Completing the SE Form

Applicants ***MUST*** complete ***all*** sections on pages 1 to 2 following.

Section 4 - English Proficiency

You must have the appropriate English language proficiency level before you are admitted into QUT. QUT accepts several formal tests of English proficiency.

www.qut.edu.au/international/study-abroad-and-exchange/applying/study-abroad/entry-requirements

You may be exempt from taking a formal test if your secondary or post-secondary studies were conducted entirely in English or you have passed an English language subject. Some applicants may be able to demonstrate English language competency and secure unconditional entry on the basis of other criteria. Please contact the QUT International Student Mobility Office for more information.

Section 6 - Proposed Enrolment Program

Select your unit preferences. Refer to the Subjects you can study section of the website. Units that have a pre-requisite will be sent to faculties for approval. Ensure that your academic adviser at your home institution approves your proposed Study Program for smooth credit transfer. To ensure you meet immigration regulations for international student enrolment and workload (minimum 36 credit points) we strongly recommend that you nominate at least eight units in case some of these are not approved for study. You can change units up until the end of the second week of the semester.

Unit Code: Use six character codes, three alpha followed by three numeric, for example BSB110. Note that undergraduate unit codes usually end in a B (eg AM**B**210), postgraduate unit codes generally end in an N or P (eg EF**N**405 or KV**P**301) and honours unit codes generally end in a H (eg EG**H**450).

If your QUT units have pre-requisites we need home univeristy outlines (in English) to prove prior knowledge. You may submit these as links from websites but the information must be in English. Failure to provide this additional information can lead to significant delays for faculty approval of your intended study plan.

Section 8 - Declaration

All applicants must sign the Declaration. Failure to do so will delay the processing of your application.

NOTIFICATION OF APPLICATION OUTCOME

QUT will process your application once it is complete and has all certified documents attached. The outcome of your application may be delayed if you do not submit all necessary documentation for assessment. The QUT International Student Mobility Office will send written notification of your application outcome by email.

Overseas Student Health Cover (OSHC)

The Australian Government requires ALL students coming to Australia on a Student Visa to have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. For the OSHC to be waived, Norwegian students should have documentation proving that they are covered by the Norwegian Insurance Scheme. Swedish students should have proof that they have insurance provided by National Board of Student Aid or by Kammarkollegiet. OSHC is available to Norwegian, Belgium and Swedish students, if required.

CHECKLIST

- ☐ Complete all relevant sections of the application form
- ☐ Keep a copy of your application for your records
- ☐ List 6 -8 units in order of preference for each semester
- ☐ Attach all relevant certified* documents (transcript, English proficiency and passport)
- ☐ Attach your nomination letter/email from your home institution, if not already sent by them
- ☐ Provide Insurance certificate (Norwegian, Belgian and Swedish students only)
- ☐ Attach all relevant translations (certified*) of the above documents, if required
- ☐ Read and sign the declaration

* Can be certified by agent or home University.

APPLICATION PROCESSES

1) Submit application to QUT - International Student Mobility office (ISM) via email (not post). Pdf only.

2) ISM will process your application.

3) You will receive an Offer Letter via email if your application has been accepted.

4) Complete and sign the Acceptance of Offer (AO Form), student declaration and make the acceptance payment.

5) Email the above acceptance documents to the ISM office.

6) The ISM office will email you your eCoE for your student visa application

7) Welcome to Brisbane and QUT!

Contact: International Student Mobility: stae@qut.edu.au

****Please Retain This Page For Your Reference****

Study Abroad and Exchange Unit
Queensland University of Technology
GPO Box 2434
Brisbane Queensland 4001 Australia
Email stae@qut.edu.au
Web www.qut.edu.au/international-students/study-abroad-and-exchange
CRICOS No. 00213J

Date Received

Office Use Only

Form SE

Application for Study Abroad and Exchange Programs

Instructions - Read this Before Proceeding

1. Please complete all sections. Applications must be TYPED (ENGLISH). Written applications will not be accepted.
2. Use this form to apply for the **Study Abroad and Exchange Program**. Do not use this form if you are a citizen of Australia or New Zealand or a permanent resident of Australia.
3. Certified copies of your academic transcripts including English translations where necessary must be attached on submission of this form.
4. Please note: You must be **at least 18** before applying for the exchange and study abroad program.
5. For further information please visit our website www.qut.edu.au/international/study-abroad-and-exchange/ or email stae@qut.edu.au

1 Personal Details

Title (Mr, Miss etc) **Surname/Family Name** (As Shown on Passport) **Given Names** (As Shown on Passport)

☐ **Male** ☐ **Female** **Date of Birth** / / **Preferred Name**

Citizenship **Country of Birth** **Passport Number**

Permanent Address in Home Country

Mailing Address

Telephone **Country Code** **Area Code** **Number**

Email
This will be our main contact before you have your QUT email

2 Support Services

Do you have a disability, impairment or long-term medical condition which may affect your studies?

☐ Yes ☐ No If yes, please attach additional information including details of the support services required.

3 Educational Qualifications

Please give details of all your post-secondary courses that you have attended or are currently studying.
You must attach certified copies of your academic results, including English translations where necessary.

Name of School or Institution	Name of Qualification (Master/Bachelor Degree)	Year Commenced	Year Completed/ in progress

4 English Proficiency

Please tick appropriate boxes

I have taken a test: ☐ Name of test: TRF Test Report Form / Registration Number

I will take a test on: / / Day Month Year Name of test:

Other: ☐ English is my main/first language ☐ English is the language of instruction at my home institution

5 QUT International College (QUTIC) Courses - Pathway Program before Study Abroad/Exchange

If you are planning to do a QUTIC course first please fill in the QUT International College application form and send both of these documents to us for processing. Further information on QUTIC courses can be found in the QUT International College pathways brochure.

6 Type of Progam

Do you intend to you study 3 or 4 units (subjects) at QUT?

Semester 1 ☐ 3 Units ☐ 4 Units

Semester 2 ☐ 3 Units ☐ 4 Units

Which program will you study at QUT?

☐ QUT Exchange Program
(you must be nominated by a QUT partner university)

☐ QUT Study Abroad Program
(tuition fee paying)

7 Proposed Study Progam

Refer to the application guide for assistance in chosing units.
Please indicate that units previously studied satisfy the prerequisite requirement for units you wish to undertake.
Please also note that some units have specific additional admission requirements (for example presentation of a portfolio of your work).

I will attend QUT for ☐ One Semester ☐ One year

1st semester of study to begin in (year): _____ Semester _____ Office Use Only

Unit Code	Unit Title	Course code for prerequisite completed at home university (if relevant)*	Unit Approval
1			
2			
3			
4			
5			
6			
7			
8			

2nd semester of study to begin in (year): _____ Semester _____ Office Use Only

Unit Code	Unit Title	Course code for Prerequisite completed at home university (if relevant)*	Unit Approval
1			
2			
3			
4			
5			
6			
7			
8			

* Course outlines must be attached.

8 Notes

Please list here any additional information to assist in the smooth processing of this application.

9 Declaration (All Applicants *MUST* Sign)

The information collected on admission forms is used to determine whether you may be offered admission to the University. If you enrol as a student of QUT, the information you have provided on this admission form will be used to administer your enrolment, to offer other services to you and to provide statistical information to the Commonwealth Government as required by law. For full details of QUT's practices regarding student information and privacy see www.qut.edu.au/privacy

QUT shall not be liable for any failure to provide services (including lectures, tutorials or examination results) or any teaching or other materials to students where such failure is due to circumstances beyond QUT's control. Such circumstances include, but are not limited to, natural disasters, malicious damage, outbreak of pandemic disease, industrial action or strikes, acts of war or acts of God.

By submitting this application I agree to comply with the statutes and rules of Queensland University of Technology that apply to me and as documented on the QUT website available at www.mopp.qut.edu.au/Appendix/. I further agree that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student, and academic matters affecting my studies, including but not limited to, the QUT Student Code of Conduct www.mopp.qut.edu.au/E/E_02_01.jsp and the procedures for management of student discipline www.mopp.qut.edu.au/E/E_08_01.jsp.

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect.

I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in delays in processing, my application being rejected and cancellation of my enrolment. I authorise QUT to verify any records related to this application and grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information in this regard.

I understand that any information I provide to QUT may be made available to Commonwealth and State Government agencies, and to the Director of the Tuition Protection Scheme, pursuant to obligations under the ESOS Act 2000 and the National Code.

I have read and understood the University's admission procedures at www.qut.edu.au/international/applying, admission requirements at www.qut.edu.au/international/applying/step-3-check-you-meet-the-entry-requirements/, privacy statement, and the international tuition fee and refund policy and its conditions at www.student.qut.edu.au/fees-and-finances/withdrawing-from-courses-and-units/international-fee-and-refund-policy.

I am aware of the likely costs of my stay in Australia, which includes tuition fee and associated study costs, living costs and dependent expenses (if applicable), and I understand that neither QUT nor the Australian Government is obliged to help me if I require financial assistance. I understand that if I have children between the ages of 6 to 15 who will accompany me in Australia, I will be required to pay compulsory school fees. I declare that I have access to sufficient funds to cover the full costs of my study in Australia for the duration of my studies.

Applicant Signature: _____ Date: _____

Print a copy of your completed form. Please sign the form before lodging.