



# Exchange Application Guide

[Sydney.edu.au](http://Sydney.edu.au)

2017 - 2018



THE UNIVERSITY OF  
**SYDNEY**

## **Sydney Global Mobility**

Global Student Recruitment & Mobility  
Level 4, Jane Foss Russell Building G02  
University of Sydney  
NSW 2006, Australia  
Telephone: +61 2 8627 8322  
Fax: +61 2 8627 8390

[sydney.edu.au/study/overseas-exchange](https://sydney.edu.au/study/overseas-exchange)

## Semester dates

### 2017 Semester 1 (March semester)

Meet and Greet Sessions:	Monday 20 – Friday 24 February
Orientation & Enrolment:	Monday 27 February
University Union O'Week:	Wednesday 22 – Friday 24 February
Classes Begin:	Monday 6 March
Mid-semester Break:	Friday 14 – Friday 22 April
Classes End:	Friday 9 June
Study Vacation Period:	Monday 12 – Friday 16 June
Examinations and Semester End:	Monday 19 June – Saturday 1 July

### 2017 Semester 2 (July semester)

Meet and Greet Sessions:	Monday 17 – Friday 21 July
Orientation & Enrolment:	Monday 24 July
Classes Begin:	Monday 31 July
Mid-semester Break:	Monday 25 – Friday 29 September
Classes End:	Friday 3 November
Study Vacation Period:	Monday 6 – Friday 10 November
Examinations and Semester End:	Monday 13 – Saturday 25 November

### 2018 Semester 1 (March semester)

Meet and Greet Sessions:	Monday 19 – Friday 23 February
Orientation & Enrolment:	Monday 26 February
University Union O'Week:	Wednesday 28 Feb – Friday 2 March
Classes Begin:	Monday 5 March
Mid-semester Break:	Friday 30 Mar – Friday 6 April
Classes End:	Friday 8 June
Study Vacation Period:	Monday 11 – Friday 15 June
Examinations and Semester End:	Monday 18 – Saturday 30 June

### 2018 Semester 2 (July semester)

Meet and Greet Sessions:	Monday 16 – Friday 20 July
Orientation & Enrolment:	Monday 23 July
Classes Begin:	Monday 30 July
Mid-semester Break:	Monday 24 – Friday 28 September
Classes End:	Friday 2 November
Study Vacation Period:	Monday 5 – Friday 9 November
Examinations and Semester End:	Monday 12 – Saturday 24 November



## Admission and application requirements

### General academic eligibility

At the time of application students should have;

- Completed at least one year of study towards a degree at an exchange partner university and are continuing towards the degree of your home institution
- A cumulative grade calculated over all results achieved in their degree which is equivalent to either a/an
  - Cumulative GPA of 3.0 on a 4 point scale
  - Overall B Average
  - Overall C in the ECTS grading scale

Transfer students who have not yet completed a full semester at their home university may apply, however could be restricted to choosing 1000 or 2000 courses from a pre-determined list of 900 courses with limited prerequisites. Please contact us for a link to this course listing.

In addition, postgraduate students;

- who wish to access postgraduate coursework or research must have completed the equivalent of an Australian Bachelor degree and submit substantiating evidence
- undertaking research exchange must have written support from their supervisor in their home university, and a supervisor at the University of Sydney who has agreed to support their research whilst on exchange at the University of Sydney. A one page research proposal is also required.

[sydney.edu.au/study/overseas-exchange/eligibility-for-exchange](https://sydney.edu.au/study/overseas-exchange/eligibility-for-exchange)

## English proficiency

If English is not the applicants first language, they will need to demonstrate English proficiency by meeting the minimum score of one of the English language test methods below:

Test Name	Overall Score	Other scores
IELTS	6.5	Section minimum 6.0
TOEFL iBT	85	Writing minimum of 19 and reading, listening and speaking minimum of 17
TOEFL PBT	565	Writing minimum of 4.5
Cambridge English (CAE)	58	Borderline section minimum
Cambridge English (CPE)	45	
Cambridge English Scale	176	Section minimum 176
Pearson's Test of English (PTE)	61	Section minimum 54

If the applicant has completed the International Baccalaureate (IB) they must have;

- Completion of English A1 or Language A: Literature at Higher or Standard level
- Completion of English A2 or Language A: Language and Literature at Higher or Standard level
- Completion of English B at Higher Level with a Grade of 4 or more
- Completion of English B at Standard Level with a Grade of 5 or more.

Alternatively, if applicants can provide evidence that they've already completed a full-time year of study in an English-speaking country, or at a university where the language of instruction is English, this may be sufficient to demonstrate proficiency, subject to assessment and approval.

If applicants cannot satisfy the University of Sydney's language criteria they may like to consider taking a direct entry English course at our Centre for English Teaching: [sydney.edu.au/cet](http://sydney.edu.au/cet). Students intending to study at CET prior to their exchange semester can apply for one student visa ('packaging') to cover both the English studies and their exchange studies. Students intending to do this should inform their Exchange Adviser at the University of Sydney as soon as possible.

[sydney.edu.au/study/overseas-exchange/eligibility-for-exchange](http://sydney.edu.au/study/overseas-exchange/eligibility-for-exchange)

## English proficiency continued

In addition to the general English language admission requirements, the following additional country specific tests have been approved for the Exchange Program as an alternative to the aforementioned approved tests:

Country of study	Test type	Other scores
Denmark	Studentereksamen High School Leaving Certificate	Grade 8 or better for English A Grade 10 or better for English B
Finland	Upper Secondary School Certificate	Grade 8 or better in English or English A
Germany	High School leaving Certificate (Arbitur)	Grade 3 or better (on a 6 point scale) in Advanced Level English (LF)
Hong Kong	Advanced Level Exam	B or better in 'Use of English'
Malaysia	Sijil Tinggi Persekolahan (STPM)	C pass in 920 English B pass in 914 English or B pass in GCE Ordinary Level in the subject English
Norway	Vitnemal	Grade 4 or better for upper secondary school English
Singapore	GCE Ordinary Level	B or better in the subject English or completion of accepted secondary/tertiary studies in English
Sweden	Avgangsbetyg/Slutbetyg	VG or better in Upper Secondary School English
Netherlands	VWO	Grade 8 or better English in Level 6

While requirements above are sufficient for admission to the University of Sydney, citizens of some countries may need to provide additional evidence of English proficiency in order to obtain an Australian student visa, which may include sitting a compulsory TOEFL iBT. Students should refer to the on-line assessment for their country of citizenship [www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements](http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements).

[sydney.edu.au/study/overseas-exchange/eligibility-for-exchange](http://sydney.edu.au/study/overseas-exchange/eligibility-for-exchange)

## **Nomination and application process**

### **Nomination and application deadlines**

For study in semester 1, 2017

- Nomination deadline: 31 October 2016
- Application deadline: 30 November 2016

For study in semester 1, 2017

- Nomination deadline: 1 April 2017
- Application deadline: 30 April 2017

### **Nominate your students: online nomination form**

#### **Application details**

After the nomination deadline we will be in touch with you and your students with the link to the relevant online application that they need to complete. In this application students will be required to upload the following supporting documents:

- Academic transcript – colour copy of front and back
- Copy of details page of passport
- Portfolios (if required)

#### **Application lifecycle**

1. Nomination received
2. Application instructions sent to student
3. Application submitted online by student
4. Application processed by University of Sydney
5. Offer made through Sydney Student Portal
6. Student accepts offer and pays for OSHC
7. Acceptance and payment processed by University of Sydney
8. Confirmation of Enrolment (eCoE) issued to student
9. Student applies for relevant visa
10. Enrolment made available to student prior to arrival

#### **Processing times**

Applications are processed on a rolling basis and offer letters are normally sent between 2 to 4 weeks after the application is received. eCoEs are generally processed within 2 weeks of the student accepting an offer. Processing time may be extended during peak processing periods; October to December and April to June, or if documentation submitted is incomplete or not properly certified.





## **Document submission**

Please let your students know we do not accept paper applications or documents. We accept true and complete scanned copies of official documents however may request hard copies if required. We may also contact the original issuing authority or relevant tertiary admissions centre, or other organisation (whether education or otherwise), or individual, whether in Australia or overseas, to verify documents.

Documents submitted in a language other than English must be accompanied by a complete English translation. The University accepts translations to English made by an accredited translator with a government body, the Registrar of the issuing institution or, for international applicants, registered University of Sydney education agents who have been designated as translators. Applicants from the Peoples' Republic of China may have their academic transcripts referred to the Ministry of Education's China Academic Degrees and Graduate Education Development Centre (CDGDC) for authentication.

## **Portfolios**

Portfolios are required for students applying to take units of study from the following study areas:

- Architecture
- Sydney College of Arts
  - JPGs or PDF of digital photographs, page layouts or illustrations. JPGs should be less than 1MB per image. A PDF with multiple images should be less than 10MB.
  - URL of a website or other dedicated site such as a Vimeo channel
  - .MOV of excerpts of film, animation or digital video work. .MOV files should be less than 10MB per file.
- Conservatorium of Music
  - three five-minute pieces on video as an audition – these can be uploaded with the main application. YouTube is also acceptable.



## Visa application and requirements

### Student Visa

Once the applicant completes the “respond to offer” process, they will receive an electronic confirmation of enrolment (eCoE). They will need to submit the eCoE to the Australian Department of Immigration and Border Protection (DIBP) as part of the student visa application.

It is not recommended that students arrive in Australia on a tourist visa as there is no guarantee immigration officials will permit entry if they believe a visitor is actually meant to be a student. Students who plan to arrive in Sydney on non-student visa should inform their Exchange Advisor at the University of Sydney as early as possible.

[border.gov.au/trav/stud](https://border.gov.au/trav/stud)

### Health Insurance

It is a condition of the student visa that students maintain ‘Overseas Student Health Cover’ (OSHC) for the duration of their studies. OSHC provides access to the University Health Service and public hospitals in Australia.

Students can purchase OSHC through the University of Sydney at the time they accept their offer. The University will then schedule the student’s payment to its preferred provider, Allianz Global Assistance Overseas Health Cover, and will advise the Australian Department of Immigration and Border Protection on their behalf. Allianz Global Assistance Overseas Health Cover has a representative on campus who can help students obtain membership card when they arrive and assist with claims and other queries. Alternatively student can purchase OSHC through an approved provider as approved by the Australian immigration department.

### Health Insurance exemptions

Membership of a health insurance scheme in the student’s home country does not exempt them from paying OSHC. Only the following students are exempt, as a result of special inter-governmental arrangements:

- Swedish students covered by CSN International or Kammarkollegiet
- Norwegian students covered by the National Norwegian Insurance Scheme
- Belgian students covered by the Belgian Government Insurance Scheme
- New Zealand students who come to Australia on a non-student visa and have entitlements under the Reciprocal Health Care Agreement between Australia and New Zealand

[sydney.edu.au/study/finances-fees-costs/living-costs/health-insurance](https://sydney.edu.au/study/finances-fees-costs/living-costs/health-insurance)



THE UNIVERSITY OF  
**SYDNEY**

**For more information**

**Global Student Recruitment & Mobility** | Sydney Global Mobility

**T** +61 2 8627 8322 | **E** [sydney.abroad@sydney.edu.au](mailto:sydney.abroad@sydney.edu.au)