

FOR STUDENTS: Please read the following pages regarding application process, course selection and approval, OSHC, accepting your offer and important next steps.

Application Process

Before applying to UQ for Incoming Exchange you must be officially nominated by your home university. If you have any questions about this please contact your home university exchange office.

Please peruse the Incoming Study Abroad and Exchange Website for all the information you need:

<https://study.uq.edu.au/study-options/study-abroad>

You should pay special attention to the information about choosing courses – I am unable to provide academic advice on what you should be studying, so it is your responsibility to find out more about the courses in the course descriptions and course profiles. There is more information to come about how to search for courses.

Please ensure that you read the following instructions before you proceed with the application process.

- 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.
- 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>
- Submit the application by clicking the “Submit” button.

You must enter the following information:

- The name of your institution must be entered in the **Academic Qualifications** field as the most recent institution.
- Please ask your home university if they want you to submit your application via a **Partner Portal** in the Online Application System, and if so request the **partner code** to enter in the application.
- **If they are not using a Partner Portal, then the agent/partner code field is not required, and you can leave this blank and continue with the application.**
- Please have all the required documentation ready to upload when you apply. This ensures a smoother and more efficient assessment and processing of the application. Any additional documentation should also be uploaded through the on-line application system.
- If students have scheduled a TOEFL or IELTS test and do not yet have the results, they can go ahead and apply and then upload the results once they have received them.
- You should also choose up to 5 courses for the commencing semester – see the following information.

Course Selection

- **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.**
- You are not locked into the courses listed on your application and you will be able to make changes later, if necessary. However it can be a time consuming process if faculty approval is required so please consider

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your initial selection carefully. If for some reason you are not approved for a course we will let you know to choose a replacement.

- Course selections will only be assessed once we receive the application. We can't advise on whether you will be approved for courses prior to the application process, other than courses that are indicated in the course description as PRE-APPROVED. They can search for this information on the Programs and Courses website: <https://my.uq.edu.au/programs-courses/>
- The following link will help students search for courses: <https://future-students.uq.edu.au/study/study-abroad/study-options>
- The course description should have all the information students need to make an informed choice. If more details are needed, students can access detailed Course Profiles by clicking on the red "Course Profile" link from the course description page. Use the most recent version if there is not yet one available for your semester.
- Once students have been nominated and have submitted an application, we will process course approvals.
- It is important that students refer ONLY to the online course listings on the Programs and Courses website (<https://my.uq.edu.au/programs-courses/>) when selecting their courses. This is always the most up-to-date source of information.
- Students should make sure that the selected course is available for their semester at UQ and that they have the necessary academic background – you can do this by using the filters.
- If studies are in progress, then an updated transcript may be required for some course approvals.
- Students can enter up to 5 courses in the application. A standard full-time load is 4 courses per semester, so this allows students some flexibility in case any courses are rejected or they want to have alternatives.
- If students are coming for 2 semesters, they should only enter courses for their first semester – not both semesters. The courses they need for their second semester can be discussed with the relevant academic at our Academic Advising Session during Orientation Week or later in the semester with the relevant course co-ordinator or school.
- If students are coming in Semester 1, 2024, they should **choose only courses that are available in Semester 1, and the same applies for Semester 2, 2024**. Please note that the course listings for 2024 are not available yet, so students should look at the 2023 course offerings and choose courses available in the appropriate semester. They will be able to make changes later if necessary. 2024 course listings should be available in September/October of 2022 if they want to confirm availability.
- It is the student's responsibility to ensure they have chosen courses that are approved by their home university (where required).
- It is important to note that:
 - **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.
 - 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.

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.

What happens next...

- Students will receive notification once the application is submitted correctly, and once it is complete (including all the required documents). As applications close on 30 September, students will receive an answer by the end of October. Applications received after the 30 September may not be completed by this time. *It would be appreciated if students don't contact us regarding the status of their application. They can log in to their online application for the status. If there is anything missing or any issues, they will receive a notification through the online system.*
- Once we have issued the offer, students will be able to accept the offer online.
- We can then issue the Overseas Student Health Cover (OSHC) invoice for the student where required.
- Students should make their payments online through Flywire. There is information about this at the bottom of the invoice and in the Online Application portal.
- Once this is done and payment has been confirmed, we will issue the COE and activate the OSHC (where required).
- It is imperative that all information on the COE is correct, so please ensure the students check that all dates (both study and OSHC) are correct and that names and birthdates are exactly as in their 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.
- 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>

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 students choose to have UQ organise OSHC on their behalf to streamline the application and visa process. If they organise it themselves, they will be required to prove purchase of suitable OSHC when they apply for their visa.
- If students don't wish for UQ to organise OSHC on their behalf, they need to provide us with documentation/evidence of OSHC before we process their 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 their own OSHC, students 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). **If students are travelling to Australia outside of these dates, they will need to 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: 30 September

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➤ Semester 2 admission: 28 February

- It is important that students apply early to have plenty of time to apply for their visa, flights etc.
- It is recommended that students do not book and pay for anything until they have been granted their visa.
- There will be a due date for acceptance listed on the offer. This can be flexible and students who are unable to meet the due date should let us know.
- Please advise students that they need to be in Brisbane from the start of Orientation week through to the end of exams.
 - For Semester 1, 2023, they must be here from 13 February to 17 June 2023.
 - For Semester 2, 2023 they must be here from 17 July to 18 November 2023.
- If students have other commitments during these times, then they 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).

Students are also required to supply further documentation when they apply to confirm their status as genuine students. 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. In some cases, they may be requested to apply through an agent. **Please provide citizenship information when you nominate students so that we can inform you promptly if further information is needed.***

Students should ensure that they complete **all sections** of the visa application form. If any sections are not completed, the application will not be assessed. We are not able to give visa advice so if students have any queries, they should go to the Australian Government's Department of Home Affairs website for comprehensive information: [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au)

Transcripts

At the end of the semester, students will receive an e-mail to their UQ student e-mail account allowing them to access their official electronic transcripts in the [My eEquals](#) portal.

- We are no longer sending transcripts directly to our partners.
- It is the student's responsibility to share their transcript with you, either as a secure pdf document or as a link so that you can view the transcript directly within the My eEquals portal. Information for students about how to share documents is available here: <https://www.myequals.edu.au/students/>

Further Information

If you or your students 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

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Contact Information

Incoming Exchange (for inbound exchange students to UQ)

- **Karen Fisher**, Incoming Exchange Advisor – all Incoming Exchange applications
- General e-mail: studyabroad@uq.edu.au
- Web site: <https://future-students.uq.edu.au/study/study-abroad>

Study Abroad (for inbound Study Abroad students to UQ)

- **Julie Huberman**, Study Abroad Advisor – all Study Abroad applications
- General e-mail: studyabroad@uq.edu.au
- Web site: <https://future-students.uq.edu.au/study/study-abroad>

Internships & Global Experiences Team (for outbound students from UQ and exchange balance management)

- **Corinne Francken**, Senior Manager - Experiences & Evaluation
- General e-mail: iget@uq.edu.au
- Web site: <https://employability.uq.edu.au/global-experiences>