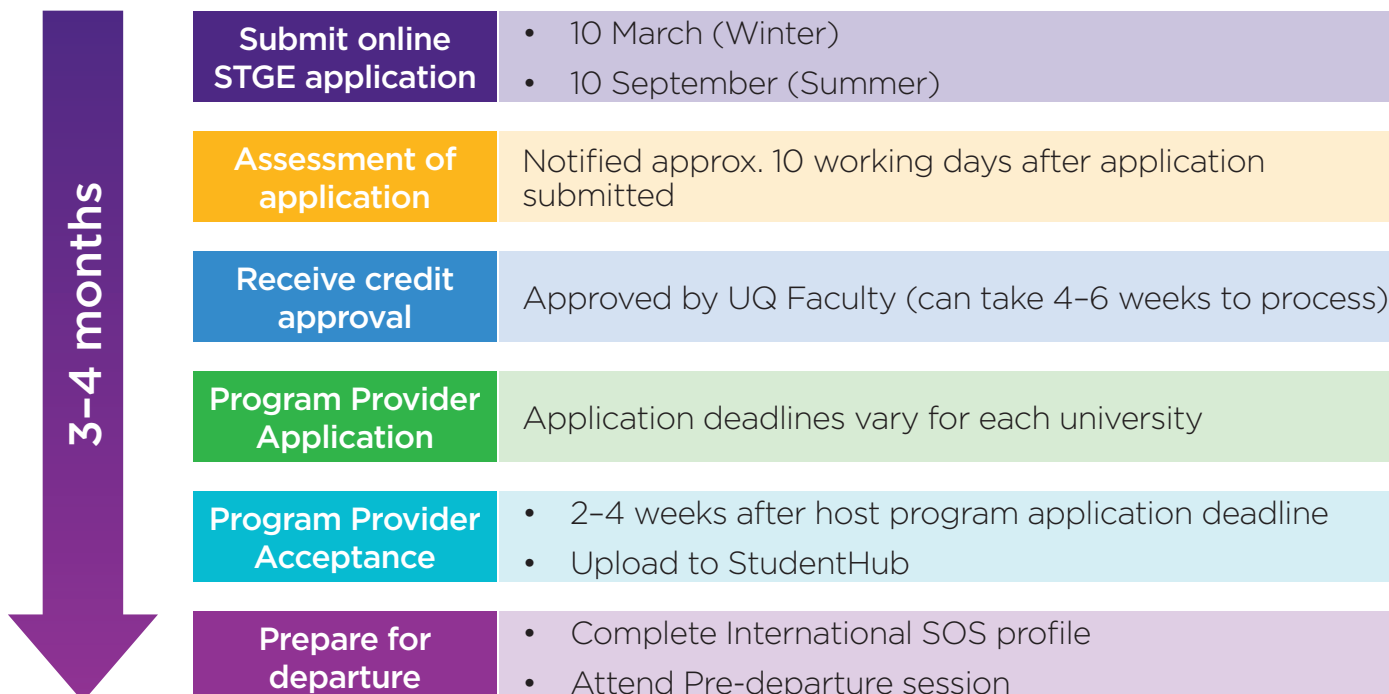- ☐ Attend a "Pre-Departure" session

While overseas

- ☐ #uqabroad with your photos on Instagram
- ☐ Seek help if you are experiencing problems with courses:
  - **uqabroad@uq.edu.au**
  - Your UQ faculty
  - Host International Office
- ☐ Before you leave your host program/provider:
  - Pay any host program/provider related fees and bills
  - Clarify with host program/provider where your academic transcript will be sent

After returning to UQ

- ☐ Submit official host program academic transcript via StudentHub
- ☐ Submit a Testimonial (with photo/s) via StudentHub
  - Students who received a grant or scholarship must submit a testimonial
- ☐ Attend the **Global Mixer: A social gathering for the globally minded**
- ☐ Help out at the **Global Experiences Expo**
- ☐ Tick off part of your **Employability Award**
- ☐ Join **QUEST** - the Exchange Student Society at UQ
- ☐ Complete the **Employ 101x MOOC** (Massive Open Online Course)
- ☐ Explore other opportunities through the Student Employability Centre:
  - Become a Student Leader
  - Undertake a Student Staff Partnership
  - Conduct Summer/Winter research
  - Attend Careers Fair

Short-Term Global Experiences
Timeline

3–4 months		
Submit online STGE application	• 10 March (Winter) • 10 September (Summer)	
Assessment of application	Notified approx. 10 working days after application submitted	
Receive credit approval	Approved by UQ Faculty (can take 4–6 weeks to process)	
Program Provider Application	Application deadlines vary for each university	
Program Provider Acceptance	• 2–4 weeks after host program application deadline • Upload to StudentHub	
Prepare for departure	• Complete International SOS profile • Attend Pre-departure session	

For further details, please contact:

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