

** ** ** ** **

1.) How to find units of study

You search for units of study by visiting our Sydney Courses unit of study page:

1. Go to <http://sydney.edu.au/courses/>
2. Choose "Units of Study" from the drop-down list
3. Enter your search term/keyword and click "Search"
4. Click "Yes" for "Available to Study Abroad/Exchange" when the search results appear

Units of study at 1000-level through 4000-level are considered Undergraduate and units of study at 5000-level and above are considered Postgraduate.

2.) Documents to have ready before starting your online application

It is helpful to have as many of the below documents ready as you can before you start your application. But not to worry if you don't, as the application system lets to save and return to your application as many times as you like before you submit it.

- **Your personal email address** – The system will not allow us to proceed with processing an application without your personal email address and mailing address.
- **List of your preferred units of study** – The units of study are typed directly into fields on the online application form (there is no longer a separate PDF document to submit for this). You can search for units of study using the instructions mentioned above in this email.
- **Passport (optional)** – If you already have a passport, please do include a copy of the photo page of your passport in the designated section of the

application form. Don't worry if you don't have a passport yet, as this field is optional in the application form.

- **Current official academic transcript** – Be sure to include the page showing the grading scale/system. If the original transcript is issued in a language other than English, be sure to have an English translation ready to upload as well.
- **Evidence of completion of Bachelor degree (for postgraduate applicants only)** – An English translation of this document should also be submitted if the original is not issued in English.
- **Evidence of English language proficiency (only required if students have not completed 1 year of study at University level which has been taught and assessed in English)** – Check our program's website to confirm whether or not you are required to show English language proficiency: <http://sydney.edu.au/future-students/study-abroad-exchange/admission/english-language.shtml>. If so, be sure to have a copy of your recognised test result (ie-IELTS, TOEFL-IBT, etc) or other document that shows your proficiency.
- **Resume & Cover Letter (for students applying for our internship program)** – These documents are only required for students who are applying for an internship placement through our Study Abroad Internship Program. It is helpful to have the resume/CV and the cover letter saved as separate documents as there is one upload box for each document type. You can read more about our Study Abroad Internship Program here: <http://sydney.edu.au/future-students/sydney-abroad/internships.shtml>

3.) Any questions?

Kristin Johnson is the Study Abroad Adviser at the University of Sydney and she is happy to help answer any questions you might have about searching for units of study, preparing your application documents, or anything else about Sydney 😊 Please do feel free to contact her directly at kristin.johnson@sydney.edu.au with your questions.