



Congratulations on being nominated by your home institution to apply to study as an exchange student at the University of Sydney.

You should now proceed to complete the online application form.

1.) PROGRAM INFORMATION AND KEY DATES

Semester 1 2016

Arrival: mid February 2016

Orientation: 22nd February 2016

Classes: 29th February-3rd June 2016

Exams: 13th-25th June 2016

Application deadline: 30 November 2015

Semester 2 2016

Arrival and Orientation: mid-July 2016

Orientation: 18th July 2016

Classes: 25th July-28th October 2016

Exams: 7th-19th November 2016

Application deadline: 30th April 2016

2.) HOW TO FIND UNITS OF STUDY

Semester 1 and/or Semester 2

We have several thousand units of study across 16 Faculties and Schools. Units of study at 1000-level through 4000-level are considered Undergraduate and units of study at 5000-level and above are considered Postgraduate. You search for units of study by visiting our Sydney Courses unit of study page:

1. Go to <http://sydney.edu.au/courses/>
2. Choose "Units of Study" from the drop-down list
3. Enter your search term/keyword and click "Search"
4. Click "Yes" for "Available for study abroad and exchange" when the search results appear

I know it can sometimes be tricky to find exactly the kind of units you're looking for, so we've prepared some thematic lists of units of study for topics that cover several departments of the University of Sydney:

[Experiential Electives](#)
[Biomedical Engineering](#)
[Engineering-All Departments
\(Undergrad\)](#)
[Engineering-All Departments
\(Postgrad\)](#)
[Pre-Med/Medical Science](#)
[Neuroscience](#)
[Psychology](#)
[Pre-Vet/Animal Science](#)
[Video Game Design](#)
[Sport](#)

[Political Science](#)
[Human Rights](#)
[English and Literature](#)
[Australian Studies](#)
[Indigenous Studies](#)
[American Studies](#)
[Asian Studies](#)
[Religious Studies](#)
[Visual Arts Electives](#)
[Visual Arts Studio Majors](#)

[Business \(Undergrad\)](#)
[Business \(Postgrad\)](#)
[Economics \(Undergrad\)](#)
[Economics \(Postgrad\)](#)
[Media and Communication](#)
[Film & Cinema](#)
[Performance/Theatre Studies](#)
[Law School \(Undergrad\)](#)
[Law School \(Postgrad\)](#)
[Law for non-majors](#)

3.) UNIVERSITY FEES

As an Exchange student you will receive a tuition fee waiver. You will be responsible for paying the compulsory overseas student health insurance (called OSHC) which is currently AUD\$322 for one semester and AUD\$594 for two semesters (2015 rates). Accommodation, living costs, etc are additional costs - you are free to choose whichever accommodation option best suits your personal preferences and budget.

One of our most popular accommodation options is a guaranteed accommodation arrangement with Urbanest, one of the top student accommodation providers in Australia. Students are provided with the application form soon after receiving an offer letter for one of our programs.

4.) COMPLETING THE ONLINE APPLICATION FORM

Applications for our programs are processed through an online application system. It is helpful to have as many of the below documents ready as you can before you start your application. But not to worry if you don't, as the application system lets you save and return to your application as many times as you like before you submit it.

- **Your personal email address** – The system will not allow us to proceed with processing an application without your personal email address and mailing address.
- **List of your preferred units of study** – The units of study are typed directly into fields on the online application form. You can search for units of study using the instructions mentioned above in this email.
- **Passport (optional)** – If you already have a passport, please do include a copy of the photo page of your passport in the designated section of the application form. Don't worry if you don't have a passport yet, as this field is optional in the application form.
- **Current official academic transcript** – Be sure to include the page showing the grading scale/system. If the original transcript is issued in a language other than English, be sure to have an English translation ready to upload as well.
- **Evidence of completion of Bachelor degree (for postgraduate applicants only)** – An English translation of this document should also be submitted if the original is not issued in English.
- **Evidence of English language proficiency (only required if students have not completed 1 year of study at University level which has been taught and assessed in English)** – Check out our [website](#) then click the tab "Inbound students (coming to Sydney)" to check which English tests are recognised for admission purposes and the minimum scores required for each type of test. Students who completed certain secondary qualifications can meet the English language requirement by having achieved a certain score in the English section of your high school studies – applicable to Denmark, Finland, Germany, Hong Kong, Norway, Sweden, and several others. Contact me to check if the English score on your high school qualification is recognised for admission to our exchange programs.

Links to online application form

To access the online application form, please follow the links below paying special attention to:

- 1) the level of study (Undergraduate/Postgraduate),
- 2) the duration of study (1 semester/2 semesters), and
- 3) whether you will be completing coursework or research (Postgraduate students only)

Please note that you must have completed the equivalent of a University of Sydney Bachelor's degree in order to be considered for Postgraduate admission. Students admitted at the Undergraduate level are not allowed to enrol in Postgraduate units of study.

Course Type	Level	Duration	Link to Online Application Form
Exchange	Undergraduate Coursework	1 semester	http://sydney.edu.au/courses/undergraduate-exchange-program-one-semester
Exchange	Undergraduate Coursework	2 semesters	http://sydney.edu.au/courses/undergraduate-exchange-program-two-semesters
Exchange	Postgraduate Coursework	1 semester	http://sydney.edu.au/courses/postgraduate-coursework-exchange-program-one-semester
Exchange	Postgraduate Coursework	2 semesters	http://sydney.edu.au/courses/postgraduate-coursework-exchange-program-two-semesters
Exchange	Postgraduate Research	1 semester	http://sydney.edu.au/courses/postgraduate-research-exchange-program-one-semester
Exchange	Postgraduate Research	2 semesters	http://sydney.edu.au/courses/postgraduate-research-exchange-program-two-semesters

NOTE: If you accidentally start your application in the “wrong” application form or if you type any detail incorrectly (name, date of birth, contact info, study history, etc), please complete the application and submit it. Then send us an email regarding the detail which needs to be amended and we will correct it for you.

5.) HELPFUL HINTS FOR VARIOUS SECTIONS OF THE APPLICATION FORM

Here's some tips for the particular sections of the online application:

- **Name and Date of Birth formatting** – where the system asks for “Given Name” it wants your first name (and middle names if applicable) and where it asks for “Family Name” it wants your last name/surname. Date of birth should be entered in Day/Month/Year order.
- **File size for uploads** – the maximum file for file uploads in 10mb
- **Citizenship/residency status** – make sure to choose the **Other/Non-resident** option
- **Highest Qualification Details section** – choose “An incomplete higher education course” from the drop-down menu; the “Last year of participation” should be the current year provided you are currently enrolled
- **Secondary School Studies section** – Name of final secondary qualification can just be general wording like “High School Diploma”; for the “ATAR rank, UAI score or equivalent” part you can put “Satisfactory”
- **Academic Qualifications section** – this is where the your University level qualification is entered; from the “Qualification” drop-down choose “Bachelors degree”; then you'll just need to complete the rest of the compulsory fields marked with the red star (the rest of the fields in that section are geared more towards full degree applicants)

After you have submitted your application

- Application submitted
 - You will receive email notification from the system inviting you to activate the Sydney Student Portal
 - Advisers check the student system on a regular basis to retrieve new applications
- Assessment
 - An Adviser will check the application form and documents and compare what has been received to the admission requirements
 - If additional documents or information are required you will be contacted; depending on the nature of what is required you may receive an email from the Adviser or email notification to check your “In Tray Messages” in the Sydney Student Portal
- Offer letter
 - If you have met the admission requirements, you will be issued with an Unconditional Offer letter; you will receive an email from the system with the offer letter attached and it will also be available to view and download in the Sydney Student Portal
 - The offer letter will show the current status of each of the requested units of study; any updates to unit of study statuses will be updated in the Sydney Student Portal
- After receiving an Unconditional Offer letter
 - You will be required to accept the offer by using the “Respond to Offer” task in the Sydney Student Portal – the system will take you through a series of screens related to the process of accepting the offer
 - Part of the “respond to offer” process involves Overseas Student Health Cover (OSHC). Overseas Student Health Cover (OSHC) is a compulsory health cover policy required by the Australian immigration department for all students on a student visa. This is compulsory regardless of any other insurance policy you may have from your home country (health, travel, life, etc.). The University of Sydney’s preferred OSHC provider is Allianz Global Assist. You can indicate your preference for our office to arrange the necessary length of OSHC cover by responding accordingly in the “respond to offer” task.
 - **Exception** – Students with Norwegian, Swedish, or Belgian citizenship and who are covered by a reciprocal health care arrangement from their country are exempt from the OSHC requirement
 - Alternatively, you may decide to arrange your own OSHC policy with one of the approved OSHC providers listed below. If you choose to arrange your own OSHC policy, you must be sure to arrange the necessary type and length of OSHC cover.
 - Australia Health Management – <http://www.ahmoshc.com/>
 - BUPA Australia – <http://www.overseasstudenthealth.com/>
 - Medibank Private – <http://www.medibank.com.au/Client/StaticPages/OSHCHome.aspx>
 - Allianz Global Assistance – <http://www.oshcworldcare.com.au/>
 - NIB OSHC – <http://www.nib.com.au/home/newtonib/overseasstudents/Pages/overseasstudents.aspx>

- Electronic Confirmation of Enrolment (eCoE)
 - Once you complete the “respond to offer” process, you will receive an electronic confirmation of enrolment (eCoE). You will then need to submit the eCOE to the Australian Department of Immigration and Border Protection (DIBP) as part of the student visa application <http://www.border.gov.au/>
 - Students should select Visas > Non award visa > 575 – Non Award Sector
 - Exception – eCoE is not issued for exchange students with Australian citizenship or for students traveling on a visa that is not a student visa (i.e. Students on a 417 - Working Holiday or 462 – Work and Holiday visa can study for up to four months under this visa.)