

UQ Study Abroad and Incoming Exchange

Incoming Exchange

Instructions

Nomination Procedures

1. Before nominating students, please confirm the **number** of students you can send to UQ with the Global Experiences Manager by emailing uqabroad@uq.edu.au
2. Please email a list of your nominated students to the Incoming Exchange Advisor managing your country portfolio. If you do this we do not need the documents to be certified by your office. If you are also sending study abroad students you can just send one list, but **please indicate which students should be applying as study abroad and which as exchange**:
3. In order to make sure that we have all of the information that we need, please use the format in the linked spreadsheet for your nominations: <https://docs.google.com/spreadsheets/d/1M9Xcvnj3G27PkuDbv-vsdoEgAvymuh4unt5YTz2uUjg/edit?usp=sharing>

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

- Create an account in the Online Application system. <http://www.uq.edu.au/studyabroad/how-to-apply>
- Choose the **Incoming Exchange** application type.
- Complete the online application.
- Upload the required documents, including:
 1. **Official** academic transcript (including an English translation if relevant).
 2. Proof of English language proficiency (where English is not the current language of instruction)
- Submit the application by clicking the "Submit" button.

Your students must enter the following information:

- The name of your institution must be entered in the **Academic Qualifications** field as the most recent institution.
- If you have access to a **Partner Portal** in the Online Application System, please ensure that your students enter the **agent/partner code** so that you can see their applications in your portal. (If you start or complete the application from within your portal, this will be entered automatically.)
- If you are not using a Partner Portal, then the **agent/partner code** field is not required and students should leave this blank and continue with their applications.
- Students should ensure they have all the required documentation ready to upload when they apply. This ensures a 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.

What happens next...

- Students will receive notification once the application is submitted that they should have an answer in around 10 days. Please note that this won't always be the case due to peak workload times – especially around the recommended application due dates. It would be appreciated if students don't contact us

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regarding the status of their application. They can log in to their online application for the status and if there is anything missing or any issues they will receive a notification through the online system.

- Once we have issued the offer they will be able to accept the offer online.
- We can then issue the invoice for the student where required – this will be for OSHC.
- Students should pay this online – options for payment are at the bottom of the invoice.
- Once this is done and payment confirmed we issue the COE and activate the OSHC (where required)
- It is imperative that all information on the COE is correct so please ensure the students check that all dates (both study and OSHC) are correct and that names and birthdates are exactly as in their passport. If there is incorrect information and the visa is issued, then in some cases the only way to correct the error may be to apply for a new visa.
- A link to the “Plan Your Arrival” sheet is issued with the COE and students should refer to this for next steps rather than contacting our office for guidance. It contains links for the Visa application, enrolment tips and how to add courses, etc.

Course Selection

- The application assessment and course approvals are separate processes.
- Students are not locked into the courses listed on their application and will be able to make changes later, if necessary.
- Course selections will only be assessed once we receive the application. We can't advise on whether students can take courses or not prior to the application process other courses that are indicated in the course description as PREAPPROVED. They can search for this information: <https://my.uq.edu.au/programs-courses/>
- 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.
- The following link will help students search for courses: <http://www.uq.edu.au/studyabroad/choosing-courses>
- It is important that students refer ONLY to the online course search (<https://my.uq.edu.au/programs-courses/>) when selecting their courses.
- Students should make sure that the selected course is available for their semester at UQ and that they have the necessary academic background.
- If studies are in progress then an updated transcript may be required for some course approvals.
- Students can enter up to 6 courses in the application. 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, they should still only enter courses for their first semester – not both semesters. The courses they need for their second semester can be discussed with the relevant academic at our Academic Advising Session during Orientation Week.
- If students are coming in Semester 1, 2020, they should **choose only courses that are available in Semester 1 and the same applies for Semester 2**. Please note that the course listings for 2020 are not available yet, so students should look at the 2019 course offerings and choose courses available in the appropriate semester. They will be able to make changes later if necessary. 2020 course listings should be available in September/October.
- 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:

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- **undergraduate level** course codes generally run from 1000 to 3999 and **postgraduate level** course codes are 6000 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 on-line 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.

OSHC – Overseas Student Health Cover

Students are required to be covered by OSHC for their entire stay in Australia.

Please note: health/travel insurance from the home country cannot replace OSHC.

- It is recommended that students choose to have UQ organise the OSHC on their behalf to streamline the application process and in some cases the visa process. If they organise it themselves they will be required to prove purchase of suitable OSHC when they apply for their visa.
- If students don't wish for UQ to organise OSHC on their behalf, they need to provide us with documentation/evidence of OSHC before we process their acceptance documents. This can be uploaded into the Online Application system.
- 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 from 1 July to 31 December (for Semester 2). If students are travelling to Australia outside of these dates they will need to advise us when applying or extend the policy directly with ALLIANZ if we have already issued the acceptance. Students must be covered by OSHC for their entire stay in Australia.
- 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.

Important Dates

- Recommended nomination and application deadlines:
 - Semester 1 admission: 30 September
 - Semester 2 admission: 28 February
- It is important that students apply early to 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 offer. Students who are unable to meet the due date should let us know.
- Please advise students that they need to be here from the start of Orientation week through to the end of exams.

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- For Semester 1, 2020 they need to be here from 17 February to 20 June 2020.
- For Semester 2, 2020, they need to be here from 20 July to 21 November 2020.
- If they have other commitments during these times then they should reconsider applying. Late arrivals may not be permitted.

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

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

Visas

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 who are citizens of certain countries may be required to provide additional proof of genuine temporary entrant status when they apply to UQ. In some cases they may be requested to apply through an agent. ***Please provide citizenship information when you nominate students so that we can inform you promptly if further information is needed.***

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->

Transcripts

At the end of the semester, students will receive an e-mail to the UQ student e-mail account allowing them to access their official electronic transcripts in the [My eQuals](#) portal.

- It is the student's responsibility to share this with you, either as a secure pdf document or as a link so that you can view the transcript directly within the My eQuals portal.
- We are no longer sending transcripts directly to our partners. You can find some more information here: <http://www.uq.edu.au/studyabroad/academic-transcripts>

Further Information

If you or your students 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 direct your query to studyabroad@uq.edu.au

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Contact Information

Study Abroad & Incoming Exchange Team (for inbound students to UQ)

- ❖ **Corinne Francken**, Manager, International Recruitment
 - **Karen Fisher**, Study Abroad and Exchange Advisor
Portfolio: Europe (except for the UK and Ireland), Asia (except for China, Hong Kong, Macau, Taiwan)
 - **Julie Huberman**, Study Abroad and Exchange Advisor
Portfolio: The Americas, UK, Ireland, China, Hong Kong, Macau, Taiwan (ROC), New Zealand, South Africa
- General e-mail: studyabroad@uq.edu.au
- Web site: <http://www.uq.edu.au/studyabroad/index.html>

Global Experiences Team (for outbound students from UQ)

- ❖ **Jan McCreary**, Manager
 - **Caroline Thompson**, Team Leader and Global Experiences Advisor
 - **Etty Parinas**, Global Experiences Adviser: Short Term Programs
Portfolio: Asia, Oceania, & Third-Party Providers
 - **Katie Smith**, Global Experiences Adviser: Short Term Programs
Portfolio: Americas, Europe
 - **Weiya Huang**, Global Experiences Advisor
Portfolio: Asia
 - **Clare Scoble**, Global Experiences Advisor
Portfolio: The Americas, New Zealand, South Africa, Scandinavia, Ireland
 - **Elisha Sullivan**, Global Experiences Advisor
Portfolio: UK and Europe
- General e-mail: uqabroad@uq.edu.au
- Web site: <https://employability.uq.edu.au/global-experiences>