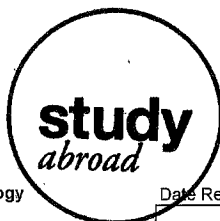




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Date Received

Office Use Only

Form  
**SE**

## Application for Study Abroad and Exchange Programs

### Instructions - Read this Before Proceeding

1. Please complete all sections and print neatly in TYPED BLOCK LETTERS (ENGLISH).
2. Use this form to apply for the **Exchange Program**. Do not use this form if you are a citizen of Australia or New Zealand or a permanent resident of Australia.
3. Certified copies of your academic transcripts including English translations where necessary must be attached on submission of this form.
4. Please note: You must be **at least 18** before applying for the exchange.
5. For further information please visit our website <http://www.qut.edu.au/international-students/study-abroad-and-exchange> or email [stae@qut.edu.au](mailto:stae@qut.edu.au)

### 1 Personal Details

Title (Mr, Miss etc)

Surname/Family Name (As Shown on Passport)

Given Names (As Shown on Passport)

☐

Male

☐

Female

Date of Birth

 /  / 

Preferred Name

Citizenship

Country of Birth

Passport Number

Permanent Address in Home Country

Mailing Address

Telephone

Country Code

Area Code

Number

Email

This will be our main contact before you have your QUT email

### 2 Medical Disclosure

Do you have a disability, impairment or long-term medical condition which may affect your studies?

☐

Yes

☐

No

if yes, please provide details

### 3 Educational Qualifications

Please give details of all your post-secondary courses that you have attended or are currently studying.  
You must attach certified copies of your academic results, including English translations where necessary.

Name of School or Institution

Name of Qualification (Master/Bachelor Degree)

Attendance Date

Course Completed?

### 4 English Proficiency

Please tick appropriate boxes

I have taken an:

☐

IELTS (academic) / TOEFL test

TRF Test Report Form / Registration Number

I will take a test on:

☐

Day

Month

Year

Other:

☐

English is my main/first language

☐

English is the language of instruction at my home institution

☐

Other English Proficiency results (QUT approved)

### 5 QUT International College Courses - Pathway Program before Study Abroad/Exchange

☐

General English (GE) Course (IELTS below 5.5)

☐

English for Academic Purposes (EAP) Course (IELTS overall 5.5; 5.5 in writing and reading; 5.0 in listening and speaking).

## 6 Proposed Study Program

I wish to study the following units (in order of preference):

NOTE: Exchange applications must be accompanied by a letter from your institutional coordinator.

Please indicate that units previously studied satisfy the prerequisite requirement for units you wish to undertake.

Please note that some units have specific additional admission requirements (for example presentation of a portfolio of your work)

I wish to begin study at QUT in (year): <input type="text"/>			Office Use Only
Unit Code	Unit Title	Prerequisite Completed (if any)	Unit Approval
1			
2			
3			
4			
5			
6			
7			
8			

I wish to begin study at QUT in (year): <input type="text"/>			Office Use Only
Unit Code	Unit Title	Prerequisite Completed (if any)	Unit Approval
1			
2			
3			
4			
5			
6			
7			
8			

## 7 Privacy Statement

The information collected on admission forms is used to determine whether you may be offered admission to the University. If you enrol as a student of QUT, the information you have provided on this admission form will be used to administer your enrolment, to offer other services to you and to provide statistical information to the Commonwealth Government as required by law. For full details of QUT's practices regarding student information and privacy see [www.studentservices.qut.edu.au/info/contacts/QUT\\_u/privacy.jsp](http://www.studentservices.qut.edu.au/info/contacts/QUT_u/privacy.jsp).

If you are unable to access the internet, you can contact QUT Student Centre in person, phone 07 3138 2000 or email [askqut@qut.edu.au](mailto:askqut@qut.edu.au) for this information.

## 8 Declaration (All Applicants **MUST** Sign)

By submitting this application I agree to comply with the statutes and rules of Queensland University of Technology that apply to me. I further agree that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student, and academic matters affecting my studies, including but not limited to, the QUT Student Code of Conduct [www.mopp.qut.edu.au/E/E\\_02\\_01.jsp](http://www.mopp.qut.edu.au/E/E_02_01.jsp) and the procedures for Management of student discipline [www.mopp.qut.edu.au/E/E\\_08\\_01.jsp](http://www.mopp.qut.edu.au/E/E_08_01.jsp).

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing.

I acknowledge that I am responsible for the payment of all student fees and charges applying to my admission and study at QUT.

QUT shall not be liable for any failure to provide services (including lectures, tutorials or examination results) or any teaching or other materials to students where such failure is due to circumstances beyond QUT's control. Such circumstances include, but are not limited to, natural disasters, malicious damage, outbreak of pandemic disease, industrial action or strikes, acts of war or acts of God.

I acknowledge that it is my responsibility to provide all necessary documentary evidence of qualifications or experience. I authorise QUT to verify such records through QualSearch or grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and experience directly to QUT.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print a copy of your completed form. Please sign the form before lodging.

# Completing the SE Form

Applicants **MUST** complete **all** sections on pages 1 to 2.

## **Section 4 - English Proficiency**

You must have the appropriate English language proficiency level before you are admitted into QUT. QUT accepts two formal tests of English proficiency: IELTS and TOEFL.

The standard for English proficiency is:

- IELTS (academic) - minimum overall band score of 6.5 with no sub-band below 6.0; or
- TOEFL - minimum of 90 (iBT-Internet-based) or better with at least 20 in all bands.

IELTS and TOEFL tests must be undertaken no more than two years before your course commencement at QUT. You may be exempt from taking a formal test if your secondary or post-secondary studies were conducted entirely in English and you have passed an English language subject or one or more Communication subjects. Some applicants may be able to demonstrate English language competency and secure unconditional entry on the basis of other criteria. Please contact the QUT Study Abroad and Exchange Office for more information.

## **Section 6 - Proposed Enrolment Program**

Select your unit preferences. Please refer to the [list of pre-approved subjects](#) and [Unit List](#). Units that have prerequisite will be sent to faculties for approval. Ensure that your academic adviser at your home institution approves your proposed Study Abroad Program for smooth credit transfer. To ensure you meet immigration regulations for international student enrolment and workload (minimum 36 credit points) we strongly recommend that you nominate at least eight units in case some of these are not approved for study. You can change units up until the end of the second week of the semester.

**Unit Code:** Use six character codes, three alpha followed by three numeric, for example BSB110. Note that undergraduate unit codes usually end in a B (eg AMB210) and postgraduate unit codes generally end in an N or P (eg EFN405 or KVP301). GSN units are for MBA students only and most are offered in six weeks teaching period blocks (e.g. 6TP1 etc).

If your academic transcript contains generic subject titles (for example, Business Studies 1) then you would need to supply a detailed subject outline (in English) for these subjects when submitting your application to QUT. Failure to provide this additional information can lead to significant delays for faculty approval of your intended study plan.

## **Section 8 - Declaration**

All applicants must sign the Declaration. Failure to do so will delay the processing of your application.

## **NOTIFICATION OF APPLICATION OUTCOME**

QUT will process your application as soon as it is received. It generally takes up to three weeks to process your application where it is complete and has all certified documents attached. The outcome of your application may be delayed if you do not submit all necessary documentation for assessment. The QUT Study Abroad & Exchange Office will send written notification of your application outcome by email.

## **Overseas Student Health Cover (OSHC)**

The Australian Government requires ALL students coming to Australia on a Student Visa to have [Overseas Student Health Cover \(OSHC\)](#) for the entire duration of their stay in Australia. For the OSHC to be waived, Norwegian students should have documentation proving that they are covered by the Norwegian Insurance Scheme. Swedish students should have proof that they have insurance provided by National Board of Student Aid or by Kammarkollegiet. OSHC is available to Norwegian and Swedish students, if required.

## **CHECKLIST**

- ☐ Completed all relevant sections of the application form
- ☐ Kept a copy of your application for your records
- ☐ Listed 6-8 units in order of preference for each semester
- ☐ Attached all relevant certified documents (academic record & IELTS/TOEFL)
- ☐ Attached a copy of the personal details page (Bio-page) of your passport
- ☐ Attached your nomination letter/email from your home institution, if required
- ☐ Provided Insurance card copy (Norwegian and Swedish students only)
- ☐ Attached all relevant translations (certified) of the above documents, if required
- ☐ Read and signed the declaration

## **APPLICATION PROCESSES**

- 1) Applicant to submit their application to QUT - Study Abroad and Exchange office (STAE).
- 2) STAE will process your application, it normally takes up to 3 weeks.
- 3) You will receive an email from the STAE regarding your application.
- 4) You will receive an Offer Letter via email if your application has been accepted.
- 5) Complete and sign the Acceptance of Offer (AO Form) and pay for the (OSHC).
- 6) Email the AO Form and OSHC receipt to the STAE office.
- 7) The STAE office will email you your eCoE for your student visa application
- 8) Welcome to Brisbane and QUT!

Contact: Study Abroad and Exchange: [stae@qut.edu.au](mailto:stae@qut.edu.au) +617 3138 4300 / +617 3138 5075

**\*\*Please Retain This Page For Your Reference\*\***