

Nominations to Partner Universities





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 has only provided the following information:



Your official nomination by ANU



Your name and ANU email address



Your current degree program.



You will still need to apply directly to the host with supporting documentation:

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:

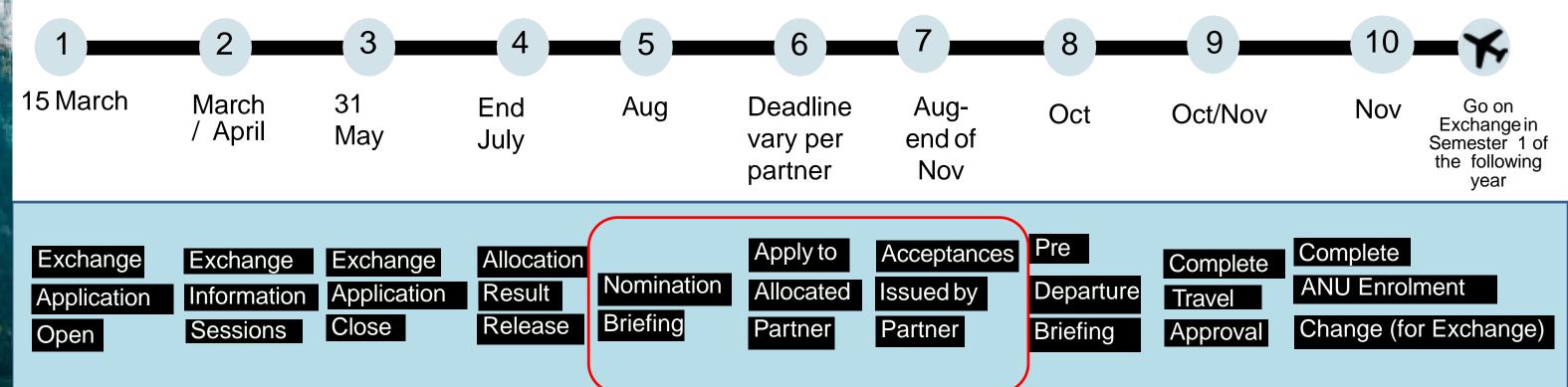
- a) in the Global Programs' System "Learning Content" Section partner application instructions
- b) via email from the host
- c) on the partner's own website

Each partner is different with different deadlines – make sure you check!

- Exchange studies are nominated for one semester only at the allocated host university (spots are fixed) for that semester only.
- Year in Asia students will be for one year of study.

Exchange Timeline





EXCHANGE IN SEMESTER 2- FOLLOW THIS TIMELINE:



Following Mid-Feb

Following March

5

Deadline vary per partner

Following Marchend July

Following May

8

Following May/ June

Following vear June

Go on Exchangein Semester 2 of the following vear

After Allocation Results Released

COMMIT TO EXCHANGE

Login to anu-au-sa.terradotta.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 statemet 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 and apply before their deadlines.

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 WAIT FOR 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 moths to be issued by the partner. You may require this letter to apply for your visa.

PREPARE TRAVEL ARRANGEMENTS

Only book your flights after you have received an acceptance from the host.

ATTEND COMPULSORY PRE-DEPARTURE BRIEFING

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

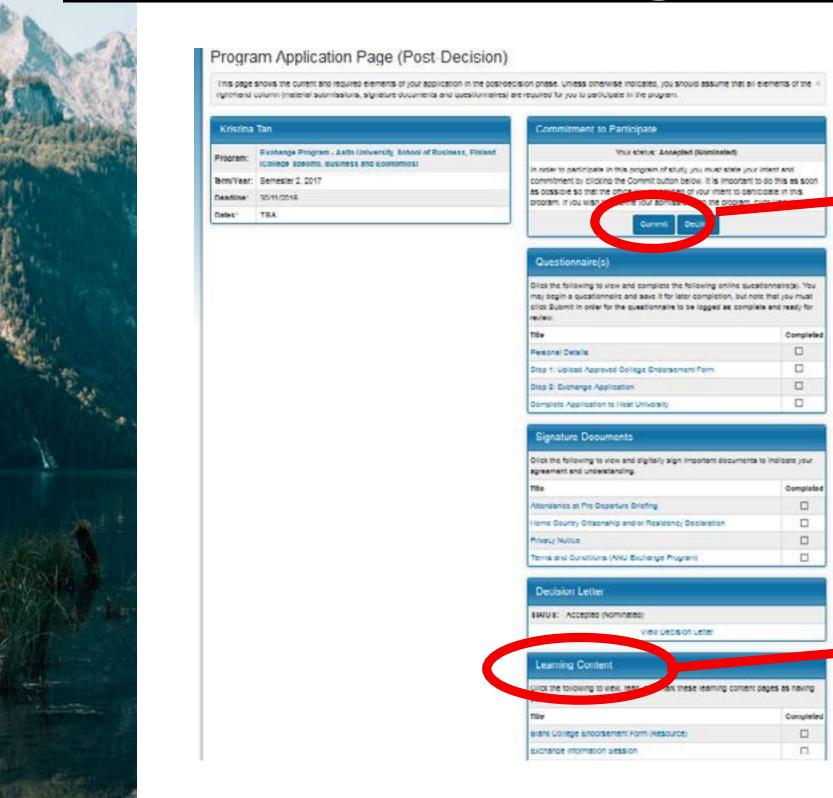
9 COMPLETE TRAVEL APPROVAL

Complete all the travel approval sections in the Global Programs System.

1 COMPLETE ANU ENROLMENT CHANGE

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.

Commit to Exchange Program



"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 your host university here. Please make sure you follow the instructions provided to apply correctly and meet the partner's deadline. The deadlines vary for each partner!

Applying to Host Institution - methods

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

ONLINE APPLICATION TO HOST

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

HARD COPY APPLICATION TO HOST

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 TO HOST

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

You must access your transcript copy from My eQuals. 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 has automatically arrange for you to obtain a soft copy (electronic version) of your transcript via My eQuals, for free! Please see your ANU email you have received and the link below for more information. You can log into "My eQuals ANU" via:

http://www.anu.edu.au/students/graduation/digitaldocuments-my-equals

Hard-Copy Transcript

If the exchange partner requires you to provide a hard copy, please email Global Programs (global.programs@anu.edu.au) and we will obtain this for you. You do not need to purchase it yourself for your exchange application to the host.

CREDIT EQUIVALENCIES – full semester load

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 4 courses

usually equivalent to:



30 ECTS could be 3-6 courses



30 or 60 ECTS could be 3-6 courses



12 to 20 CREDITS could be 7-10 courses



12 or 15 ECTS could be 3 to 5 courses

Course Selection and Approval

LOOK AT YOUR SIGNED 'ROOM AVAILABLE IN DEGREE' (RAID) FORM

Before choosing courses, make sure you select courses in accordance with your degree and what you had completed in your RAID form. 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 couse 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.

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 any course approvals. 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. Always remember, only your ANU academic college(s) can approve your courses you choose for your exchange studies.

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 all other 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

x 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 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

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 accomodation 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



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 acceptaed by your host. You can look into flight flexibility, charges for changes and refund policy. Consider orentation period and examination period at your host when you are booking for flights.

Travel Approval – Compulsory Completion

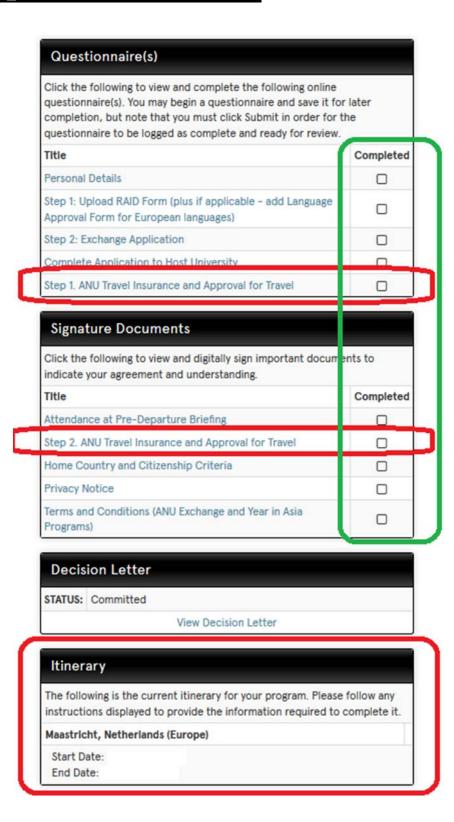
TRAVEL APPROVAL MUST BE COMPLETED

Only students who have completed all the travel approval sections are eligible to participate in the exchange program and to have travel insurance coverage.

If students do not complete the sections, the exchange will be cancelled.

Completed all sections and a tick will appear.

- Complete "Step1. ANU Travel Insurance and Approval for Travel" add your details.
- Complete "Step 2. ANU Travel Insurance and Approval for Travel" read and digitally sign the document.
- Complete "Itinerary" add your details.



Enrolment Change Form – add exchange shell code

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 t or Family Name First name = your personal name as per your passport **DO NOT** list names that are not show on your passport.



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 2020 are:



studying in ASIA: \$8,295 not



studying in ASIA: \$6,913

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, which you must seek approval for from your ANU academic colleges.

IS IT THE SAME AS HEALTH INSURANCE?

NO. 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 an read policy details and coverage here:

https://www.anu.edu.au/students/careers-opportunities/global-programs/understanding-overseas-study/insur-ance-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

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

Some host institutions and/or countries, for example, USA, Korea etc. 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.

Attend Pre-departure Session

ATTENDANCE AT THE PRE-DEPARTURE SESSION IS COMPULSORY

Important information will be cascaded.

Make sure you attend the Pre-departure Session!

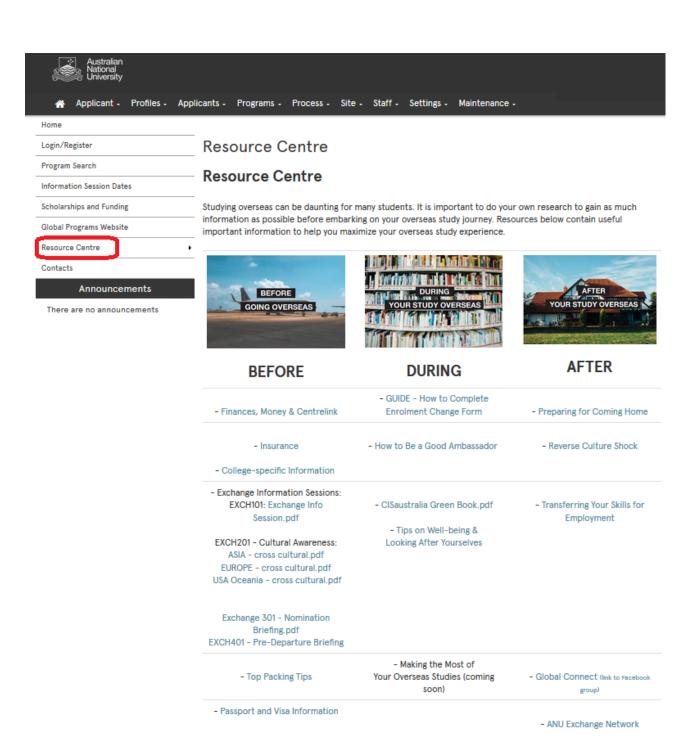
S1 exchanges: pre-departure briefing held in May

S2 exchanges: pre-departure briefing held in October

If you cannot attend, please make sure you read up on what you need to do next.

Go to our **Resource Centre** on the website for the presentation slides.

If anything is unclear, please come to the Global Programs drop-in sessions.



Stay in Touch

JOIN GLOBAL CONNECT



Connect with past and current exchange students, as well as other students going on exchange. It's the place to share exchange related knowledge / questions with other students who have been! 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/

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

Contact Us



02 6125 7857



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 to our drop-ins on L3: Monday, Friday – from 2pm until 4pm.

Tuesday, Thursday - from 10am until 12 noon.

MAKING APPOINTMENTS

If you have a personal matter and wish to speak confidentially, you can call us to arrange an appointment.

If you need to submit and get your hard-copy applications, checked and couriered, we strongly encourage you to book an appointment with us. Please do not just leave the documents in open spaces or hand it to random staff and leave. You must see a Global Programs staff member.