



Australian
National
University



Exchange Nomination Briefing

For ANU Outgoing Exchange Cohort: 2019 Semester 1
Presented 26 and 27 July, 2018

Kristina Tan
Outbound Exchange Coordinator
ANU Global Programs



Congratulations!

You are studying overseas
2019 Semester 1! 😊

Nominations to Partner Universities

Your nomination is final!

Spots are finalised per partner. ANU Global Programs has been advised by the host university how many students ANU can send over for exchange. We will be advising the host university the following information only:

- Your official nomination by ANU.
- Your name and ANU email address.
- Your current degree program.
- 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.

You 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 in the Global Program's Learning Content, via email from the host or on the partner's own website.



10 Essential Steps

1. COMMIT TO EXCHANGE.
2. LOCATE HOST UNIVERSITY APPLICATION INSTRUCTIONS (SEE LEARNING CONTENT)
3. **MEET HOST UNIVERSITY APPLICATION REQUIREMENTS AND DEADLINES.**
4. APPLY FOR ACCOMMODATION.
5. COURSE SELECTIONS, STUDY PLANS AND FINAL COURSE APPROVALS WITH YOUR ACADEMIC COLLEGE.
6. WAIT FOR HOST ACCEPTANCE.
7. VISAS.
8. TRAVEL.
9. ATTEND COMPULSORY PRE-DEPARTURE BRIEFING.
10. COMPLETE ENROLMENT CHANGE FORM.



10 Essential Steps – PLEASE FOLLOW

1. **COMMIT TO EXCHANGE** - Login to the Global Programs System - “Commit” in the system to accept your nomination.
2. **LOCATE HOST UNIVERSITY APPLICATION INSTRUCTIONS** - Start your application to the host university, instructions are located in the “Learning Content” section. Please read carefully and follow the host university’s instructions!
3. **MEET HOST UNIVERSITY APPLICATION REQUIREMENTS AND DEADLINES –**
 - I. Look up the host university’s deadline! Start your exchange application to the host university, making sure you will meet your host university’s deadline!
 - II. Arrange to obtain ALL your essential documentation before hand, ready for your exchange application, that is applicable for your particular host.
 - III. All exchange partner instructions are different. So make sure you read what your host university wants. If it is required, you must arrange to obtain these yourself, such as apply for a passport, academic reference letters, obtain your ANU academic transcript, purchase your own personal health insurance etc.
 - IV. Follow your host university’s exact instructions! Your host has a deadline to meet too, so submit yours on time.

10 Essential Steps – continued...

4. **APPLY FOR ACCOMMODATION** – Start your accommodation application to host university soonest, do not leave this to the last minute.
5. **COURSE SELECTIONS, STUDY PLANS AND FINAL COURSE APPROVALS WITH YOUR COLLEGE** – follow your host university instructions to select courses, in accordance with your signed agreement with your ANU academic college. A study plan is an indicative list of courses you provide to the host university. Final course approvals must be discussed with your academic college. *Only your academic college can approve your final course selections.*
6. **HOST ACCEPTANCE** - Await acceptance from host university.
7. **VISAS** - Apply for a Student Visa.
8. **TRAVEL** - Make travel arrangements, after you have acceptance from the host.
9. **ATTEND COMPULSORY BRIEFING** – Attend “Pre-departure Briefing” (held 22nd and 23rd October)
10. **COMPLETE ENROLMENT CHANGE FORM** - This must be completed for your academic college(s) before you leave for exchange, to ensure your ANU enrolment is up-to-date for 2019 Semester One!

USE THE CHECKLIST TO STAY ON TRACK

Getting it all done...

Great skills to work on:

Resilience

Organised

Adaptable

Attention to detail

Patience!

- Read and follow instructions carefully
- Have patience... you'll need it!
- Prepare necessary supporting documents as required by host- and take extras!
- Work through any hiccups / confusing application instructions, clarify with Global Programs or the host university
- Be flexible with course selections / have a wider set of courses that you are interested in



1. How to “Commit” to take up exchange

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 Specific, Business and Economics) |
| Term/Year: | Semester 2, 2017 |
| Deadline: | 30/11/2016 |
| Dates: | TBA |

| | |
|---|-------------------------|
| 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 will be notified of your intent to participate in this program. If you wish to decline your admission into the program, click Decline. | |
| 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 | |
| EBRU#: Accepted (Nominated) | |
| View Decision Letter | |

| | |
|---|-------------------------------------|
| Learning Content | |
| Click the following to view, read, and mark these learning content pages as having been read. | |
| Title | Completed |
| Blank College Endorsement Form (Resource) | <input type="checkbox"/> |
| Exchange Information Session | <input type="checkbox"/> |
| Finances and Funding | <input checked="" type="checkbox"/> |
| Aalto University, School of Business Application Instructions | <input type="checkbox"/> |
| ANU Travel Insurance | <input type="checkbox"/> |
| Applying for OS+HELP | <input type="checkbox"/> |
| Managing your enrolment | <input type="checkbox"/> |
| Nomination Briefing | <input type="checkbox"/> |

| | |
|---|-------------------------|
| 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 will be notified of your intent to participate in this program. If you wish to decline your admission into the program, click Decline. | |
| Commit | Decline |

2. Where to locate “Learning Content” (for instructions to apply to host university)

- The Learning Content section contains the exchange application instructions, as provided by the host university. If any appear not updated and you wish to check, please email Global Programs.
- So please follow all instructions from the host university’s website, if there is a link, to ensure you are using the latest instructions.

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 highlighted column (italic submissions, signature documents and questionnaires) are required for you to participate in the program.

| | |
|---|--|
| Kristina Tan | Commitment to Participate |
| Program: Exchange Program - Aalto University, School of Business, Finland (College Specific, Business and Economics) | Your status: Accepted (Nominated) |
| Semester: Semester 2, 2017 | 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 will be notified of your intent to participate in the program. If you wish to decline your admission into the program, click Decline. |
| Deadline: 30/11/2016 | <input type="button" value="Commit"/> <input type="button" value="Decline"/> |
| Date: TBA | |
| Questionnaire(s) | |
| Click the following to view and complete the following online questionnaires. 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 tagged as complete and ready for review. | |
| Title | Completed |
| Personal Details | <input type="checkbox"/> |
| Step 1: Upload Approved Coverage 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 | |
| SRU#: Accepted (Nominated) | |
| View Decision Letter | |
| Learning Content | |
| Click the following to view and read, and mark these learning content pages as having been read. | |
| Title | Completed |
| BANK College Endorsement Form (Resource) | <input type="checkbox"/> |
| Exchange Information Session | <input type="checkbox"/> |
| Exchange Information Session | <input type="checkbox"/> |
| Aalto University, School of Business Application Instructions | <input type="checkbox"/> |
| ANU Travel Insurance | <input type="checkbox"/> |
| Applying for OS-BUP | <input type="checkbox"/> |
| Managing your enrolment | <input type="checkbox"/> |
| Nomination Briefing | <input type="checkbox"/> |



Learning Content : Aalto University, School of Business Application Instructions

Aalto University, School of Business Application Instructions

Exchange Program - Aalto University, School of Business, Finland (College Specific, Business and Economics) (Semester 2, 2017)

Application process

After you have been nominated, you will receive a link to Aalto's Online Application form for Incoming Exchange students. In addition to this form, you will need to provide Aalto with the following supporting documents:

- A photo (passport size)
- An official transcript of records (ANU Global Programs will provide you this)
- A curriculum vitae

For more information, please see the [Incoming Exchange Students Website](#), the [Aalto University fact sheet](#) and the [Aalto course list](#).

Application deadlines

For ANU Semester 1 exchanges (Aalto Spring Semester), the deadline to finalise the online application is October 1.

For ANU Semester 2 exchanges (Aalto Autumn Semester), the deadline to finalise the online application is April 30.

Due to the high number of applications received by Aalto University, please endeavour to complete your online application well before the deadline.

Note: Details included in these instructions are correct at the time of entry, but students should double-check information on the host university's own website.

Last Updated: 19/01/2017

3. Meet host university application deadlines

- Each university has different deadlines, application procedures and requirements.
- Read what the host university wants you to do!
- You are expected to manage and complete your own exchange application to the host university directly.
- **Make sure you read instructions and know your host university's application process and deadline!**
- You are responsible for obtaining all the necessary documentation that the host university requires ie. copies of passport, ANU academic transcripts, academic references, personal statements, personal health checks, personal health insurance, financial information etc. The requirements do differ vastly with each host university...
- Purchase an “official” academic transcript – paper or electronic, as per host requirement.
- Incomplete applications or missing documents will cause delays or rejection.
- Partners will not accept late applications.
- Use your ANU email and check it – all emails are sent to your ANU email account, that is where you will receive information from Global Programs and the host university.

Methods of applying to host university

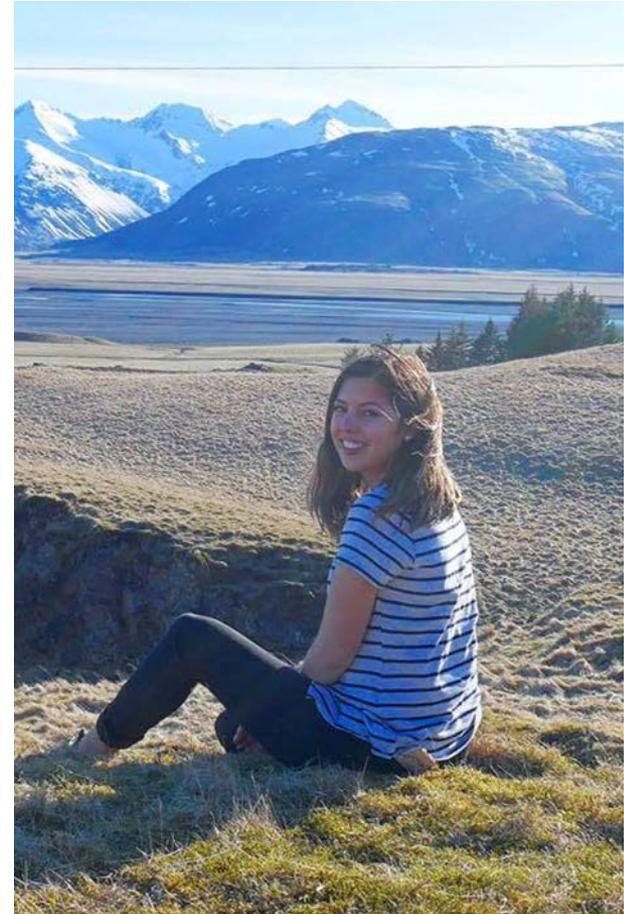
Applications can be:

- Online
- Hardcopy (to be couriered)
- Both online and hardcopy

If the partner wants hardcopy materials to be sent to them, please bring your documents to the Global Programs Office, at least **3 weeks before the host university's deadline, for it to be couriered.**

It is unrealistic to turn up just 2 days or 24 hours before the host deadline to the Global Programs office and expect a miracle.

Many host university will refuse to accept late applications. If you think you may be delayed in obtaining all your documentation due to unforeseen circumstances (ie. delays with passport applications), let the host know ASAP.



“Academic” References (Letters of Recommendation)

Students arrange this themselves and you should contact an “academic”.

If required by the host university (only some universities need this), you must seek references early.

The person must be an “**academic**” (cannot be just anyone) – a person who can comment on your academic performance ie. essays submitted, progress in courses, mid-term tests, etc.

Please note: The Global Programs cannot act as “academic” referees.

So, please approach the following individuals to assist:

- Past or current lecturers / tutors at your academic college
- Deans of Colleges
- For applicants for Japanese universities, they prefer you choose “academics” with titles like Prof or Dr. Check if you need to provide the “original” letter (as a scan or copy might not be accepted).

Personal Statements

Consider your objectives.

- What does going on exchange mean to you?
- What will it do for your career?
- What attracted you to that University?
- What can they offer you course wise, that ANU can't? (such as specific subjects or lecturers or even a different perspective on a topic)
- Type your statement out, usually just a page long and remember to include your name!



ANU Official Academic Transcripts: How to obtain yours from ANU

Printouts from ISIS are NOT sufficient as they are only the unofficial statement results. Exchange partners do NOT accept unofficial prints.

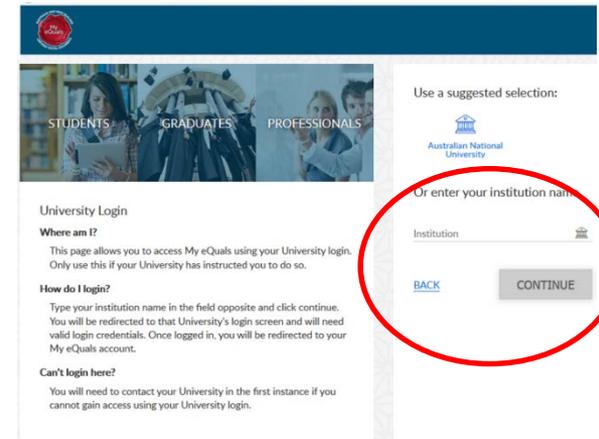
Exchange applicants will be required by the host university to provide an “**official copy of their ANU academic transcript**” when you apply for exchange to the host. Please follow the instructions from your host university, whether it is a soft copy electronic version (pdf you can upload) or hard copy paper version (to be couriered) that 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! **You have been sent an email to your ANU email account, your own personal link to obtain your own electronic transcript.** You do not need to pay for it. Please see the link below for more information and how to log into “My eEquals ANU” to access your ANU transcript:
<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) and we will obtain this for you!



Use a suggested selection:

Australian National University

Or enter your institution name

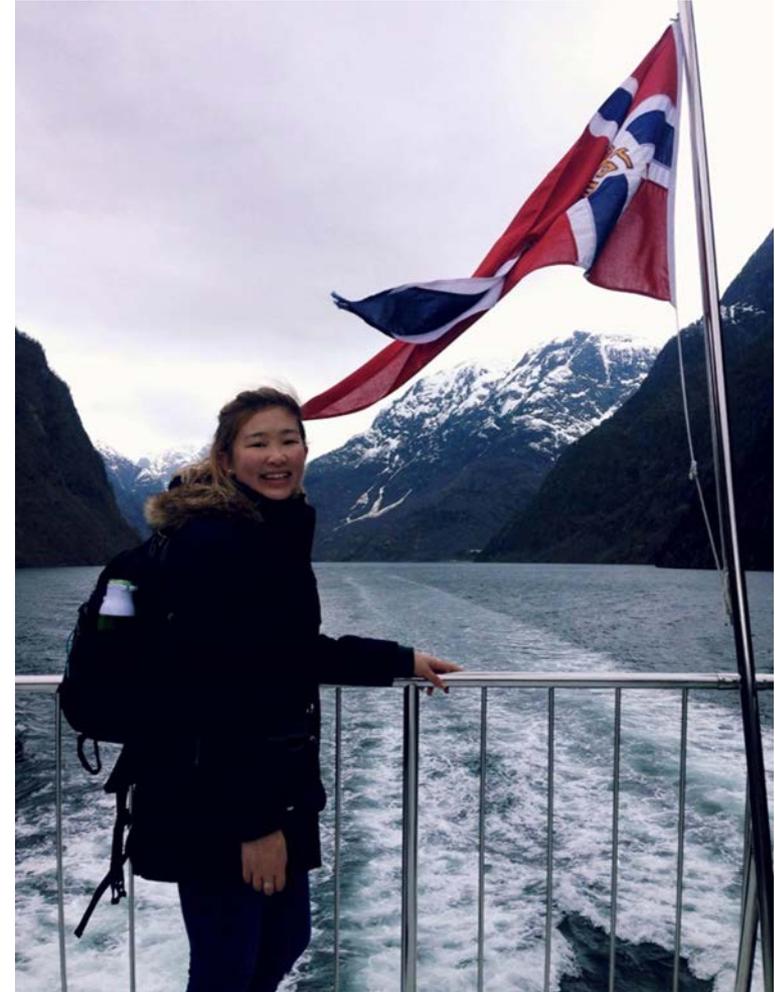
Institution

BACK CONTINUE

Financial Information

If required by host university:

- Some universities will require proof of **finances**, usually Japanese and US universities.
- Must be an **original bank statement** or **official letter from your bank** showing the required bank balance (funds available on the account) – please refer to the host university’s specific instructions.
- 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.



4. Apply for accommodation

- Each university has different accommodation offerings and it will not be the same as at ANU, such as on-campus single rooms.
- 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.
- Always follow the host university's instructions to apply for accommodation.
- 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.
- If in doubt, ask your host university about the accommodation options available.



5. Course selections at host university

(Refer to the agreement from your signed College Endorsement Form)

- Locate the host university's course offerings on their website and read what is offered in the correct semester.
- You should choose degree appropriate courses that are in accordance with your degree and what you had completed in your signed "College Endorsement Form" (CEF). If it is "electives" you had approval for, you may have more flexibility. If it is to credit "non-electives" like your minors or majors, make sure you follow your ANU academic college's instructions.
- Study plans are generally not binding and can be changed upon arrival at host university, so do your best to fill it out using common sense and what your academic college permitted you to study.
- Choose the correct number of courses/units that is equivalent to a full semester load – see the Global Programs system on what is equivalent to a full semester load for each of the exchange partners.
- Be mindful of pre-requisites for some courses.
- GP staff can sign your initial (indicative) study plan / course selection on applications.
- All course selections (final set) must be approved by your academic college.
- **For CASS students, go see CASS student office for ALL course approvals and follow specific CASS instructions. CASS specific slide available.**

Full semester course loads overseas

- 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!
- To achieve enrolment in a full semester load, it will be made of “X” units/credits (see below) at the host institution, equivalent to 24 ANU units. Please look at what a full semester load is for your partner.
- Do not be surprised that the units/credits differ vastly from ANU. Many students will take more than 4 courses per semester at the host university. So make sure you know what the “equivalent” full semester load is at your host university.

Full semester course load equivalent to ANU 24 units

Examples – indicative only:

- Europe (generally): 30 ECTS
- UK (generally): 30 or 60 ECTS (could be 3 to 6 courses)
- Japan: unit values vary greatly from 12 to 20 credits (ranging from 7 to 10 courses)
- USA: @12 or 15 credits

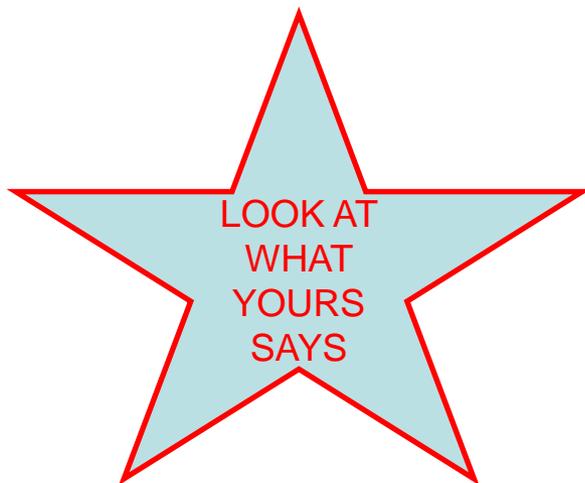
All credit equivalencies can be found for each of the partners on the program brochure within the Global Program System: <http://anu-au-sa.terradotta.com>



COURSE APPROVALS – look at your College Endorsement Form.

You need to work on the basis of selecting courses at the host university, that are in principle, what you had agreed with your ANU academic college(s).

“Electives” mean a bit more flexibility and non-electives (major/minors) mean you need to find more specific courses. If in doubt, research the course available, print off the host university’s “course outlines” and you must discuss the courses with your ANU academic college!!!



ANU Global Programs Student Exchange Program
College Endorsement Form
Page 2 of 3

COLLEGE ENDORSEMENT AND STUDENT SIGNATURE

| | |
|---|---|
| Student approved to undertake <u>24</u> units in <u>BA</u> degree towards _____ (include major / minor / specialization / electives / other) and Student approved to undertake _____ units in _____ degree towards _____ (include major / minor / specialization / electives / other) and Student approved to undertake _____ units in _____ degree towards _____ (include major / minor / specialization / electives / other) and Student approved to undertake _____ units in _____ degree towards _____ (include major / minor / specialization / electives / other) | Student approved to undertake _____ units in _____ degree towards _____ (include major / minor / specialization / electives / other) and Student approved to undertake _____ units in _____ degree towards _____ (include major / minor / specialization / electives / other) and Student approved to undertake _____ units in _____ degree towards _____ (include major / minor / specialization / electives / other) |
| Total available units towards exchange: <u>24</u> | Total available units towards exchange: _____ |
| College Name: <u>CASS</u> | College Name: _____ |
| Advisor Name: <u>E. L. PROSINA</u> | Advisor Name: _____ |
| Advisor Signature: <u>[Signature]</u> Date: <u>18.3.16</u> | Advisor Signature: _____ Date: _____ |
| Student Signature: <u>[Signature]</u> Date: <u>18.3.16</u> | Student Signature: _____ Date: _____ |

MUST READ - CASS COURSE APPROVALS

CASS have a new process for course approvals for exchange students.

- CASS has created a website to guide exchange students for their college requirements.
- 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-overseas-study-opportunities>
- If anything is unclear about the CASS course approval process, please seek guidance at the CASS drop-in sessions ASAP.

The CASS student office is based at the Beryl Rawson Building.

MUST READ – ALL STUDENTS - COURSE APPROVALS

Course approvals for exchange studies.

- After you have selected your courses and been accepted by the host, contact your “ANU academic college” for your final course approvals.
- Irrespective of your degree, all exchange students must get college approval for the courses you wish to study at the host university, before you leave for exchange.
- Only your “academic colleges” can provide the final course approvals (not Global Programs).
- So it is always a good idea to know who your Academic College(s) approvers are. Get to know the academic college staff members and how to contact them.

YOU MUST GET ALL YOUR COURSES YOU CHOOSE, APPROVED BY YOUR ACADEMIC COLLEGE FOR CREDIT!

IF YOU CHANGE YOUR COURSE SELECTION, YOU MUST LIAISE WITH YOUR COLLEGE AGAIN. ALL EXCHANGE STUDIES YOU UNDERTAKE HAVE TO BE APPROVED BY YOUR ACADEMIC COLLEGE.



Final course approvals

visit or email Academic Colleges

CAP Student Office

E: cap.student@anu.edu.au

T: 6125 7912

CASS - Undergraduate Students

E: ug.students.cass@anu.edu.au

T: 6125 2898

CBE Info

E: info.cbe@anu.edu.au

T: 6125 3807

CECS - Student Enquiries

E: studentadmin.cecs@anu.edu.au

T: 6125 8809

CoL Exchange Team

E: exchange.law@anu.edu.au

T: 6125 4164

JCS - Joint Colleges of Science Student Office

Science Enquiries - E: science.enquiries@anu.edu.au

PhB Science Enquiries - E:

phb.science.enquiries@anu.edu.au

T: 6125 2809

ANU College of Asia and the Pacific

CAP Student Centre

HC Coombs Building #9 Room 7004, ANU

ANU College of Arts and Social Sciences

CASS Student & Education Office

Beryl Rawson Building, ANU

ANU College of Business and Economics

CBE Student Administration

Level 2, Building 26c, Kingsley Street, ANU

ANU College of Engineering and Computer Science

CECS Student Office

CSIT Building 108, Room N202, North Road, ANU

ANU College of Law

Law Student Office

5 Fellows Road, ANU

ANU College of Health and Medicine

ANU College of Science

Science Student Administration Office

Building 42 Peter Baume Building, ANU

FINAL course approvals – must be approved by ANU academic college(s)

- Your course selections (or study plans) during the application stage to the host university is an indicative list of courses you propose to take, based on the assumption that the courses are available and that there are no timetable clashes.
- Once the courses at the host university are finalised, you should ensure the courses you are taking at the host university are courses that your ANU academic college(s) is happy to approve.
- After acceptance by host university, your final course selection or any changes to courses **MUST BE APPROVED BY YOUR ANU ACADEMIC COLLEGE!** This is to ensure the courses you have chosen will be credit bearing towards your ANU degree, as agreed by your academic college!
- You should 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.
- Get confirmation your academic college(s) has provided you with final approval.

6. Wait for host university acceptance

- Global Programs cannot make the partner work any faster...
- The host university's processing of applications takes time (anywhere up to three months).
- No news is good news!
- We will not interfere with host university processes.
- Make sure you did send it to the correct email or press submit etc.
- You may contact your host institution directly regarding your exchange and accommodation application matters, if you have not heard anything (please allow the host university a few weeks) and you wish to have an update.
- Look out for acceptances. Check it has not gone into your junk mail, just in case.



7. Apply for student visas

- You can not apply for your visa until you receive official acceptance notification/documents from the host university.
- You must refer to “official” websites and the host university’s instructions about how you should apply for your student visa.
Please plan ahead with plenty of time to obtain your visa.
- You should contact the consulate or embassy early or find out relevant information regarding visa application processes and timeframes.
- Some countries may need you to visit go to their embassy/consulate for an “appointment / interview” or obtain a medical centre / immunisations before Visas are issued. So find out what you might need and allow plenty of time!
- Have all the documents ready to go before you leave!

8. Make travel arrangements

- DON'T book any flights until you have been officially accepted by your host university.
- Look into ticket types for flight flexibility, charges for changes, refund policy.
- When booking flights please consider the following:
 - ✓ compulsory orientation / enrolment periods
 - ✓ examination periods



9. Attend Pre-departure Briefing

It will be held on 22nd and 23rd October 2018.

These sessions cover important information such as:

- Enrolment
- Course Approvals
- OS-HELP
- Travel Insurance
- Safety



It is COMPULSORY to attend.

10. Complete ‘enrolment change form’

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) for 2019 Semester One. **You need to do one for each college if course approvals are from more than one college.**

Your enrolment for 2019 Semester one at ANU, is also how your tuition fees will be calculated, which you are responsible for ensuring it is correctly recorded in ISIS. If your enrolment is not correct or you need to make changes to the number of units you are enrolled for at each ANU academic college, please check with your academic college, as well as the ANU guidelines for deadlines (ie. census) for changes to be made.

If you do not complete an Enrolment Change Form, you may end up:

- **your exchange will be cancelled**
- **with no credits for exchange studies**
- **for international students, if you do not have an ANU enrolment for 2019 semester 1, your student visa for Australia may be at risk of being cancelled, putting your completion of your degree in Australia at risk.**

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



Essential bits and pieces

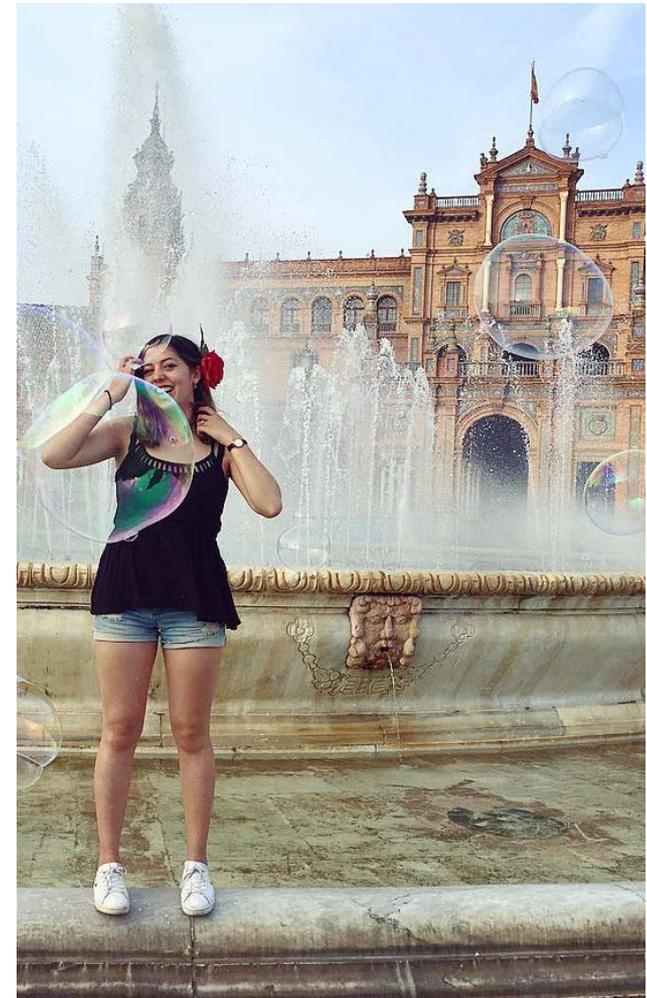


Email Etiquette

- Email is not the same as Facebook or Texting!
- When you “email” ANU Global Programs or the host university with questions, consider what you are writing.
 - Look up the information from the websites and presentation slides that are provided to you to find the answers first.
 - Add you name, ANU ID and where you are going or any partner application references.
 - Be polite and courteous.
 - Be mindful that responses to queries have a response time based on the volume received.
- We receive hundreds of emails a day.
- It helps to know who you are when you are contacting us or the partner.
- **All correspondence from Global Programs and ANU academic colleges will be sent to your ANU email account.**

Take note in Form Filling

- Exchange for studies in Semester One 2019 (note the “period” – during **January to June** months), for Northern hemisphere host universities, it is usually called the “**Spring term**”. It may be called “term 2”, “Hillary Term” or “Summer” etc. Take care when looking at course catalogues for the correct teaching period. If unsure, please check with host university.
- Get your name in the correct order and spell it correctly!
- “**Last name**” is your “Surname 姓 or “Family Name”.
- “**First name**” is your own name / personal name.
- “Middle names” are any other personal names that appear on your passport.
- If the name is not shown on the passport (like nicknames), don’t list them. Only list the name if it is your official name on your passport.



OS-Help Loans: For Commonwealth Supported Students

- Please note that the maximum for 2018 OS-HELP amount is \$6,665 or \$7,998 for students studying in Asia.
- OS-HELP applications can only be done **online**.
- Visit website for eligibility and further information:
<http://www.anu.edu.au/students/scholarships/os-help>
- Submit your full OS-HELP application through the Global Programs System: <https://anu-au-sa.terradotta.com>

OS-Help Loans:

Documentary evidence required

Students will need to provide the following documentation for their online OS-Help application:

- For exchange and Year in Asia:
 - 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



Travel Insurance

- All students going on approved exchange (for approved overseas studies) are provided with covered by “ANU Travel Insurance”.
- This insurance covers Travel and Emergencies. *Please read the policy.*
- It is a TRAVEL insurance policy. It is NOT a health insurance policy.
- You should buy your own “personal health insurance” if you require this cover.
- **For some students, some partners / some countries (ie. USA) may require you to purchase your own personal health and hospitalisation insurance from the partner or you must arrange your own personal health insurance in order to enter their country. It is the student’s own responsibility to obtain this themselves.**

For more information about ANU TRAVEL insurance, please see the ANU website or contact the ANU Insurance Office.

Travel insurance policy documents: <https://services.anu.edu.au/planning-governance/risk-audit/policies-claims>

ANU Travel insurance office email: insurance.office@anu.edu.au

Stay on track - use the checklist

- The exchange checklist is sent to your ANU email account. Please print it and use it.
- Add the timeline for your nominated partner and any deadlines you need to meet.
- Refer to your ANU academic college for their “college specific checklist” for the final stages of course approvals.



Stay on track for your exchange application.





The Global Society

An Australian network of students studying overseas

VIDEO: https://youtu.be/uBdefG_ogV0



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Travel

Resources

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The Global Society

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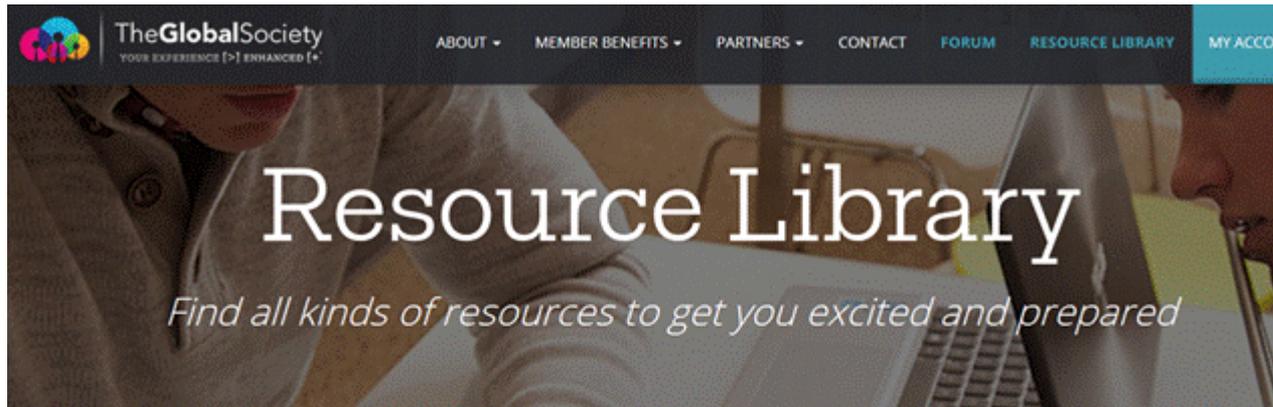


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[FLYER] What To Do In Case Of An Emergency, By The Global Society

This is a card that explains what to do in case of an emergency. The flyer also has a place for students to put in some emergency contact information for while they are overseas. The flyer is also interactive, meaning that you can fill out the boxes online.



[GUIDE] Packing Tips, By The Global Society

Our short guide to packing will provide you with the top tips and tricks when it comes to packing for your overseas experience!



[GUIDE] Pre-Departure Checklist, By The Global Society

Our Pre-Departure Checklist is a comprehensive guide to the things you need to tick off from 3 months before your trip to the day you arrive in country.

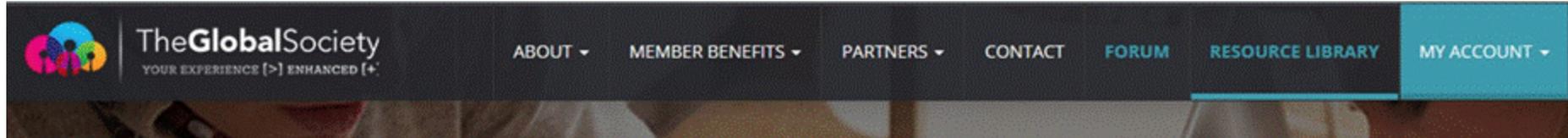


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As an approved ANU exchange student, ANU Global Programs has paid for your Global Society membership. So it's free to join.

You just need to sign up to access the benefits, like the very useful “Resource library”, the Forum, destination guides, a TravelSim, ISIC card, **connect with other students** for the same destinations, and more!

You must use your ANU email address to sign-up.

The Global Society

How to sign up:



- Just email your name and ANU to info@globalsociety.com.au



How to contact us

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Email outbound.global@anu.edu.au

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