

# Study Abroad and Exchange Application Cover Sheet

Please read through this page before filling out the attached form. Be sure to carefully answer each question and include all items on the application check list to speed up the application process.

## UNIT PREFERENCES

Please read through the info on the application **carefully** before selecting your units. You must meet any prerequisite requirements for selected units, but otherwise, you may take any units offered in the appropriate semester. Undergraduate students should refrain from requesting units labeled G or PG as these denote post graduate level units which you may not be eligible for. You can find unit offerings at [www.canberra.edu.au/courses/](http://www.canberra.edu.au/courses/)

## ACCOMMODATION

The UC Study Abroad and Exchange Office currently holds an agreement with the UC Village, an on campus accommodation facility. Most study abroad and exchange students elect this option for housing. Due to high demand at the UC Village, you must apply online at [www.ucvillage.com.au](http://www.ucvillage.com.au) before returning your application if you wish to secure this option. **Don't hesitate to return your housing offer prior to your UC offer letter as you will not be held responsible for paying a cancellation fee as long as you notify the Study Abroad and Exchange office and the UC Village before 5pm on May 31 for Semester 1 or December 16 for Semester 2.**

If you don't mind having a roommate, the shared option has been very popular as it is the most economical option and in the newest and closest residence block: [http://bit.ly/dual\\_occupancy](http://bit.ly/dual_occupancy). Please have a look at all your options so that you can be well informed before making your room choice:  
[www.ucvillage.com.au/the-village/your-room.html](http://www.ucvillage.com.au/the-village/your-room.html)

## UC BUDDY PROGRAM

If you would like to be a part of our buddy program which matches you up with a UC student who has recently returned from exchange, please be sure to tick the box in the Contact Details section. This is a great way to meet an Aussie before the start of your adventures!

## APPLICATION CHECKLIST

- Completed application form
- Certified copies of all academic transcripts and qualifications
- Certified copies of English language proficiency (if required). IELTS 6.5+ or TOEFL 79+ accepted.
- Typed statement of purpose
- Academic reference
- Colour Passport photo

## THE APPLICATION PROCESS

Once we receive your application form with all supporting documents, it will be reviewed by the Study Abroad and Exchange Office and sent to the UC Admissions Office. Admissions will send you an offer letter by e-mail which you must accept with any payment due (Overseas Health Cover for example). Admissions will send your COE (Confirmation of Enrollment) in an e-mail a few days after receiving your acceptance of offer. **It is best to send all forms, supporting documents and correspondence through e-mail as this is much quicker for processing and we prefer electronic records. We do not require you to send a hard copy.** Once you receive your COE you can apply for your student visa and purchase your plane tickets. **Make sure to book your free airport pickup at least 3 days prior to arrival at**  
[http://bit.ly/airport\\_pickup](http://bit.ly/airport_pickup).

Please keep this cover sheet for future reference. For any additional information, please visit our website at <http://bit.ly/StudyAtUC> or e-mail [Rebecca.willis@canberra.edu.au](mailto:Rebecca.willis@canberra.edu.au).

**Application deadlines are** October 15 for Semester 1 or March 15 for Semester 2.  
Please contact [Rebecca.willis@canberra.edu.au](mailto:Rebecca.willis@canberra.edu.au) if you need an extension.

# International Study Abroad / Exchange / Short Term Application Form

## What is the purpose of this application form?

**EXCHANGE** with UC - my home university has an exchange tuition waiver agreement

**STUDY ABROAD** - my home university does not have an exchange tuition waiver agreement with UC and I will be paying Study Abroad tuition fees

**SHORT TERM** - I would like to study a short Term Course at UC and will pay appropriately

## PERSONAL DETAILS

Preferred title  Mr  Mrs  Miss  Ms  Dr  Other (please specify)

Family name (as per passport)  Given names (first names)

Date of birth  /  /  Gender  Male  Female

Country of birth

Citizenship (as per passport)  Passport number

## CONTACT DETAILS

### Address in your home country (for correspondence)

No. and Street

Suburb  City

State  Postcode

Country

### Other contact details

Telephone (AH)  Telephone (BH)

Mobile/cellphone  Email

I give permission for my e-mail address to be shared with my UC buddy (to be assigned before arrival)

### Emergency contact details

Name  Relationship to you

Telephone (home)  Mobile/cellphone

Email

Note: If you apply through an approved UC Representative, all correspondence will be forwarded to the representative office

## CURRENT STUDY DETAILS

Home University  Current Year of Studies  Grade point average

Which course (degree) are you currently enrolled in?

Major/s  Minor/s

If you are an EXCHANGE student, please provide your University's exchange advisor contact details below:

Name  Email

## STUDY PREFERENCES AT UC

### Please specify the semester in which you would like to study at UC

February to June  UC Semester 1

August to December  UC Semester 2

June to July  Mid Term (Short Term Program Applicant)

## ENGLISH LANGUAGE PROFICIENCY

Was English the language of instruction (for at least two years) in your:

High School  Yes  No

Further studies after High School  Yes  No

If you answered YES to either question, you must provide the corresponding transcripts or an official letter from your institution stating the language of instruction (if not evident on the transcript). If you answered NO to either question, you must supply certified evidence of your English language proficiency by one of the following. Tick the box of the test you will provide.

TOEFL  IELTS  PTE Academic (Pearson Test of English Academic)

## UNIT (SUBJECT) PREFERENCES – For Study Abroad & Exchange Applicants only

You need to nominate a minimum of 4 units per semester of study and list them in order of preference.

Please refer to the UC handbook (<http://www.canberra.edu.au/courses>) or contact your UC advisor or representative for further information.

**Note:** Be sure to check that the units you want to take are offered in the semester you wish to attend. Semester 1 (February- June) = S1 and Semester 2 (July- December) = S2. The word "units" = classes/subjects and "courses" = majors/degrees

Semester 1 - February to June		Semester 2 - August to December	
Unit no.	Unit name	Unit no.	Unit name

AUSTRALIAN SPORTING INDUSTRY COURSE –Short term applicants only

## ACCOMMODATION

I would like to secure guaranteed housing with the University of Canberra Village (on campus accommodation).  
By checking this box, I have visited this website: [www.ucvillage.com.au](http://www.ucvillage.com.au)  
and I have filled out the application to apply for my accommodation on campus.

Please quote your UC Village Username  
(a 6 digit number provided to you by e-mail)

## STATEMENT OF PURPOSE

Please attach a typed statement explaining your reasons for wanting to study abroad. Include what you hope to achieve, challenges you think you will face and how you predict your overseas experience will affect your academic, personal and career goals. (500 words)

## STUDENT DECLARATION

I declare that the information I have supplied on this form is complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution that I have attended.

I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State government agencies in accordance with the University's obligation under the ESOS Act 2006 and the National Code, available from [www.dest.gov.au](http://www.dest.gov.au)

If my fees are being paid by a sponsoring organisation I also consent for the University to liaise with that organisation regarding any part of this application and enrolment.

Student  
Signature

Date

DD / MM / YYYY

## CHECKLIST

The completed application should comprise of the following:

- Completed application form
- Certified copies of all academic transcripts and qualifications
- Certified copies of English language proficiency (if required)
- Typed statement of purpose
- Academic reference
- Colour Passport photo

## SUBMIT YOUR APPLICATION

Institut Ranke-Heinemann  
Schnutenhausstrasse 44  
45136 Essen  
Deutschland  
Tel.: 0049-201-252552  
[info@ranke-heinemann.de](mailto:info@ranke-heinemann.de)  
[www.ranke-heinemann.de](http://www.ranke-heinemann.de)

Institut Ranke-Heinemann  
Theresiengasse 32  
1180 Wien  
Österreich  
Tel.: 0043-1-4060224  
[wien@ranke-heinemann.at](mailto:wien@ranke-heinemann.at)  
[www.ranke-heinemann.at](http://www.ranke-heinemann.at)