

# APPLICATION FOR OVERSEAS EXCHANGE AND STUDY ABROAD

There are 6 sections that need to be addressed to apply for a Victoria University (VU) Overseas Program. Only COMPLETE applications will be processed.

1. Student Details
2. Overseas Study Plan (You must make an appointment with your course coordinator to complete this Section)
3. Financial Plan
4. Student Agreement
5. Supporting Documentation
  - 5a. Personal Statement
  - 5b. Curriculum Vitae
  - 5c. Transcript of results
  - 5d. Personal Reference
  - 5e. Academic Reference
6. Application Checklist



PLEASE ENSURE THAT YOUR APPLICATION IS SCANNED AND EMAILED TO [EDUCATIONABROAD@VU.EDU.AU](mailto:EDUCATIONABROAD@VU.EDU.AU)

## APPLICATION CLOSING DATES:

31 July for Semester 1 placements in the following year.  
 15 December for Semester 2 placements in the following year.

## 1. STUDENT DETAILS

STUDENT ID:

### PERSONAL DETAILS

DATE OF BIRTH:    TITLE: MR  MISS  MS  MRS

FAMILY NAME (AS STATED IN PASSPORT): \_\_\_\_\_

GIVEN NAME/S (AS STATED IN PASSPORT): \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_

ARE YOU AN INTERNATIONAL STUDENT? YES  NO

### CONTACT DETAILS

NUMBER AND STREET: \_\_\_\_\_

SUBURB/TOWN: \_\_\_\_\_

STATE/ PROVINCE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

POSTCODE/ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MOBILE/ CELL: \_\_\_\_\_

PREFERRED EMAIL: \_\_\_\_\_

STUDENT EMAIL (IF DIFFERENT): \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATION TO EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY CONTACT PHONE: \_\_\_\_\_

### VICTORIA UNIVERSITY ENROLMENT DETAILS

COURSE CODE: (eg BBAN) \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

CAMPUS: (eg FOOTSCRAY PARK) \_\_\_\_\_

COURSE LEVEL: VOCATIONAL (TAFE)  UNDERGRADUATE  POSTGRADUATE

STUDY MODE: FULL TIME  PART TIME  DISTANCE EDUCATION

CURRENT YEAR OF DEGREE (eg 1st/2nd): \_\_\_\_\_

EXPECTED YEAR OF COMPLETION: \_\_\_\_\_

## 2. OVERSEAS STUDY PLAN

IN WHICH YEAR DO YOU PLAN TO COMMENCE OVERSEAS STUDY?:

DURING WHICH VICTORIA UNIVERSITY SEMESTER DO YOU PLAN COMMENCE OVERSEAS STUDY?: Semester 1  Semester 2

HOW MANY SEMESTERS DO YOU WISH TO STUDY OVERSEAS?: One  Two

Nominate your institution preferences below. Find Victoria University's exchange partners at [www.vu.edu.au/student-life/study-overseas/exchange-partners](http://www.vu.edu.au/student-life/study-overseas/exchange-partners)

PREFERENCE 1	PARTNER INSTITUTION? Yes <input type="checkbox"/> No <input type="checkbox"/>	PREFERENCE 2	PARTNER INSTITUTION? Yes <input type="checkbox"/> No <input type="checkbox"/>
OVERSEAS INSTITUTION NAME		OVERSEAS INSTITUTION NAME	
COUNTRY		COUNTRY	

TO COMPLETE THE TABLE BELOW:

- Download unit descriptions from the host institution's website (for Preference 1 only).
- Nominate at least six to eight units per semester in the table below. Use unit listings from the previous year if future units are not available. Ensure units are appropriate to your studies. For example, if you are in second year, you should select second year unit equivalents.
- Make an appointment to see your course coordinator for study plan approval (you may also be advised to see unit coordinators). Signature/initials are required below.

IMPORTANT TO REMEMBER: It is your responsibility to ensure that your enrolment is correct before you leave Australia.

You will be informed of the enrolment process at your Pre-departure Sessions arranged by Victoria Abroad.

### HOST INSTITUTION UNITS OR PROGRAM NAME

### VICTORIA UNIVERSITY EQUIVALENT

UNIT CODE	UNIT TITLE	UNIT COORDINATOR INITIALS (IF REQUESTED)	UNIT CODE	UNIT TITLE	UNIT COORDINATOR INITIALS (IF REQUESTED)

### COURSE COORDINATOR DECLARATION

TITLE/ NAME:

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE:

DATE:   /   /

### STUDENT DECLARATION

- I agree that the units approved will be the units taken while abroad. I acknowledge that if units nominated proved to be unavailable or unsuitable it is my responsibility to notify my course coordinator and obtain approval for any changes made to my OVERSEAS STUDY PLAN.
- I declare that the information I have supplied is complete and correct. I acknowledge that provision of incorrect information or documentation may result in cancellation of any offer of place in a Victoria University Study Overseas Program.

STUDENT NAME:

STUDENT SIGNATURE: \_\_\_\_\_ DATE:   /   /

### 3. FINANCIAL PLAN

To assist you in determining the funds you will need for an overseas program, financial estimations **MUST** be completed in the table below.

ESTIMATED TRAVEL FUNDS	A\$	ESTIMATED TRAVEL EXPENSES	A\$
CURRENT SAVINGS		AIRFARE	
ANTICIPATED SAVINGS AT DEPARTURE DATE		VISA/ PASSPORT FEE	
OTHER CONTRIBUTIONS (eg FAMILY, APPROVED LOANS, TRAVEL GRANT)		TRAVEL/ MEDICAL INSURANCE	
GOVERNMENT FUNDING (eg YOUTH ALLOWANCE, GRANT, OS-HELP LOAN)		ACCOMMODATION	
OTHER (eg OVERSEAS/ FACULTY SCHOLARSHIPS)		LIVING EXPENSES (eg FOOD, TRANSPORT, BILLS, ENTERTAINMENT)	
<b>TOTAL ESTIMATED TRAVEL FUNDS</b>	<b>A\$</b>	<b>TOTAL ESTIMATED TRAVEL EXPENSES</b>	<b>A\$</b>

#### VICTORIA UNIVERSITY TRAVEL GRANT

Any available VU Travel Grants are released with the condition that you attend scheduled pre-departure sessions prior to leaving. Please note that you are only entitled to one VU Travel Grant during your studies at Victoria University.

You must also be receiving credit towards your Victoria University qualification.

By signing the STUDENT AGREEMENT (4) and providing your bank details, you are agreeing to accept the VU Travel Grant if it is available and if your overseas study program is approved.

HAVE YOU PREVIOUSLY RECEIVED A VU TRAVEL GRANT?  YES  NO

#### OS-HELP LOAN

OS-HELP (Overseas Higher Education Loan Program) is available to eligible full-time undergraduate and postgraduate students. Please note that international students are ineligible. It is an interest free loan that is added to your HECS-HELP debt. If you wish to apply you will need to download an application form from [www.vu.edu.au/student-life/study-overseas/exchange-grants-loans-scholarships](http://www.vu.edu.au/student-life/study-overseas/exchange-grants-loans-scholarships)

HAVE YOU PREVIOUSLY RECEIVED AN OS-HELP LOAN?  YES  NO

IF YES, HOW MANY OS-HELP LOANS HAVE YOU RECEIVED PREVIOUSLY?

DO YOU INTEND TO APPLY FOR AN OS-HELP LOAN?  YES  NO

#### BANK DETAILS

Please provide bank details for Victoria University to transfer your Travel Grant using Electronic Funds Transfer (EFT).

**IMPORTANT: Funding can only be processed once Victoria Abroad has received an official acceptance letter from the overseas institution. The dispersion of funds may take up to six weeks after Victoria Abroad has been notified of your acceptance.**

NAME ACCOUNT IS HELD IN:

NAME OF BANK:

BSB NUMBER:  ACCOUNT NUMBER:

## **4. STUDENT AGREEMENT (THIS SECTION MUST BE SIGNED AND DATED ON PAGE 5)**

### **1.0 COSTS**

1.1 I agree to pay all expenses associated with my overseas program ("the Program"), including but not limited to:

- All travel, visa, study, accommodation and living expenses
- Any cost resulting from the modification or termination of my program
- HECS-HELP fees and the Victoria University General Service Fee (fees will be at the rate for the semester in which the exchange commences)

### **2.0 TRAVEL GRANTS & COLLEGE SCHOLARSHIPS**

2.1 I understand that a condition of receiving the Victoria University Travel Grant, college scholarships or other Government grants is that I will attend all pre-departure sessions offered by the University or a Third Party Provider.

2.2 I understand that a condition of receiving the VU Travel Grant, college scholarships or other Government grants is that if for any reason I do not abide by this student agreement, if I am found guilty of a disciplinary offence under the University's statutes, regulations or policies whilst on the program or if I do not complete my program I agree to reimburse the full amount to Victoria University within 30 days of the termination of my program.

### **3.0 PASSPORT AND VISA**

3.1 I understand that it is my responsibility to obtain a passport prior to my departure, or ensure my current passport is valid for the duration of the Program plus six months.

3.2 I understand that it is my responsibility to obtain the appropriate visa/s for the duration of the Program from the relevant consulate, prior to my departure.

### **4.0 HEALTH AND SAFETY**

4.1 I understand that it is my responsibility to obtain sufficient medical and travel insurance to cover me for the duration of my program. This includes travel to and from my destination and travel to and from my program.

4.2 I am aware that the Department of Foreign Affairs and Trade website — [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) — provides current global safety and travel information. I understand that I should visit this website and must register my travel plans before my departure in order to receive current information on my host country and any countries I plan to visit.

### **5.0 ENROLMENT / CREDIT TRANSFER**

5.1 I understand that it is my responsibility to enrol full-time at Victoria University for the duration of my Program. I will ensure this is done before my departure, and before HECS census dates and Enrolment Amendment cut-off dates.

5.2 I understand that if the Program commences in July or August, it is my responsibility to arrange for a proxy to enrol me at Victoria University in December for the following academic year. I understand that failure to do so may result in late enrolment penalties, or loss of my place in my degree.

5.3 I understand that it is a condition of the Program that I must submit a copy of my study plan to the Victoria Abroad office prior to departure. I understand that the study plan must meet my credit point requirements and be approved by my Course Co-ordinator. If I fail to submit the approved study plan prior to my departure, I understand units undertaken at the host institution may not be credited toward my degree at Victoria University.

5.4 I understand that I must get approval for any unit changes when finalising my overseas enrolment. I must ensure that I complete an Overseas Study Plan Confirmation and Application for Advanced Standing form in order to get my credits transferred.

5.5 I understand that it is my responsibility to ensure that a copy of my transcript of results from my host institution is submitted to the Victoria Abroad office, if it is sent directly to me for final credit approval.

5.6 I understand that I will need to complete a returned student survey, attend the VU re-entry session and complete the ambassadorial components in order to get my final credit transferred.

### **6.0 CRITICAL INCIDENTS**

6.1 I understand that due to the international nature of the Program, unforeseen events may occur such as the outbreak of war, civil unrest or natural disaster that may be a risk to my safety. I agree that Victoria University may modify or terminate my participation in the Program in such circumstances. I understand that Victoria University will provide assistance in securing my return to Australia.

6.2 If I choose not to accept Victoria University's arrangements to return to Australia, I understand I am staying in the host country at my own risk.

## 7.0 TRAVEL INSURANCE

- 7.1 I understand that I will be covered by Victoria University Travel Insurance, provided I forward the completed Authority to Travel (Students) and Overseas Travel Insurance Eligibility form to the Victoria Abroad office to be received at least 2 weeks prior to my departure from Australia. I understand that I will not be covered by Victoria University Travel Insurance if the form is not complete and received by the Victoria Abroad office. It is my responsibility to ensure that the Authority to Travel (Students) and Overseas Travel Insurance Eligibility form is completed correctly and in full and that the information provided is accurate and relevant.
- 7.2 I understand that the Victoria University Travel Insurance covers me for a maximum of 180 days including a maximum of 30 days of private travel (no more than 60%). It is my responsibility to arrange additional travel insurance with the VU provider, if I plan to be overseas for more than 180 days or take more than 30 days private travel. I must provide evidence of this additional insurance to Victoria Abroad.
- 7.3 I acknowledge that it is my responsibility to arrange my own insurance, should I not take out the Victoria University Travel Insurance option/s.
- 7.4 I acknowledge that it is my responsibility to arrange for my insurance to be extended if my travel plans change while I am abroad.

## 8.0 AMBASSADORSHIP

- 8.1 I acknowledge that I will be acting as an ambassador of Victoria University throughout the Program. I undertake to conduct myself in accordance with the laws and cultural norms of the host country and the regulations of the host university/institution. I will behave in a manner that would not compromise my reputation, or that of Victoria University.
- 8.2 I agree that Victoria University may terminate my participation in the Program prior to or during the semester abroad if I fail to maintain, what Victoria University considers, an acceptable standard of conduct.
- 8.3 I agree that, on my return, I will participate in recruitment/ promotion information sessions, sponsored by Victoria University International, or my University faculty or department, for the University's Education Abroad Program.
- 8.4 I agree that, on my return, I am required to complete the ambassadorial components outlined at the Pre-departure Session. Proof of completion of the ambassadorial components is required prior to final credit approval.
- 8.5 I consent that any photographs or testimonials I provide to Victoria Abroad (pertaining to my Overseas Study Program) can be used in Victoria University promotional materials.

## 9.0 WITHDRAWAL OR DEFERRAL

- 9.1 I understand that I only have one opportunity to withdraw or defer my student exchange application. A second deferral or withdrawal from my application will not be considered.

I, (print full name) \_\_\_\_\_ agree to accept a placement in a Victoria University Overseas Study Program on the above conditions.

STUDENT SIGNATURE: **X**

DATE: 

Y	Y
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 / 

Y	Y
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 / 

Y	Y	Y	Y
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## 5. SUPPORTING DOCUMENTATION

### 5A. PERSONAL STATEMENT

You are required to include a short statement of at least 300 words and no longer than one page listing:

- Information about yourself and the program you are studying at VU.
- The university you would like to apply for and what interests you about the university/place.
- Your reasons for wanting to go on Exchange and what you will get out of it personally and academically.
- Why you think you would be a good ambassador for VU.

Address the personal statement to Victoria Abroad and the Host University.

### 5B. CURRICULUM VITAE

Please attach your curriculum vitae to your application.

### 5C. ACADEMIC TRANSCRIPT

Please attach your full academic transcript to your application. This can be printed from MYVU portal.

**5D. PERSONAL REFERENCE**

(TO BE COMPLETED BY AN EMPLOYER, A COMMUNITY OR SPORTING BODY OR A PERSON WHO HAS KNOW YOU FOR AT LEAST 5 YEARS. THE PERSONAL REFERENCE MUST NOT BE COMPLETED BY A FAMILY MEMBER)

The student below is applying for admission into an overseas study program.

STUDENT NAME:

DESTINATION (UNIVERSITY/COUNTRY):

REFEREE NAME:

TITLE:

PHONE (WORK):

PHONE (MOBILE):

EMAIL:

HOW LONG HAVE YOU KNOWN THE APPLICANT:

WHAT IS YOUR RELATIONSHIP WITH THE APPLICANT:

**RECOMMENDATION FOR AN OVERSEAS STUDY PROGRAM**

STRONGLY RECOMMEND  RECOMMEND  DO NOT RECOMMEND

PLEASE GIVE YOUR APPRAISAL OF THE APPLICANT'S GENERAL SUITABILITY FOR AN OVERSEAS STUDY PROGRAM:

For example you may wish to comment on their organisational skills, adaptability, maturity, independence and/or your perception of their ability to gain from the experience and apply their knowledge on returning to Australia.

REFEREE SIGNATURE:

DATE:   /   /

SCAN AND EMAIL THIS FORM TO [EDUCATIONABROAD@VU.EDU.AU](mailto:EDUCATIONABROAD@VU.EDU.AU)

**5E. ACADEMIC REFERENCE**

(TO BE COMPLETED BY A VICTORIA UNIVERSITY ACADEMIC)

The student below is applying for admission into an overseas study program.

STUDENT NAME:

DESTINATION (UNIVERSITY/COUNTRY):

REFEREE NAME:

TITLE:

PHONE (WORK):

PHONE (MOBILE):

EMAIL:

HOW LONG HAVE YOU KNOWN THE APPLICANT:

WHAT IS YOUR RELATIONSHIP WITH THE APPLICANT:

**RECOMMENDATION FOR AN OVERSEAS STUDY PROGRAM**

STRONGLY RECOMMEND  RECOMMEND  DO NOT RECOMMEND

PLEASE GIVE YOUR APPRAISAL OF THE APPLICANT'S GENERAL SUITABILITY FOR AN OVERSEAS STUDY PROGRAM:

For example you may wish to comment on their academic performance, organisational skills, adaptability, maturity, independence and/or your perception of their ability to gain from the experience and apply their knowledge on returning to Australia.

REFEREE SIGNATURE:

DATE:   /   /

SCAN AND EMAIL THIS FORM TO [EDUCATIONABROAD@VU.EDU.AU](mailto:EDUCATIONABROAD@VU.EDU.AU)

## 6. APPLICATION CHECKLIST

Before submitting this form, the following list must be completed with each box ticked:

- STUDY PLAN APPROVED BY COURSE COORDINATOR (SECTION 2)
- ATTACH **REQUIRED** SUPPORTING DOCUMENTATION (SECTION 5 - PERSONAL STATEMENT, YOUR CV, RESULTS FROM MYVU)
- ATTACH A PASSPORT PHOTO (SEE FRONT PAGE OF THIS FORM)
- UNDERSTAND AND SIGN THE STUDENT DECLARATION (SECTION 2) AND THE STUDENT AGREEMENT (SECTION 4)
- ARRANGE FOR REFERENCES TO BE COMPLETED AND SIGNED (SECTION 5)
- SAVE A COPY OF YOUR COMPLETED APPLICATION FOR YOUR OWN RECORDS

HOW DID YOU DISCOVER THE VICTORIA UNIVERSITY EXCHANGE AND STUDY ABROAD PROGRAM?:

EXCHANGE FAIR  VU.EDU.AU  LECTURE PRESENTATION  EMAIL  WORD OF MOUTH  OTHER \_\_\_\_\_

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**SCAN AND EMAIL THIS FORM TO [EDUCATIONABROAD@VU.EDU.AU](mailto:EDUCATIONABROAD@VU.EDU.AU)**

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FOR FURTHER INFORMATION ABOUT YOUR APPLICATION PLEASE CONTACT VICTORIA ABROAD:

CITY FLINDERS: LEVEL 3, 301 FLINDERS LANE (WEEKDAYS)

FOOTSCRAY PARK: ROOM M109, BUILDING M. (MONDAYS TO THURSDAYS)

EDUCATIONABROAD@VU.EDU.AU

+61 3 9919 1319 OR +61 3 9919 1471

WWW.VU.EDU.AU/STUDY-OVERSEAS

### PRIVACY STATEMENT

We collect your personal information in accordance with the Students Information Privacy Collection Statement ([www.vu.edu.au/student-tools/student-forms](http://www.vu.edu.au/student-tools/student-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).