

Exchange and Study Abroad Application Form



Office Use Only
Student ID Number

- This application is for (tick one):** **Study Abroad (fee paying)**
 Exchange (tuition waiver)
 UTASAccess English

Note: Exchange applications must be with one of UTAS' [formal partners](#):

PERSONAL DETAILS (as it appears on your passport)

NAME

Title (Mr/Mrs/Miss/Ms) Family Name Given Name(s)

DATE OF BIRTH: (DD/MM/YYYY) GENDER: Male Female

COUNTRY OF BIRTH: CITIZENSHIP:

ADDRESS FOR CORRESPONDENCE

Number & Street

City & Country

Telephone/cell/mobile Fax Email

EMERGENCY CONTACT

Family Name Given Name Relationship to applicant

City & Country

Telephone/cell/mobile Fax Email

PROPOSED STUDY PERIOD

When do you plan to attend the University of Tasmania? (Tick one)

One semester **(February – June)** **(July – November)**

Two semesters **(February – November)** **(July – June)**

Commencement/Year 20_____ **Campus** Hobart Launceston

CURRENT STUDIES

HOME UNIVERSITY:

CURRENT YEAR OF STUDY:

DEGREE OR PROGRAM OF STUDY:

CUMULATIVE GRADE POINT AVERAGE (if available):

ENGLISH PROFICIENCY

Please tick the box that best describes you:

- English is my first language
 English is the language of instruction at my home university
 I have completed and attached an English language proficiency test (must be within 24 months of proposed date of commencement of study).
 IELTS TOEFL DAAD (please attach a copy of your results)

ENGLISH PROFICIENCY

To be completed by your home Universities International Office or a Lecturer from the following countries **only** – Austria, Denmark, Finland, France, Germany, The Netherlands, Norway and Sweden.

I (name) of (University)

Position

Advise that the applicant has undertaken sufficient English to study a full time course load taught and examined in English at UTAS.

Name

International Office or Lecturer's Signature Date

COURSE SELECTION

<http://courses.utas.edu.au>

Students are expected to enrol in a fulltime load of 4 units (the equivalent of 4 x 12.5% weighted units) per semester and may enrol in a range of units (courses) across various disciplines. Students will be granted entry to the units of their choice provided:

- They have undertaken the prerequisite courses at their home institution
- The units are available in your preferred semester and campus
- Approval is given by the Head of School at the University of Tasmania
- They have sought approval from their home Institution

Choose units at only one campus (either Hobart or Launceston) and ensure all units fall in the same semester.

Students taking a one semester program may elect to take only a one semester component of a full-year unit in some circumstances.

PREFERRED COURSES TO TAKE AT UNIVERSITY OF TASMANIA

Please list 6 units of your choice as alternatives may be required. Please refer to www.courses.utas.edu.au for further information on choosing units.

Unit Code	Unit Title	Weight (%)	Semester (1 or 2)	Campus (Hobart or Launceston)

While every effort has been made to provide you with accurate course information, the University retains the right to amend course offerings and content as required.

COURSES CURRENTLY STUDIED AT HOME INSTITUTION

Please list courses in which you are **currently** enrolled

Unit Code	Unit Title	Credits/Weight (%)

I AM SEEKING ENTRY INTO THE UTASACCESS ENGLISH PROGRAM (15 weeks)

Please refer to <http://www.utas.edu.au/english-language-centre/access-english>

Modules 2,3 and 4 (February – June)

OR

Modules 7,8 and 9 (August- December)

INCOMING DECLARATION

- I understand that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect information. I understand that the information that I have provided to the University may be made available to Commonwealth and State agencies pursuant to obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
- I further understand that it may be disclosed to third parties for the purpose of progressing my application.
- I also understand that the University is required by law to inform the Department of Education, Employment and Workplace Relations of certain changes to my enrolment and of any breach of a student visa condition relating to satisfactory academic performance.
- I understand that I am responsible for booking my own accommodation whilst on Exchange to UTAS and that if looking for off-campus accommodation it is recommended that I arrive 2 weeks prior to the commencement of my studies.
- I understand the indicative cost of living in Tasmania, in 2012 is **AUD\$18,610** per year including text books, accommodation, transport, food and electricity.
- I understand that it is my responsibility to ensure that my enrolment is correct and I agree to pay all fees, levies and charges within specified timelines.
- I am required to abide by the University Ordinances, Rules, policies and procedures;
- In an emergency I grant UTAS staff the authority to contact the nominated emergency contact on my behalf.
- I declare to the best of my knowledge and belief that the information given in this form is correct and complete in every detail.

I hereby submit this application for the University of Tasmania's Study Abroad and Exchange program and have attached the following compulsory materials;

- Official UTAS application form
- Current certified copies of my academic transcripts, including a grading description both with an English translation
- Proof of English proficiency ie. TOEFL, IELTS, DAAD, (if English is not your first language).
- One 500 word statement explaining why you wish to study at UTAS (Study Abroad applicants only).

REFUND POLICY

Please see our website www.international.utas.edu.au/static/refundPolicy.php for our current refund policy

Students' signature

Date

Home Institutes Approval

Date

Home Institution seal

Thank you for choosing the University of Tasmania for your exchange or study abroad experience.

Eligibility for exchange or study abroad

- Be currently enrolled as a student
- Completed one full year of study at your home institution
- Achieved a minimum Grade Point Average (GPA) of 2.5 (on a scale of 4.0)
- Met any prerequisite criteria including English language
- Nominated and approved by your home university if you are applying as an exchange student

Application procedure

Ensure your application is complete and signed by yourself and your home advisor or International Office

This form should be returned by email or post to:

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel. 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Documentation to include with your application:

- One official academic transcript (with certified English translation)
- A statement (about 500 words) explaining why you wish to study at UTAS (Study Abroad only)
- Evidence of English language proficiency in the case of non native speakers
- Explanation of home grading system

- **EXCHANGE Students** – you must send your application through the International Office at your university
- **STUDY ABROAD students** – you may send your application directly to UTAS, through your home university or through an agent in your home country
- **UTASAccess English program students** - please note that you will be required to sit a test prior to admission to indicate your appropriate UTASAccess level. You are entitled to 15 weeks within the program. Each module is 5 weeks in duration. Students who intend to study two semesters at UTAS and who complete level 7 will be granted direct entry into UTAS undergraduate units and requested to choose units. Student who are unable to complete level 7 will be required to organise an external English proficiency test (app\$300) or continue with another 15 weeks.

Closing dates

For exchange and study abroad students the closing dates are:

- For UTAS semester 1 (February – June) – 31 October
- For UTAS semester 2 (July – November) – 30 April

Accommodation

A number of options are available for exchange and study abroad students. Accommodation is booked directly with the accommodation provider on either the Hobart or Launceston campus.

<http://www.international.utas.edu.au/static/accommodation.php>

Arrival

International Services provides free airport pick-up and transport to your accommodation. An arrival form will be sent to you and you must provide a minimum of 48 hours notice of arrival. The pick-up service is for you only and does not include friends or family members arriving with you.

Visas

Students will need to apply for a student visa. For information on the process: <http://www.immi.gov.au/>

Health Insurance

All Study Abroad and Exchange students planning to hold a student visa are required to have Overseas Health Cover for the full length of their visa. This is not the same length as the UTAS Exchange program.

Important Information

Application assessment can take up to 6 weeks. A list of pre-approved units will be sent to you in your offer letter. Please choose 3-4 units on your acceptance page you wish to be pre-enrolled into before your. If you wish to select new units these will have to be assessed on arrival at UTAS, you will need to provide your academic transcripts or other documentation. Orientation is compulsory for all Study Abroad and Exchange students.

For further information:

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45136 Essen
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Tel. 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

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1180 Wien
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