Incoming Exchange Instructions for Students

Application Process

1. You must be officially nominated by your home university and UQ notified before applying.
2. Your home university exchange office is the first point of contact if you have any questions about the process.
3. Please peruse the Incoming Study Abroad and Exchange Website for all the information you need: https://study.uq.edu.au/study-options/study-abroad
4. You should pay special attention to the information about choosing courses on the website as *I am unable to provide academic advice on courses. You can find out more about the courses in the course descriptions and course profiles.*
5. Here's how to apply:
   - Create an account in the Online Application system. https://future-students.uq.edu.au/admissions/study-abroad
   - Choose the **Incoming Exchange** application type.
   - Complete the online application. Please ensure that you enter your name details exactly as it is written in your passport. If you don't have a passport yet then as it is written in other official identification in your home country. We will need a copy of your passport ID page in order to issue your Confirmation of Enrolment (COE) so this should be uploaded once obtained.
   - Upload the required documents, including:
     1. **Official** academic transcript (including an English translation if relevant). We cannot accept unofficial transcripts or transcripts that do not contain the information in English.
     2. Proof of English language proficiency (where English is not the current language of instruction). You can see more about what is suitable on the website: https://study.uq.edu.au/admissions/english-language-requirements
     3. A copy of your passport ID page. If you don't have a passport yet some form of official identification from your home country in the interim. We will need a copy of your passport ID page in order to issue your Confirmation of Enrolment (COE) so this should be uploaded once obtained.
   - Submit the application by clicking the "Submit" button.
6. You must enter the following information:
   - The name of your institution must be entered in the **Academic Qualifications** field.
   - If your home university advise you to submit your application via a **Partner Portal** in the Online Application System, then request the **partner code from them** to enter in the application, if not you can leave this blank.
   - Please upload all required documentation at the time when you apply. Any additional documentation should also be uploaded through the on-line application system.
   - If you are awaiting English test results, you can still apply now and upload the results later. You will not receive an unconditional offer until we have them though.
   - You should also choose up to 5 courses for the commencing semester – see the following information.

Course Selection

1. PLEASE NOTE: The application assessment and course approvals are separate processes so the approval of the courses you have chosen does not impact on whether you are approved for Incoming Exchange.

2. Check that you have chosen courses correctly in line with your home university requirements if needed – we do not.

3. You are not locked into the courses listed on your application but make considered choices now to save time and have everything in place as soon as possible.

4. You should only refer to the online course database for current offerings. The following link will help students search for courses: https://future-students.uq.edu.au/study/study-abroad/study-options

5. The course description has all the information you need to make an informed choice. See Course Profiles for detailed information. Use the most recent version if there is not yet one available for your semester.

6. Once you have submitted an application, we will process course approvals – not prior to the application process. Pre-approved courses need no further approval from UQ.

   - Please make sure that the selected course is available for your semester at UQ and that you have the necessary academic background – you can do this by using the filters and checking pre-requisites.

   - If you have pre-req courses in progress at home, then an updated transcript may be required for some course approvals.

   - You can enter up to 5 courses in the application. A standard full-time load is 4 courses per semester.

   - If you are coming for 2 semesters, you can only enter courses for your first semester. You need to discuss any courses for your second semester that need faculty approval with the relevant course co-ordinator or school during your first semester. at our Academic Advising Session during Orientation Week or later in the semester with the.

   - If you are coming in Semester 1, 2025, please **choose only courses that are available in Semester 1, and the same applies for Semester 2, 2025.** Please note that the course listings for 2025 are not available yet, so you can use the 2024 course offerings as a guide and choose courses available in the appropriate semester. You will be able to make changes later if necessary.

   - It is important to note that:
     o **undergraduate level** course codes generally run from 1000 to 3999 and **postgraduate level** course codes are 7000 and up. Most 4000 and 6000 courses are Honours level and are not available to SA & EX students.
     o some courses are not available to exchange students. This will be indicated in the on-line Course Description, which will state that it is "**Restricted**" to a particular cohort of students. Do not choose these courses.

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 they should refer to the LAWS list for 2024 – online. LLB students must choose Law courses from these lists only. Do not choose any other Law courses outside of this list for example LAWS1100. This is not available for LLB students.

What happens next…

1. You will receive notification once the application is submitted correctly, and once it is complete (including all the required documents). As applications close on 31 August and this will be peak processing time for applications you should not expect your application to be finalised until the end of September regardless of when you submitted the application. If you want to know the status of

your application you should *login to your online application portal for the status. If there is anything missing or any issues, you will receive a notification through the online system.*

2. Once we have issued the offer, you can accept the offer online.
3. We can then issue the Overseas Student Health Cover (OSHC) invoice where required.
4. You make the payment online through Flywire. There is information about this at the bottom of the invoice and in the Online Application portal.
5. Once this is done and payment has been confirmed, we will issue the COE and activate the OSHC (where required).
6. It is imperative that all information on the COE is correct, so please ensure that you check that all dates (both study and OSHC) are correct and that names and birthdates are exactly as in your 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.
7. A link to the "Get ready for UQ" page on the Study Abroad website is issued with the COE, and students should refer to this for next steps. It contains links for the Visa application, enrolment tips and how to add courses, etc. There is also helpful information available here: https://my.uq.edu.au/information-and-services/student-support/international-interstate-students

Important – 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 you choose to have UQ organise OSHC for you to streamline the application and visa process. If you organise it, you will be required to prove purchase of suitable OSHC when you apply for your visa as we cannot indicate it on the COE.
- If you want to organise the OSHC then you need to provide us with documentation/evidence of OSHC before we process your 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 your own OSHC, you 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). Both if coming for two semesters. If you do not upload a policy showing these dates then you be asked to revise the policy and delays will occur to finalising your application. If you are travelling to Australia outside of these dates, please 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 information in the Confirmation of Enrolment.

Important Dates

- Recommended nomination and application deadlines:
  ➢ Semester 1 admission: 31 August
  ➢ Semester 2 admission: 28 February
- It is important that you apply by the due date to have plenty of time to apply for visa, flights etc.
- It is recommended that you do not book and pay for anything until your visa is granted.
- There will be a due date for acceptance listed on the offer. This can be flexible and if you can't meet the due date ask your home university to OK this with us.
- You need to be in Brisbane from the start of Orientation week through to the end of exams.
  o For Semester 1, 2025, they must be here from 17 February to 21 June 2025 inclusive.

- o For Semester 2, 2025 – 21 July – 22 November, 2025 inclusive.
- If you have other commitments during these times, then you should reconsider applying. Late arrivals may not be permitted.

You can access our most recent information sheet, which includes semester dates, here: https://future-students.uq.edu.au/sites/default/files/2021-08/study-abroad-exchange-info-sheet.pdf

Visas

There is just one visa category for all students – Student Visa (subclass 500).

You are also required to supply further documentation when applying to confirm your status as a genuine student. 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.

Please note that from 1 July 2024, students are not permitted to apply for the student visa once they are on-shore in Australia. The application must be completed off-shore.

You should complete **all sections** of the visa application form. If any sections are not completed, the application will not be assessed. We are not able give visa advice so if you have any queries, please go to the Australian Government's Department of Home Affairs website for comprehensive information: Subclass 500 Student visa (homeaffairs.gov.au)

Transcripts

At the end of the semester, you will receive an e-mail in your UQ student e-mail account allowing you to access your official electronic transcripts in the My eQuals portal.

- We are no longer sending transcripts directly to your home university.
- It is your responsibility to share the transcript with your home university, either as a secure pdf document or as a link so that they can view the transcript directly within the My eQuals portal. Information for about how to share documents is available here: https://www.myequals.edu.au/students/
- Please note if you have outstanding tasks in mySInet your transcript will not be issued so it's important to complete any tasks assigned as soon as possible in the semester. This also includes setting up a USI – University Student Identification number, when you arrive in Brisbane.

Further Information

If you need further information, please refer to the UQ SAE Information Sheet and the SA&EXCH website – https://future-students.uq.edu.au/study/study-abroad, or the online application itself. If you have further questions not answered by these resources, please direct your query to studyabroad@uq.edu.au