

Step-by-step guide to applying for Outbound Exchange

Step 1

- Check the list of JCU's exchange partner universities
- Do some research, talk to people, and decide which are the best destinations for you
- Check deadlines for applications and make sure you have sufficient time to complete the process
- Talk to JCU Student Mobility Office staff about your plans and get information on the application process

Step 2

- Complete the **JCU Outbound Exchange Application Form** and attach a Statement of Purpose. Ask a lecturer/tutor to complete the **Academic Reference Form**.
- Contact your Faculty to discuss your exchange and study plan/what subjects you can do while on exchange
- Choose the subjects that you would like to study at each nominated host university – search for subjects available on the host universities websites.
- Complete the **Credit Transfer Form** and submit it to your Faculty for approval together with the subject outlines that you found on the websites.
- If you have difficulty in finding information about subjects at the host universities websites, please contact the Student Mobility Office. Do **NOT** contact the host universities directly.
- Submit your complete application to the Student Mobility Office.
- **PLEASE COMPLETE ALL FORMS ELECTRONICALLY**

Step 3

- JCU Student Mobility Office will notify you of the outcome of your application to the JCU Exchange Programme
- If successful, you will need to complete your host university's application form. The Student Mobility Office will help you with this and will forward your application to the host university
- Make sure you follow all instructions and submit the host university application form together with all required supporting documents in original to the Student Mobility Office at least 2 weeks prior to the deadline.
- The host university assesses your application (processing times will vary, usually around 4-8 weeks). Whilst waiting for official acceptance you can do some research into your overseas location, accommodation, visas, costs etc

Step 4

- Receive your official offer from the host university. Sign and return the Letter of Acceptance if applicable (procedure varies depending on host institution). The offer package from the host university usually includes forms and information on accommodation, visas etc.

Step 5

- Apply for your visa (if required)
- Book travel and accommodation
- Organise travel/health insurance if applicable
- Organise your finances (e.g. OS-Help loan, Centrelink payments)
- Consult the pre-departure guide to make sure you have done all the necessary things (copy can be downloaded from Student Exchange website)

Step 6

- Leave for your exchange adventure! Don't forget to send us a postcard...!