Dear Partners

We would like to update you on the Study Abroad nomination and application procedures for Study Abroad to UQ.

LIST OF NOMINATED STUDENTS

Please email a list of your nominated students to the Study Abroad Advisor managing your country portfolio. If you do this we do not need the documents to be certified by your office. If you are also sending exchange students you can just send one list, but **please indicate which students should be applying as study abroad and which as exchange**:

- Karen Fisher (k.fisher1@uq.edu.au): Europe & UK, Africa, New Zealand, Asia (except for China, Hong Kong and Macau)

- Julie Huberman (j.huberman@uq.edu.au): US, Canada, Latin America, China, Hong Kong and Macau

Once you have nominated your students, they can begin the application process. We would appreciate if you would provide your students with the application process information below, **as we will not contact them directly**.

Please note that your nominated students must still meet our academic and English language requirements and will not be officially accepted until they have received an offer letter from UQ.

APPLICATION PROCESS

Please encourage your students to use the Online Application System. Students can access the online system here: http://www.uq.edu.au/studyabroad/how-to-apply and should complete the following steps.
- Create an account in the Online Application system.
- Choose the **Incoming Study Abroad** application type.
- Complete the online application.
- Upload the required documents, including:
    - A copy of the **official** academic transcript (including an English translation if relevant). An online printout of grades is not sufficient. We do not require the original. The official transcript should be scanned and uploaded to the online application system.
    - Proof of English language proficiency if relevant.
- Submit the application by clicking the "Submit" button.
Please note: The previous requirement for certified copies of students' documents has been revoked on the basis that we receive an official list of all nominated students from your office prior to receiving the applications.

Please also advise your students regarding the following important points about the on-line application:
- The name of your institution must be entered in the **Academic Qualifications** field as the most recent institution and also in the **Academic Transcripts** field.
- The **agent/partner code** field is not required at this time (except for students applying through study abroad providers or agents) and direct students should leave this blank and continue with their applications.
- Students should ensure they have all the required documentation ready to upload when they 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 should go ahead and apply and upload the results once they have received them.

- ***It is important to understand that the Application assessment and course approvals are separate processes. When a student has been issued an unconditional offer for the program it does not mean they have been approved to take all courses selected.***
- Students' course selections will be assessed once we receive the application. It is not possible for us to check whether every student is eligible for courses prior to the application process. We receive a lot of enquiries from students who have not yet applied asking for course information. If they need to know what courses are available they can research our online courses database to find this information: http://www.uq.edu.au/study/ The course description has all the information they need to make an informed choice. Once students have been nominated and submitted an application, we will process course approvals. The following link will help students search for courses: http://www.uq.edu.au/studyabroad/choosing-courses
- It is important that students refer ONLY to the online course search (http://www.uq.edu.au/study/) when selecting their courses.
    - Before adding a course to their application, students should check that it is in available in the right semester and that they have the necessary academic background. If they are currently studying courses that will be the pre-requisite course required they need to send through an updated transcript with their results or the course may not be approved.
    - If students need to refer to an off-line list of courses approved by the home university, they should double-check their selection against the on-line course information before adding the course to their application.
- There are 6 spaces available in the online application for students to choose courses for their first semester at UQ.
    - If students are coming for 2 semesters, approval for the second semester courses can be discussed at our Academic Advising Session during Orientation Week
- If students are coming in Semester 1, 2018, they should **choose only courses that are available in Semester 1, 2018.**
    - Please note that the course listings for Semester 1, 2018 are available online by opening the course description and looking at "other offerings".
- 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 6000 and up. Most 4000 courses are Honours level and are not available to SA & EX students.
    - some courses are not available to SA & EX 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 please pass on the attached course lists.

ARCHITECTURE Students: Important Information

- If students are wishing to take any Architecture studio-based courses they should upload a Design portfolio with their application. Design portfolios should consist of a university study (no more than 20 pages) completed during Bachelor degree containing:
    - a minimum of two design projects
    - full documentation (site plan, floor plans, sections, elevations and/or 3D views)
    - a short description of each project
    - drawings should be submitted in Adobe pdf format

It is recommended that students choose to have UQ organise the OSHC on their behalf to streamline the application process. If students don't wish for UQ to organise OSHC on their behalf, they need to provide us with documentation/evidence of the equivalent health cover before we process their acceptance documents. This can be uploaded into the Online Application system. Students will be required to prove purchase and appropriate cover when applying for their visa.

- Please note that health/travel insurance from the home country cannot replace OSHC. 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 24 January 2018 up to and including 23 July 2018 (for 1 semester) OR 31 December 2018 (for 2 semesters). 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.
- Until we receive payment for OSHC or proof of cover the application can't be finalised as we need to include the policy number in the Confirmation of Enrolment students need to apply for their visa.

IMPORTANT DATES

- The application deadline for Semester 1, 2018 admission is 30 September. It is important that students have plenty of time to apply for their visa, flights etc. And it is not recommended that students book and pay for anything until they have been granted their visa.
- There will be a due date for acceptance of the exchange offer. Students who are unable to meet the due date should let us know.
  - It is preferable that students accept as soon as possible.
- It is important to inform your nominated students that they need to be here from the start of Orientation week through to the end of semester.
  - For Semester 1, 2018 they need to be here from 12 February to 23 June, 2018.
  - If they 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:
http://www.uq.edu.au/studyabroad/docs/SA_EXInformationSheet.pdf

VISAS

There was a major change to the Student Visa process July 1, 2016. The student visa categories have been reduced to just one for all students – Student Visa (subclass 500). Students are also required to supply further documentation when they apply as part of the process, which is a new requirement. 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 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 give visa advice so if students have any queries, they should go to the DIBP website for comprehensive information please go to the website:
https://www.border.gov.au/Trav/Visa-1/500-

If you need further information please refer to the UQ SAE Information Sheet and the SA&EXCH website – www.uq.edu.au/studyabroad, or the online application itself. If you have further questions not answered by these resources, please direct your query to http://www.uq.edu.au/studyabroad/contact-us