

Dear Partners

We would like to update you on the nomination and application procedures for Incoming Exchange to UQ.

CONFIRMATION OF NUMBERS

Jan McCreary, Manager of UQ Abroad, manages the numbers balance for exchange places. Please contact Jan (jan.mccreary@uq.edu.au) if you still need to confirm the number of places you require for 2019.

Once numbers are confirmed by Jan, please e-mail an official list of the names of your nominees to the Incoming Exchange Advisor managing your country portfolio:

- Karen Fisher (k.fisher1@uq.edu.au): Europe & UK, Africa, New Zealand, Asia (except for China, Hong Kong and Macau)
- Julie Huberman (j.huberman@uq.edu.au): US, Canada, Latin America, China, Hong Kong and Macau

Once you have nominated your students, they can begin the application process. We would appreciate if you would provide your students with the application process information below, **as we will not contact them directly**.

Please note that your nominated students must still meet our academic and English language requirements and will not be officially accepted until they have received an offer letter from UQ.

APPLICATION PROCESS

Please encourage your students to use the Online Application System. Students can access the online system here: <http://www.uq.edu.au/studyabroad/how-to-apply> and should complete the following steps.

- Create an account in the Online Application system.
- Choose the **Incoming Exchange** application type.
- Complete the online application.
- Upload the required documents, including:
 - A copy of the **official** academic transcript (including an English translation if relevant). An online printout of grades is not sufficient. We do not require the original. The official transcript should be scanned and uploaded to the online application system.
 - Proof of English language proficiency if relevant.
- Submit the application by clicking the "Submit" button.

Please note: As long as we receive an official list of all nominated students from your office prior to receiving the applications, we can accept scanned copies of official transcripts without additional certification by your office. We also do not require students to upload individual nomination letters when they apply.

Please also advise your students regarding the following important points about the on-line application:

- The name of your institution must be entered in the **Academic Qualifications** field as the most recent institution so we can track the exchange applications.
- You should have received a four-letter partner code, which is to be entered into the **agent/partner code** field so that you can see the application in your partner portal. Alternatively, if you start/complete your students' applications through your portal, this code will be entered automatically. If you are not using your partner portal, this can be left blank.

- Students should ensure they have all the required documentation ready to upload when they apply. This ensures smoother and more efficient assessment and processing of the application. Any additional documentation should also be uploaded through the on-line application system.
- If students have scheduled a TOEFL or IELTS test and do not yet have the results they should go ahead and apply and upload the results once they have received them.

COURSE SELECTION

- ***It is important to understand that the Application assessment and course approvals are separate processes. When a student has been issued an unconditional offer for the program it does not mean they have been approved to take all courses selected.***
- Students' course selections can only be assessed once we receive the application. It is not possible for us to check whether students are eligible for courses prior to the application process. We receive a lot of enquiries from students who have not yet applied asking for course information. If students need to know what courses are available they must research our online course database to find this information. The course description has all the information they need to make an informed choice. Once students have been nominated and submitted an application, we will process course approvals.
- It is important that students refer ONLY to the online course search (<https://my.uq.edu.au/programs-courses/>) when selecting their courses.
 - Before adding a course to their application, students should check that it is available in the right semester and that they have the necessary academic background. If they are currently studying courses that will be the pre-requisite course required they need to send through an updated transcript with their results or the course may not be approved.
 - If students need to refer to an off-line list of courses approved by the home university, they should double-check their selection against the online course information before adding the course to their application.
- There are 6 spaces available in the online application for students to choose courses for their first semester at UQ. A standard full-time load is 4 courses per semester, so this allows students some flexibility in case any courses are rejected or they want to have alternatives.
 - If students are coming for 2 semesters, approval for the second semester courses can be discussed at our Academic Advising Session during Orientation Week.
- If students are coming in Semester 1, they should **choose only courses that are available in Semester 1 and the same applies for Sem 2.**
- It is the student's responsibility to ensure they have chosen courses that are approved by their home university (where required).
- It is important to note that:
 - **undergraduate level** course codes generally run from 1000 to 3999 and **postgraduate level** course codes are 7000 and up. Most 4000 and 6000 courses are Honours level and are not available to SA & EX students.
 - some courses are not available to SA & EX students. This will be indicated in the online Course Description, which will state that it is "**Restricted**" to a particular cohort of students.

LAW Students: Important Information

- Students wishing to take Undergraduate LAWS courses must be enrolled in the equivalent LLB at their home university. There are also special requirements for POSTGRADUATE LAW students. If you have LAW students wanting to come to UQ please use the attached lists of UG and PG electives. They must choose courses from these lists only.

ARCHITECTURE Students: Important Information

- If students are wishing to take any Architecture studio-based courses they should upload a Design portfolio with their application. Design portfolios should consist of a university study (no more than 20 pages) completed during Bachelors degree containing:

- a minimum of two design projects
- full documentation (site plan, floor plans, sections, elevations and/or 3D views)
- a short description of each project
- drawings should be submitted in Adobe pdf format

OSHC

It is recommended that students choose UQ to organise the OSHC on their behalf to streamline the application process. If students don't wish UQ to organise their OSHC on their behalf, they will need to provide us with documentation/evidence of the equivalent health cover before we process their acceptance documents. This can be uploaded into the Online Application system. Students will be required to prove that they have appropriate cover when applying for their visa.

- Please note that health/travel insurance from the home country cannot replace OSHC. There are exceptions for students from Norway, Sweden and Belgium. For more details, see the link below.
- More information about OSHC is available here: <https://future-students.uq.edu.au/international/health-insurance>
- If organising their own OSHC, students should purchase health cover from 1 February up to and including 31 July for Semester 1 or 31 December for Semesters 1 and 2. If students are travelling to Australia outside of these dates they will need to make their own arrangements directly with ALLIANZ if we have already issued the acceptance.
- Until we receive payment for OSHC or proof of cover the application can't be finalised as we need to include the policy number in the Confirmation of Enrolment that students need to apply for their visa.

IMPORTANT DATES

- The application deadline for Semester 1 admission is 30 September. For Semester 2 admission, the deadline is 28 February. It is important that students have plenty of time to apply for their visa, flights etc. It is not recommended that students book and pay for anything until they have been granted their visa.
- There will be a due date for acceptance listed on the exchange offer. Students who are unable to meet the due date should let us know. It is preferable that students accept as soon as possible.
- It is important to inform your nominated students that they need to be here from the start of Orientation week through to the end of semester.
 - For Semester 1, 2019 they must be here from 18 February to 22 June, 2019.
 - If they have other commitments during these times then they should reconsider applying. Late arrivals may not be permitted, and students must be on campus to take their exams at the end of the semester.

You can access our most recent information sheet, which includes semester dates, here:

http://www.uq.edu.au/studyabroad/docs/SA_EXInformationSheet.pdf

VISAS

Just a reminder that there is just one visa category for all students – Student Visa (subclass 500). Students are also required to supply further documentation when they apply to confirm their status as genuine students. More information about the Genuine Temporary Entrant requirement is available here: https://future-students.uq.edu.au/files/3234/UQ_GTE_Statement_of_Purpose.pdf

Students should ensure that they complete **all sections** of the visa application form. If any sections are not completed, the application will not be assessed. We are not able to give visa advice so if students have any queries, they should go to the DIBP website for comprehensive information: <https://www.border.gov.au/Trav/Visa-1/500->

If you need further information please refer to the UQ SAE Information Sheet and the SA&EXCH website – www.uq.edu.au/studyabroad, or the online application itself. If you have further questions not answered by these resources, please e-mail studyabroad@uq.edu.au

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