

UQ Abroad Student Exchange CHECKLIST

If you would like to participate in a UQ Abroad exchange, follow the steps in this checklist:

- Research your exchange options**
 - Look on UQ Abroad website
 - Look on foreign university website
 - Look on UQ Faculty website
 - Attend information sessions
 - Come into the UQ Abroad Resource Room
 - Speak with past exchange students
- Check your eligibility** for exchange on the UQ Abroad website (How do I apply?)
- Complete a Graduation Check** through your UQ Faculty to be clear on what you have completed so far and what you have left in your degree to complete
- Submit your study plan to your UQ Faculty**
- Submit your UQ Abroad application** to the UQ Abroad Resource Room/email
 - By 31 May for exchange in semester 1 of the following year
 - By 31 October for exchange in semester 2 of the following year
- Attend a “Next Steps” session** (held shortly after the application deadline)
- Find out if you have been accepted by UQ Abroad** (6-8 weeks after submission of application)
 - If accepted by UQ Abroad and your study plan has been approved, then sign the Conditions of Participation and submit to UQ Abroad
- Submit your OS Help loan application**
 - By 31 March for semester 2 (of the same year) exchange
 - By 31 August for semester 1 (of the following year) exchange
- Complete your host university application**
 - UQ Abroad to send you the details
 - Request your academic transcript from the Student Centre
 - Provide other supporting documents
- Attend a Meet and Greet session** with past exchange students and international students from your host university
- Find out if you have been offered a scholarship for your exchange** (approx. 4 months after submission of application)
 - Students automatically considered for UQ Abroad scholarships
 - If successful, submit signed Response to Offer, bank details and travel itinerary (if required)
- Find out if you have been accepted by your host university**
 - If host university acceptance sent directly to UQ Abroad, collect original from the UQ Abroad Resource Room
 - If host university acceptance sent directly to you in hard copy, bring original into the UQ Abroad Resource Room
 - If host university acceptance sent directly to via email, forward through to UQ Abroad email
- If accepted by your host university**
 - Book flights
 - Request visa
 - Confirm accommodation
 - Enrol at host university
 - Check correct enrolment at UQ (enrolled in EXCH codes by UQ Abroad)
 - International students request a DIAC letter
 - Request insurance Certificate of Currency
 - Request Centrelink letter
- Attend a general pre-departure session**
- Attend a regional pre-departure session**