



## INSTRUCTIONS FOR OUTBOUND STUDY

### PART 1 – HOME APPROVAL

<b>FIND SUITABLE UNIT</b>	Identify a relevant unit of study at a recognised university or registered educational provider within Australia that you believe will meet your course requirements. You can find your course info here: <a href="http://www.vu.edu.au/courses">www.vu.edu.au/courses</a> by searching using the name or code of your currently enrolled course.
<b>COURSE COORDINATOR</b>	Consult your course coordinator to determine whether your chosen unit and institution will result in credit that can be applied to your VU course.
<b>DOCUMENTS REQUIRED</b>	You must provide the unit description and details from your host institution with this form so that your course coordinator can accurately assess your application for outbound cross institutional study. You will need to provide all documentation regarding the unit(s) and institution when supplying this form to your course coordinator, who will determine whether to authorise the cross institutional study by assessing if the unit(s) are relevant to the course structure and subject matter, and that the host institution and selected unit(s) are nationally registered and recognised.
<b>ASSESSMENT</b>	Your course coordinator must approve and sign this form to demonstrate that your chosen host unit of study will count towards completion of your course at VU, prior to your submission of this form at a VU Student Service Centre.
<b>VU INTERNATIONAL</b>	If you are an international student, you will need VUI approval before being able to undertake outbound study.

### COURSE COORDINATOR APPROVAL (OFFICE USE ONLY)

I have sighted the relevant Unit of Study outline(s) and give approval for this VU Student to enrol in the stated Unit(s) of Study at the stated host institution.

UOS COORDINATOR NAME:	PHONE:
UOS COORDINATOR SIGNATURE:	DATE:

### PART 2 – HOST APPROVAL & ENROLMENT / FEES

<b>HOST APPLICATION</b>	If your outbound unit is approved by your course coordinator, contact the host institution and follow their inbound admissions application process. They will need to approve your enrolment into their unit for your application to proceed.
<b>HOST ENROLMENT</b>	Once your application is approved by both your home and host institutions, you are responsible for completing the host institution enrolment process into the applicable outbound unit. Contact the institution at which you want to study for details about their inbound enrolment process. The host institution will have a cut-off date for applications to be finalised. Your VU enrolment details must be amended before Census date in the appropriate teaching period. You must contact us if there is any change to your enrolment status at the host institution.
<b>OUTBOUND UNIT FEES</b>	Your Student Contribution/HELP fees/tuition fees for the Unit(s) of Study will be charged by the host institution.

### HOST INSTITUTION APPROVAL

I have checked this student's application details and approve cross-institutional enrolment in the above unit of study at this institution.

STAFF NAME:	PHONE:
STAFF SIGNATURE:	DATE:

### PART 3 – HOME ENROLMENT

<b>APPROVED FORM SUBMISSION</b>	Once you get approval to study in the outbound unit from both your VU course coordinator and the host institution, you can submit your signed and authorised form to a VU Student Service Centre for outbound unit enrolment processing. You should provide evidence of your enrolment into the approved outbound unit as soon as it has been completed by the host institution.
<b>UNIT AMENDMENTS</b>	Check your enrolled units online using your student portal at <a href="http://myvuportal.vu.edu.au">myvuportal.vu.edu.au</a> to determine whether you need to make any amendments as a result of this application being approved. It is your responsibility to make any changes before census date.
<b>OUTBOUND ENROLMENT</b>	You can also check when your outbound unit enrolment has been processed using your online student portal.

### VUI APPROVAL

Full time student?  YES  NO

OFFICER'S NAME:	POSITION:
OFFICER'S SIGNATURE:	PHONE: DATE:

### STUDENT ADMIN PROCESSING

MANAGER ENROLMENTS NAME:	<input type="checkbox"/> COPY TO VUI (IF INTERNATIONAL) <input type="checkbox"/> COPY TO STUDENT FILE <input type="checkbox"/> ORIGINAL TO HOST INSTITUTION <input type="checkbox"/> UoS ENTERED <input type="checkbox"/> INVOICE MAILED TO STUDENT
MANAGER ENROLMENTS SIGNATURE:	
PHONE: DATE:	
PROCESSED BY:	
DATE:	

### STUDENT DECLARATION

I have read the information, instructions and privacy information on this form and consent to Victoria University providing my personal and enrolment details to the host institution nominated on this form. I have had this form approved by my college before submission for enrolment processing.

STUDENT SIGNATURE:

DATE:

### CURRENT STUDENT INFORMATION

STUDENT FAQs: **ASKVU** Answers Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
STUDENT TOOLS: [www.vu.edu.au/student-tools](http://www.vu.edu.au/student-tools)  
COURSE INFO: [www.vu.edu.au/courses](http://www.vu.edu.au/courses)  
STUDENT LIFE: [www.vu.edu.au/student-life](http://www.vu.edu.au/student-life)

### CONTACT US

Online Live Chat: **ASKVU** Chat Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Email: **ASKVU** Question Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Telephone: **Contact Centre** +613 9919 6100  
On Campus: Student Service Centres

### STUDENT SERVICE CENTRES

City King Footscray Nicholson  
Footscray Park Sunshine  
St Albans Werribee  
City Flinders Melton

### PRIVACY INFORMATION

We collect and protect your personal information in accordance with our Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).