



INSTRUCTIONS FOR INBOUND EXCHANGE



STEP 1

University Nomination
of Students

Action before:
1 October 2017

STEP 2

Student Application

Action before:
1 November 2017

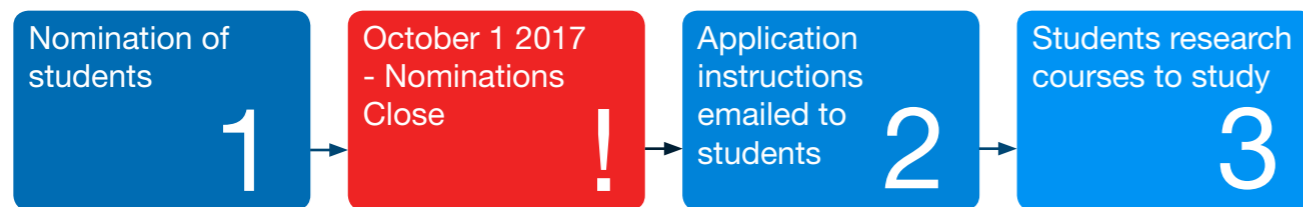
STEP 3

Student Return of
Acceptance

Action before:
21 days from receipt of
offer letter

2018 SEMESTER 1 (FEBRUARY TO JUNE)

UNIVERSITY NOMINATION OF STUDENT'S APPLICATION



1. Partner universities nominate their students to study at ANU by **1 October 2018 (February to June)** through the online portal: <http://ql.anu.edu.au/tojl>

Nominated students must have a **minimum GPA of 4 (out of 7)** and meet the English language requirements. <http://ql.anu.edu.au/m3jr>

Please contact ANU Global Programs if you would like more time to nominate/apply

2. ANU will email application instructions directly to students after the nomination round closes and copy in the nominating partner university contact.

3. Students can [Click here](#) to search for courses offered by the seven ANU academic colleges. This database holds all courses available at ANU with descriptions and relevant details. **Please pay particular attention to the 'term' that the course is offered in – only select courses that are offered in First Semester, 2018 and that the mode of delivery is "In Person"**

Students must list 6 course preferences per semester on their application. A full load is 4 courses, but the extra two selections are as back-up for courses that do not receive approval from the offering ANU academic college(s).

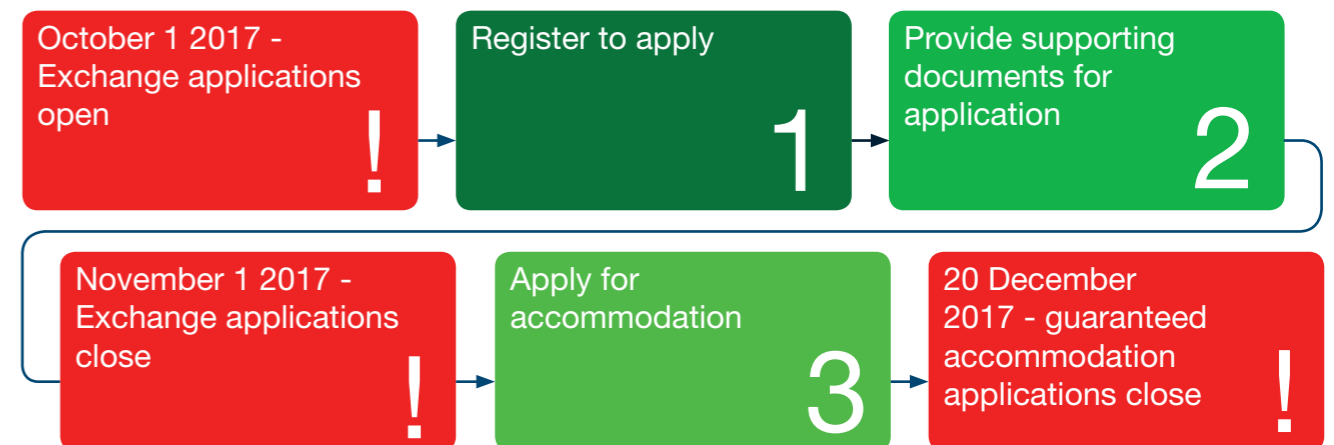
A full time load at ANU is 24 units of credits per semester. Most courses at ANU are worth 6 units, however there are some double unit courses worth 12 units of credit.

Some courses are not available to exchange students (including Medicine, Crawford School and Honours courses) and some courses have special conditions (such as Law courses which have higher English requirements as detailed in the English language policy). Undergraduate students are advised to choose courses with codes 1000-3000 as 4000 codes will not be approved for Undergraduates. Postgraduate students will need to provide detailed course outlines of prior studies to be approved for courses 4000 or above.

Certain courses have pre-requisites, if this is the case, the relevant college will view the transcript supplied in a student's application to assess if requirements are met. This is why it is important to ensure transcript copies are clear and course outlines are detailed.

Note A: Semester dates
 Semester 1: February - June
 Semester 2: July – November

STUDENT APPLICATION



1. Students submit an online application to ANU. Please use one of the following links to register:

- [One semester exchange](#)
- [One year exchange](#)

Go to the Resources tab and choose 'How To Apply' from the right hand column. Scroll down to 'Applying for Exchange at ANU'.

There is **no application fee** for exchange applications. Once the application has been submitted please ignore the bounce-back email mentioning issues with application fee payment. This is a generic email that is sent to anyone applying to study with ANU.

2. For an application to be processed, 6 course selections must be listed and the following documentation must be submitted with the application form **(as PDF or JPEG only)**

- A clear colour scan of the student's passport;**
- A clear colour scan of the student's transcript from at least one year of completed study at the home institution;**
- A clear copy of detailed course outlines of courses completed that prove eligibility into courses with pre-requisites**
- Proof of English Proficiency**
 List of exempt countries and our complete English policy is available here: <http://ql.anu.edu.au/m3jr>

For European students, we accept CEFR (Common European Framework of Reference for Languages System). If an ANU CEFR template is required, one can be requested as an electronic copy by emailing inbound.global@anu.edu.au.

- Nomination checklist completed and attached**

NB. If any of the above is not provided, the application may be rejected, not processed or seriously delayed. We will not accept zip files.

STUDENT APPLICATION

ANU offer letters will be emailed to students on a rolling basis from 1 November.

Students that apply by the appropriate deadline and meet the ANU eligibility requirements for incoming students will receive an official offer letter by email. This process may take up to 4 weeks from the time of application. Please do not send emails before the 4 weeks requesting updates as to where your application is up to as this will slow the process. Ensuring that your application is complete will assist us to process your application faster.

For undergraduate exchange students, ANU accommodation is guaranteed if application is received by the deadline. However, accommodation is limited, so **preferences cannot be guaranteed**. For postgraduate, accommodation is not guaranteed, but if you meet the 20 December deadline, all efforts will be made to find you ANU accommodation.

For details about available accommodation or any further enquiries, please see the [ANU accommodation webpage](#). **Please be aware of the range in fees, conditions and contract dates.** [For more information about applying please visit this page.](#)

The email address that you register with should be the same as the one used in your study application to guarantee accommodation. You will only have 48 hours to respond, so ensure that it is an email address that you will check regularly.

Please only apply once and be patient. Sending emails to check on the status of your application may delay the process. Any accommodation questions should be directed to uni.accom@anu.edu.au

NB: Students should apply for accommodation as soon as possible after they have made their application to ANU.



STUDENT RETURN OF ACCEPTANCE

November 1 2017 - Offer letters begin to be emailed out on a rolling basis over the month

Accept offer letter and pay for Overseas Health Cover (OSHC)

1

Receive electronic Confirmation of Enrolment (eCoE)

2

Apply for Australian student visa

3

ANU course approval emails sent to students

4

Welcome to the ANU!



Students must accept their offer by completing and returning the first four pages of the acceptance form to ANU via email (inbound.global@anu.edu.au) by the deadline along with making payment (amount is stated on the offer letter) of their Overseas Student Health Cover (OSHC) if not organising their own. **Please note we cannot accept digital signatures on the acceptance form and all documents must be sent in PDF or JPEG format.**

The question 'Diplomatic mission where you will apply for your student visa?' requires an answer of the country in which the student will be applying for the visa from. Only answer 'Australia' if already IN Australia when applying for the visa.

Please ignore the question 'I wish to decline the academic credit awarded in my letter of offer', as this is not relevant to exchange students.

OSHC is a private health care arrangement, which helps cover the cost of medical treatments and is a student visa condition (Condition 8501). ANU organises OSHC on behalf of all incoming exchange students through Allianz Global Assistance. **If students would prefer to arrange their own OSHC, they may do so.**

In the OSHC section on the acceptance letter, if students organise their own OSHC, they must select the first option:

() I already have/will arrange my own OSHC through a recognised OSHC provider

The second option should be selected if the student pays for OSHC through ANU:

() I require and authorise the University to organise my OSHC through Allianz

***OSHC is NOT required for citizens of Belgium, Norway or Sweden if they are covered by the Norwegian National Insurance Scheme, Kammarkollegiet or Reciprocal Health Care Agreement with Australia**

NB. Payments can take up to 10 business days to clear. If you pay with credit card, your payment will clear faster.

STUDENT RETURN OF ACCEPTANCE

2.

Once ANU Global Programs has received the correctly completed acceptance documentation and the required payments have cleared, students will be issued with an electronic Confirmation of Enrolment (eCOE) certificate. This document is required for students to apply for their Australian student visa. It will be issued in the name of the student as listed in the copy of their passport provided during application.

Students are required to comply with the current student visa regulations during their enrolment at ANU.

All Exchange students **MUST** obtain an Australian Student Visa (sub-class 500) **before** arriving in Australia. Global Programs and the ANU cannot provide visa or customs advice. Further information on visa regulations may be accessed at the following website: www.border.gov.au.

If you still have questions, you should contact your local embassy or consulate.

Please be aware that some applicants may be required to undertake a medical assessment from an approved medical practitioner.

3.

ANU Global Programs will seek approval from the Colleges for the courses listed in the student's application. This process can take some time. Students will be notified via email of the courses they have been approved to take at ANU, along with the permission codes (where necessary) needed to self-enrol online through ISIS (Interactive Student Information System).

It is common for students to not be granted approval for all nominated courses. Students can finalise additional courses or make changes to these initial courses once they've arrived at ANU. Courses can be added through ISIS until 26 February. Any other changes can be made until Census Date (31 March) with approval from the relevant College(s) and the home university.

If you are not granted approval to a course, but feel you meet the requirements, you must contact the relevant college when you arrive. NB. Some colleges will not reconsider if you are not granted approval, so please provide all relevant documentation (e.g. Transcripts and course outlines) with your original application.

4.

Welcome to the Australian National University!

We look forward to seeing you at the compulsory meet and greet on February the 11th - make sure you're in Canberra comfortably before then!

Once you're here, you should familiarise yourself with your accommodation and the campus, and attend as many activities during Orientation Week as possible. Make sure to drink lots of water, make friends and use sunscreen effectively! We're very excited to have you.



ADDITIONAL USEFUL INFORMATION

ACADEMIC CALENDAR 2018

Global Programs Meet and Greet: 11 February (**Compulsory**)

Orientation Week: 12 – 16 February 2018

Teaching commences: 19 February 2018

Teaching break: 2-16 April 2018

Teaching concludes: 25 May 2018

Examination period: 31 May – 16 June 2018

Semester 1 results released: 28 June 2018

TRANSCRIPTS

Transcripts for Semester 1 students will be sent out during July and August 2018.

ANU will automatically send one (hard) copy of the student's transcript to the home university once studies have been completed at ANU. Additional copies (including digital) can be ordered online through this page: <http://quicklink.anu.edu.au/9bv8>.

VISITING CANBERRA

Visit Canberra: <http://www.visitcanberra.com.au/find/see-and-do>

Festivals and Celebrations:

<http://www.visitcanberra.com.au/find/event/festivals-celebrations>

Virtual Tourist: https://www.virtualtourist.com/travel/Australia_and_Oceania/Australia/Australian_Capital_Territory/Canberra-1878455/TravelGuide-Canberra.html

CONTACT INFORMATION

ANU Global Programs

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