

# ANU Global Programs

# EXCHANGE NOMINATION BRIEFING

for successful exchange applicants

[RESOURCE CENTRE - EXCHANGE 301](#)



# Nominations to Partner Universities

 **Your nomination is FINAL**



**ANU Global Programs has been provided a fixed number of spots by the host university of how many students ANU can send over for exchange.**



**ANU Global Programs will only send the following information:**



Your official nomination by ANU



Your name and ANU email address



Your current degree program.



**You will still need to apply to the host**

The host university will be expecting you to follow through and apply for exchange. Please follow the host university's instructions on how to apply. Instructions can be found:

- a) in the Global Programs' System **Learning Content** Section
- b) via email from the host
- c) on the partner's own website

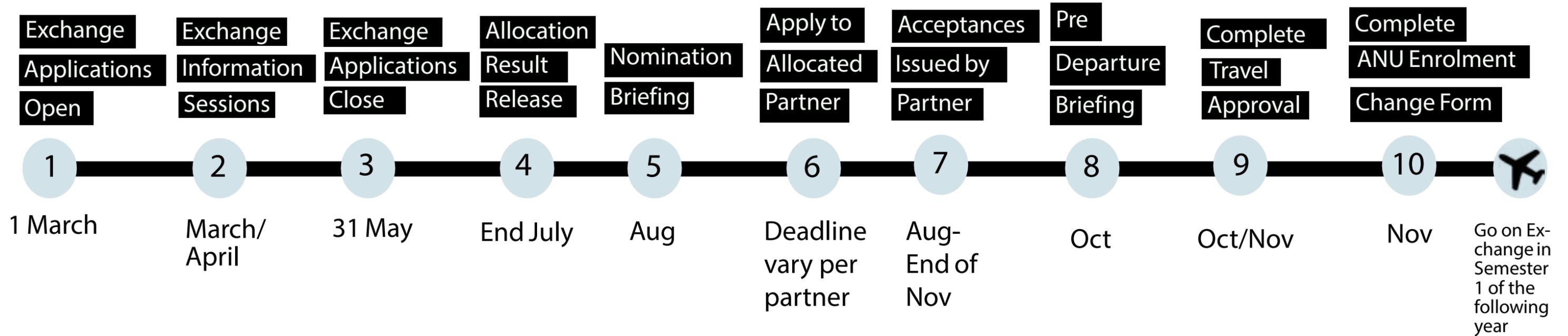
Each partner is different with different deadlines

 **Exchange studies are nominated for one semester only at the allocated host university (spots are fixed).**

 **Year in Asia students will be for one year of study.**

# Exchange Timeline

## EXCHANGE IN SEMESTER 1 - FOLLOW THIS TIMELINE:



## EXCHANGE IN SEMESTER 2 - FOLLOW THIS TIMELINE:



# After Allocation Results Released

## 1 COMMIT TO EXCHANGE

Login to [anu-au-sa.terradata.com](http://anu-au-sa.terradata.com). Click “**Commit**” in the system to accept your nomination.

## 2 READ HOST UNIVERSITY APPLICATION INSTRUCTIONS

Start your application to the host university. Instructions are located in the “**Learning Content**” section in the Global Programs System.

## 3 APPLY TO HOST UNIVERSITY BEFORE DEADLINE

You need to apply to the host university, not to ANU Global Programs! Obtain all required documents as per host requirements - for example: passport, academic reference letters, ANU academic transcript, proof of health check, bank statement, etc. Different host will have different requirements and different deadlines.

## 4 APPLY FOR ACCOMMODATION

If applicable, start your accommodation application to host university. **Not all host offer accommodation guarantee**. Make sure to check with the host directly, not ANU Global Programs.

## 5 SELECT COURSES, GET APPROVAL

Select courses at host university as per their instruction. Get approval from your ANU academic college/s after selecting courses. You will NOT receive ANU credits if your courses are not approved by your ANU academic colleges. ANU Global Programs CANNOT approve courses.

## 6 RECEIVE ACCEPTANCE LETTER FROM HOST

Depending on your host, you may receive:  
a) an electronic acceptance letter via email or  
b) a hard-copy letter via post.

If it is a hard-copy letter, it will be sent to ANU Global Programs via post. We will email you once your letters have arrived. You **MUST** collect this letter or let us know if you need it posted to you instead. Acceptances may take several months to be issued by the partner. You may require this letter to apply for your visa.

## 7 ATTEND COMPULSORY PRE-DEPARTURE BRIEFING

Attend “Pre-departure Briefing” (held before exams start). Details will be emailed to you.

## 8 COMPLETE ENROLMENT CHANGE FORM

Complete this form for your academic college(s) before you leave for exchange. The form is to ensure that your ANU enrolment is up-to-date for your exchange semester so that your exchange studies can be credited towards your ANU degree.

# CREDIT EQUIVALENCIES

A full semester course load differs from country to country. Some universities, even in the same country, may have unit value loads that differ from each other! You may have to take more than 4 subjects to make it up to a full-load. **Do not be surprised it can range from 3 to 9 courses for a full load.** It is the total number of credits at the host university that you need to study, that makes up a full semester load. You can find credit equivalencies on our program brochure for each host. <http://anu-au-sa.terradotta.com>



**FULL SEMESTER COURSE  
LOAD IN ANU =**

**24 UNITS**

**usually equivalent to:**



**30 ECTS**



**30 OR 60 ECTS** could be 3-6 courses



**12 TO 20 CREDITS** could be 7-10 courses



**12 OR 15 ECTS**

## Program Application Page (Post Decision)

This page shows the current and required elements of your application in the post-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents and questionnaires) are required for you to participate in the program.

Kristina Tan	
Program:	Exchange Program - Aalto University School of Business, Finland (College: Science, Business and Economics)
Term/Year:	Semester 2, 2017
Deadline:	30/11/2016
Dates:	TRA

### Commitment to Participate

Your status: Accepted (Nominated)

In order to participate in this program of study, you must state your intent and commitment by clicking the Commit button below. It is important to do this as soon as possible so that the office can confirm your intent to participate in this program. If you wish to decline your nomination to the program, please click the Decline button.

Commit Decline

### Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Personal Details	<input type="checkbox"/>
Step 1: Upload Approved College Endorsement Form	<input type="checkbox"/>
Step 2: Exchange Application	<input type="checkbox"/>
Complete Application to Host University	<input type="checkbox"/>

### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
Attendance at Pre-Departure Briefing	<input type="checkbox"/>
Home Country Citizenship and/or Residency Declaration	<input type="checkbox"/>
Privacy Notice	<input type="checkbox"/>
Terms and Conditions (ANU Exchange Program)	<input type="checkbox"/>

### Decision Letter

STATUS: Accepted (Nominated)

[View Decision Letter](#)

### Learning Content

Click the following to view, read and mark these learning content pages as having

Title	Completed
Blank College Endorsement Form (Resource)	<input type="checkbox"/>
Exchange Information Session	<input type="checkbox"/>

# “COMMIT” button

You **MUST** update your status in the Global Programs System to show that you are taking up the spot for exchange.

If you are no longer taking up exchange, you **MUST** make sure to update your status, i.e: DECLINE or WITHDRAW

# “LEARNING CONTENT” section

You will find the instructions on how to apply at the partner here. Please make sure you follow the instructions provided to apply correctly and meet the partner's deadline.

# Methods of Applying to Host Institution

Each host institution has its own unique application instructions. Please read the host institutions instructions carefully and get everything done correctly.

## ONLINE

Students will receive email from host institution containing information about how to apply online to their portal.

## HARD COPY

The host institution may request hard-copy applications, along with required documents, to be sent to them. Please bring your documents to the Global Programs Office 3 weeks before the host deadline. We will courier the documents for you, free of charge, if you provide them to us on time. Please make sure you [book an appointment](#) to see a Global Programs staff member.

## ONLINE & HARD COPY

Some universities may require both online and hard-copy applications to be submitted. Fill-in online application per instruction and bring your hard-copy documents to Global Programs Office, 3 weeks before the host deadline. We will courier them for you, free of charge, if you provide them to us on time.

## DELAYS & TECHNICAL PROBLEMS

Late applications will not be accepted. If you think you may be delayed in obtaining all your documentation due to unforeseen circumstances (ie. delays with passport applications, broken application portal), please let us know ASAP. The host instructions will not accept late applications and may withdraw the exchange spot. Make sure you know what host instructions deadlines you need to meet!



# Commonly Requested Documents

Different host will have different requirements. Your host may or may not ask for the following documents. It is your responsibility to ensure that you meet the host requirements.

## ACADEMIC REFERENCE

Also commonly called “Letters of Recommendation”. Students must arrange this themselves. The reference must be an “academic”. Global Programs staff members cannot act as “academic” referees. Please approach your lecturers, tutors, deans of colleges, professors or any relevant academic individuals to assist you.

## PERSONAL STATEMENTS

Personal statements are usually a page-long. Remember to include your name. When writing personal statements, consider the following:

- What does going on exchange mean to you?
- How will it do for your career?
- What attracted you to that university?
- What can the host offer you, course-wise, that ANU cannot?
- A single A4 page and remember to add your name!

## FINANCIAL INFORMATION

Japanese and US universities usually require proof of finances. This statement must be:

- original bank statement or official letter from your bank showing the required bank balance (funds available on the account) OR
- your parents’ original bank statement or official letter from the bank (on bank headed letter), with a supporting letter from your parents confirming that you have access to the available funds on that account.

## ANU OFFICIAL ACADEMIC TRANSCRIPT

Printouts from ISIS are NOT sufficient as they are only the unofficial statement results. Unofficial prints will not be accepted by the host. Read host instruction thoroughly to find out whether they require hard-copy of soft-copy academic transcript.

## Proof of English Proficiency

Depending on your nationality, some universities may request for TOEFL or IELTS test results from international students. Please check with host institution as to what appropriate tests or documentation they require.

## Soft-Copy Transcript

Global Programs will automatically arrange for you to obtain a soft copy (electronic version) of your transcript via My eEquals, for free! Please see the link below for more information and how to log into “My eEquals ANU”: <http://www.anu.edu.au/students/graduation/digital-documents-my-equals>

## Hard-Copy Transcript

If the exchange partner requires you to provide a hard copy, please email Global Programs ([outbound.global@anu.edu.au](mailto:outbound.global@anu.edu.au)) and we will obtain this for you! Please do not purchase them by yourself.

# Apply for Accommodation

Each university has different accommodation offerings and it will not be the same as at ANU. Don't be surprised if your host offer you shared-dorm room or do not even offer accommodation guarantee.

## ACCOMMODATION OPTIONS

The accommodation options will vary vastly from country to country, with a wide range, from on-campus / off-campus style dormitories, catered/ non-catered, single or shared rooms, to flat sharing with other students, commuting (bus/train/bicycle) from other near-by villages/towns.

## APPLYING FOR ACCOMMODATION

Applications for accommodation vary for each host. Some host do not offer on-campus accommodation at all. Always follow the host university's instruction to apply for accommodation.

## THIRD-PARTY WEBSITE

We do not endorse any third-party accommodation websites or providers. DO NOT use a third-party website for accommodation unless your host university has directed you to do so, or you are happy to do so, based on your own research or recommendation from friends you know.

## UNABLE TO FIND ACCOMMODATION

If you are unable to find an accommodation at your exchange destination, please contact your host institution to ask for assistance. ANU Global Programs is unable to look for accommodation for you at another country.

## INFORMATION FROM PAST STUDENTS

It is also a good idea to ask for suggestions from past students who have been on exchange. Accommodation reviews for certain destinations are available on Global Programs blog. The articles are written by our Global Programs alumni.

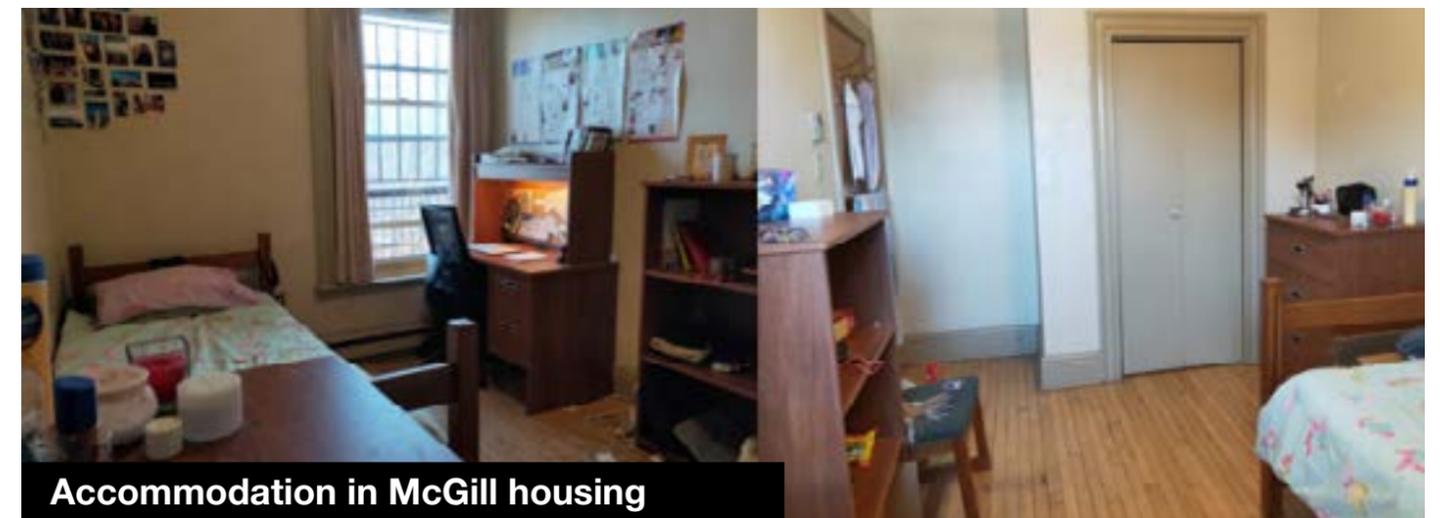
You can also join the Global Connect Facebook group to ask for suggestions from past students who have been on exchange. .

### Global Connect:

<https://www.facebook.com/groups/1014037572115552>

### Blog:

<https://anuglobalprograms.wordpress.com>



Accommodation in McGill housing

# Course Selection and Approval

## 1 LOOK AT YOUR SIGNED COLLEGE ENDORSEMENT FORM (CEF)

Before choosing courses, make sure you select courses in accordance with your degree and what you had completed in your CEF. If you had approval for electives, you may have more flexibility. If it is non-electives (part of your major or minor), you will need to select courses relevant to your degree. When in doubt, research the course you would like to take, print of the course outline and discuss it with your academic college!

## 2 SELECT FULL-LOAD WORTH OF COURSES AT HOST

Locate the host university's course offerings and look at available courses. Submit your selection as per host institution instruction. Your study plans are generally not binding. You can still change courses upon arrival at host university. However, be mindful of your current selections as it may take a while to obtain final approval from ANU Colleges later on. Be mindful of pre-requisites for some courses.

### Full-load Equivalency

A full semester course load differs from country to country. Please look at what a full semester load is at your host. You may have to take more than 4 subjects to make it up to a full-load. **Do not be surprised it can range from 3 to 9 courses for a full load.** It is the total number of credits at the host university that you need to study, that makes up a full semester load. You can find credit equivalencies on our program brochure for each host. <http://anu-au-sa.terradotta.com>

## 3 GET YOUR COURSE SELECTION/STUDY PLAN SIGNED (if required by host)

Some host may require your study plan to be signed. Global Programs staff can sign your initial (indicative) course selection / study plan. However, all final course selections **MUST** be approved by your academic college. Global Programs signature is **NOT** equivalent to academic college approval. For CASS students, please follow instructions on the next slide.

## 4 GET FINAL APPROVAL FROM YOUR ACADEMIC COLLEGE

After you have selected your courses and been accepted by the host, contact your "ANU academic college" for your final course approvals. Global Programs **CANNOT** provide you with final course approval. Any future changes to your course selection must also be approved by your academic college. You need to obtain "course outlines" of the courses you are taking at the host university (and some spare ones) yourself. Print them off and take them with you to your college. Have a discussion with your academic college(s), to ensure that they happy to approve the courses and that the courses will count for credit towards your degree. **Failure to obtain course approval may mean that you will not get any credits for your exchange.**

# Course Approval

## For CASS students:

CASS has different process for course approvals for exchange students. All other students from other colleges need to email their respective academic colleges.

All CASS students who are gaining CASS credits on exchange MUST read and follow the instructions on this website for obtaining approvals:

<http://cass.anu.edu.au/cass-over-seas-study-opportunities>

If anything is unclear about the CASS course approval process, please seek guidance at the CASS drop-in sessions ASAP

## For non-CASS students:

Contact your academic college/s or follow instruction as per their email. When unsure, call, email or go to their office to ask for the correct procedure.

# Contact Details

## CAP

**ANU College of Asia and the Pacific**

✉ cap.student@anu.edu.au

☎ 6125 7912

📍 CAP Student Centre  
HC Coombs Building #9  
Room 7004, ANU

## CoL

**ANU College of Law**

✉ exchange.law@anu.edu.au

☎ 6125 4164

📍 Law Student Office  
5 Fellows Road, ANU

## JCOS

**ANU Joint Colleges of Science**

✉ science.enquiries@anu.edu.au  
for PhB: phb.science.enquiries@anu.edu.au

☎ 6125 2809

📍 Science Student Administration Office  
Building 42 Peter Baume Building

## CASS

**ANU College of Arts and Social Sciences**

✉ students.cass@anu.edu.au

☎ 6125 2898

📍 CASS Student & Education Office  
Beryl Rawson Building, ANU

## CBE

**ANU College of Business and Economics**

✉ info.cbe@anu.edu.au

☎ 6125 3807

📍 CBE Student Administration  
Level 2, Building 26c, Kingsley  
Street, ANU

## CECS

**ANU College of Engineering and  
Computer Science**

✉ studentadmin.cecs@anu.edu.au

☎ 6125 8809

📍 CECS Student Office  
CSIT Building 108, Room  
N202, North Road, ANU

# Acceptance from Host University

## WHEN WILL I RECEIVE ACCEPTANCE LETTER FROM MY HOST?

The time in which you receive an acceptance letter from your host may vary from partner to partner. ANU Global Programs CANNOT speed-up the process. Indicative time frame is as follow:

### Going on Exchange during Semester 1

Most students receive their acceptance letter between August - end of November.

### Going on Exchange during Semester 2

Most students receive their acceptance letter between March - end of July.

## WILL I GET HARD-COPY OR SOFT-COPY ACCEPTANCE LETTER?

Most hosts send soft-copy acceptance letter via email, directly to you. Some hosts, usually Japanese and American hosts send hard-copy acceptance letter via post. All letters will be posted to ANU Global Programs office. We will notify you when the letters have arrived and ready for collection.

## WHAT IF IM NOT IN CANBERRA WHEN MY HARD-COPY LETTER ARRIVES?

If you are unable to collect the letter in person from our office, you can nominate a friend to collect it for you. Please email us to do so. Alternatively, we can also mail the document to you, free of charge.

## CAN I GET MY STUDENT VISA BEFORE GETTING MY ACCEPTANCE LETTER?

No. You need your official acceptance documents from the host university to apply for visa. You need to directly contact the consulate or embassy to apply for visa. ANU Global Programs do not apply the visa for you. For more visa information, please refer to the Resource Centre page on Global Programs System [here](#).

## CAN I BOOK MY FLIGHT BEFORE GETTING MY ACCEPTANCE LETTER?

Do not book any flights until you have been officially accepted by your host. You can look into flight flexibility, charges for changes and refund policy. Consider orientation period and examination period at your host when you are booking for flights.

# Enrolment Change Form

## WHAT “IS ENROLMENT CHANGE FORM” FOR?

The “Enrolment Change Form” must be completed and handed into your ANU academic college(s) before you leave. This is to show that you are enrolled at ANU (for your ANU degree – to show exchange studies being undertaken) while you are on exchange. You need to do one form for each college if course approvals are from more than one college.

Your tuition fee will also be calculated based on your enrolment. It is your responsibility to ensure that your enrolment is correctly recorded on ISIS. If your enrolment is incorrect, you need to check with your academic college. Please make changes before the required deadline (i.e. census date)

## MORE INFO ABOUT THIS FORM?

More information to follow during the COMPULSORY Pre-departure briefing on what to fill out.

## WHAT HAPPEN IF I DO NOT COMPLETE THE ENROLMENT CHANGE FORM?

- Your exchange will be cancelled
- You will not receive credits for your exchange
- Your student visa may be cancelled\*.

\*For international students, if you do not have a valid enrolment, your student visa for Australia may be at risk of being cancelled. This, puts your degree completion at Australia at risk.

You must make sure you complete your ANU “enrolment change form” so that you are enrolled into an “Exchange Shell Course” with your individual ANU academic college(s) for your exchange semester.

# Other Important Information

## EMAIL ETIQUETTE

Responding to an email is not the same as responding to Facebook chats or texts! Be polite and courteous on your emails.

**Please use your ANU email account! We are not able to send through student-information to personal email accounts due to privacy reasons**

## FORM FILLING TIPS - TERMS

Some partners may use different terminology to describe Semester one. Please refer to host instruction when filling up forms. When unsure, contact the host to clarify. Terms in hosts can be called “term 1”, “term2”, “Hillary Term”, “Summer term”, etc.

## FORM FILLING TIPS - NAME

Last name = Surname 姓 or Family Name

First name = your name as per your passport

**DO NOT** list names that are not show on your passport.

## OS-HELP

OS-Help applications can only be done ONLINE. Refer to this page for details and application portal:

<http://www.anu.edu.au/students/scholarships/os-help>

All Exchange and Year in Asia students will need to provide documentary evidence for OS-Help application. You will need:

- Documentary evidence of acceptance or enrolment by the overseas institution with which you will be undertaking your study
- Documentary evidence of acceptance or enrolment in an Asian language course, if you are applying for a supplementary Asian language study

OS-Help loans are for Commonwealth Supported Students. Maximum amount in 2019 are:

 **studying in ASIA: \$8,149**

 **not studying in ASIA: \$6,791**

# Travel Insurance

## WHO IS COVERED?

All students going on approved exchange (for approved overseas studies), PRIMO and Year in Asia are covered by “ANU Travel Insurance”. Courses taken must be credit-bearing

## IS IT THE SAME AS HEALTH INSURANCE?

The insurance covers Travel and Emergencies. It is NOT a health insurance policy. You will need to purchase your own personal health insurance if you require this cover.

## WHERE CAN I FIND POLICY DETAILS?

The travel insurance is provided by the ANU Insurance office. You can read policy details and coverage here:

<https://www.anu.edu.au/students/careers-opportunities/global-programs/understanding-overseas-study/insurance-and-anu-travel>

## WHO SHOULD I ASK ABOUT COVERAGE?

Please contact ANU Insurance office for questions about coverage, policy and claim details. ANU Global Programs is not able to answer these questions.

ANU Insurance office email: [insurance.office@anu.edu.au](mailto:insurance.office@anu.edu.au)

## MY HOST INSTITUTION ASK FOR HEALTH INSURANCE, WHAT DO I DO?

Some host institutions and/or countries, for example, USA, may require you to purchase your own personal health and hospitalisation insurance. You will either need to purchase it from the host or arrange your own personal health insurance to enter their country. It is the student's own responsibility to obtain this themselves.

## HOW CAN I GET TRAVEL INSURANCE LETTER?

Look out for emails from the Global Programs team about how you can enter your details and get your insurance letter.

## NEXT STEPS

Attend pre-departure session. The session will be held before exams start.

# Stay in Touch

## GLOBAL CONNECT



Connect with past students and ask exchange-related questions! Join online here:

<https://www.facebook.com/groups/1014037572115552/>

## HEAR FROM OTHER STUDENTS!



@anu\_globalprograms

For instagram take-overs by students who are currently on exchange



[anuglobalprograms.wordpress.com/](http://anuglobalprograms.wordpress.com/)

For stories from past students - including accommodation review, program review, etc

# Contact Us



02 6125 7857



[global.programs@anu.edu.au](mailto:global.programs@anu.edu.au)



ANU Global Programs  
Australian National University  
3rd Floor Di Riddell Student Centre

## DROP-IN HOURS

If you'd like to meet us in person, come by our office on Tuesdays and Thursdays, from 9am until 12 noon.

## MAKING APPOINTMENTS

You can also book an appointment on Mondays, Wednesdays and Fridays using the "book an appointment" button here: <https://anu.edu.au/anuglobalprograms>

If you need to submit and get your hard-copy applications checked and couriered, we strongly encourage you to book an appointment with us. Do not just hand it in and leave.