

# Student Exchange Program

## Application Form



ACU is committed to ensuring the privacy of all information it collects. Personal information supplied to the University will only be used for administrative and educational purposes of the institution. Personal information collected by the University will only be disclosed to third parties with the written consent of the person concerned, unless otherwise stated by law.

For further information please see the University's Statement on Privacy located at [www.acu.edu.au/privacy\\_policy](http://www.acu.edu.au/privacy_policy), and the Student Administration Privacy Policy located at <http://inet.acu.edu.au/studentadmin/legal/privacy>.

CRICOS 00004G 00112C 00873F 00885B

1. CHECKLIST					
<b>Application Due Dates:</b> ACU Semester 1 Exchange – June 15 ACU Semester 2 Exchange – December 15					
<b>Please attach the following documentation with your application:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> CE Form with Course Coordinator Approval of Units</li> <li><input type="checkbox"/> Bank Details Form</li> <li><input type="checkbox"/> OS-HELP/Travel Grant Acceptance Form</li> <li><input type="checkbox"/> Copy of your passport photo page</li> <li><input type="checkbox"/> 2 passport sized photos</li> <li><input type="checkbox"/> Statement of Motivation</li> <li><input type="checkbox"/> \$85 (including GST, non-refundable) application fee. <b>Cheque or money order only, payable to "ACU".</b></li> </ul>					
<b>Please note that we cannot process your application until all supporting documentation is received.</b>					
<b>Once complete, please return this form and supporting documents to:</b> Exchange & Study Abroad ACU International PO BOX 968 North Sydney NSW 2059 E-mail: <a href="mailto:studyabroad@acu.edu.au">studyabroad@acu.edu.au</a> Phone: (02) 9739 2074					
2. PERSONAL DETAILS					
ACU Student Number					
Family Name		Title	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
First Name/s		Preferred Name			
Previous Family Name (if applicable)					
Date of Birth	day	month	year	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Contact address for correspondence (you must notify us immediately if this changes)			Permanent address (if different from Contact Address)		
PO Box or Street Address		PO Box or Street Address			
Suburb		Suburb			
State		State			
Postcode		Postcode			
Telephone Number/s					
<b>E-mail address/es</b> Please note that official university correspondence will always be sent to your ACU student e-mail account.			1)		
			2)		

<b>Are you a citizen of Australia?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No → If no, please indicate your country of citizenship. _____	
<b>Do you have dual citizenship with any countries?</b>	
If yes, please indicate which countries.	
<input type="checkbox"/> Yes → If yes, please indicate which countries _____ <input type="checkbox"/> No	
<b>3. EMERGENCY CONTACT INFORMATION</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>E-mail address</b>	
<b>Relationship to You</b>	
I authorise ACU International to contact the above person in the event of an emergency.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>4. CURRENT STUDIES AT AUSTRALIAN CATHOLIC UNIVERSITY</b>	
<b>Your current ACU Course</b>	<b>Bachelor of</b> _____ or <b>Master of</b> _____ or <b>Other ACU Course</b> _____
<b>ACU Campus</b>	<input type="checkbox"/> Ballarat <input type="checkbox"/> Brisbane <input type="checkbox"/> Canberra <input type="checkbox"/> Melbourne <input type="checkbox"/> North Sydney <input type="checkbox"/> Strathfield
<b>Do you study</b>	<input type="checkbox"/> Full- time? <input type="checkbox"/> Part-time?
<b>Are you an International Student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. CHOICE OF EXCHANGE INSTITUTION</b>	
<b>1<sup>st</sup> Preference</b>	
<b>2<sup>nd</sup> Preference</b>	
<b>6. PROPOSED EXCHANGE PERIOD</b>	
<b>Year</b>	201____
<b>ACU Semester</b>	<input type="checkbox"/> Summer/Winter Term <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2
<b>Length of Program</b>	<input type="checkbox"/> Short Term Program (4 weeks) <input type="checkbox"/> 1 Semester <input type="checkbox"/> Full Year
<b>7. PROGRAM OF STUDY REQUIRED BY ACU AND THE HOST UNIVERSITY</b>	
<p>As an exchange student, you must remain enrolled full-time at ACU for the duration of your exchange studies. You are also required to be enrolled as a full-time student while at the host university. Your Course Coordinator (Head of School for Nursing students) must approve the units you intend to complete overseas. Please complete the attached CE form and submit it with Course Coordinator's approval with your exchange application form.</p> <p>If changes are made to your enrolment plan prior to, or on your exchange, you will be required to submit a new CE form (with Course Coordinator approval) to the Exchange &amp; Study Abroad Office.</p>	

## 8. FINANCIAL ASSISTANCE

### Are you applying for the ACU Vice Chancellor's Travel Grant?

☐ Yes → If yes, please provide your bank details & travel grant acceptance form (forms attached)

☐ No

### Will you apply for the OS-HELP loan?

☐ Yes → If yes, provide your bank details (form attached).

☐ No

Note: The OS-HELP loan is available to undergraduate Australian citizens only. See further conditions here:

[http://www.acu.edu.au/\\_data/assets/pdf\\_file/0019/63514/2012\\_ACU\\_OS-HELP\\_Policy\\_and\\_Guidelines.pdf](http://www.acu.edu.au/_data/assets/pdf_file/0019/63514/2012_ACU_OS-HELP_Policy_and_Guidelines.pdf)

This is not the official application form for the OS-HELP loan. You will be provided with the OS-HELP form closer to your departure.

## 9. APPLICANTS WITH SPECIAL NEEDS

Do you have special needs which may affect your studies that ACU and your host university should be aware of during your exchange?

☐ Yes → if yes, please specify below

☐ hearing

☐ vision

☐ mobility

☐ learning

☐ medical

☐ other, please

specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ No

## 10. STATEMENT OF MOTIVATION

On a separate page, in 300-500 words, please tell us why you are applying to the ACU Exchange Program. You may include you:

- Career goals, and how this experience will help you achieve them;
- Past Travel or other cultural experiences;
- Past achievements and accomplishments;
- Anything else that you would like us to know about you.

## 11. ACU ACADEMIC REFERENCE DETAILS

ACU International will contact your nominated ACU Academic Reference directly via e-mail.

Please note that you are responsible for ensuring that your reference provides the referee report to ACU International within 2 weeks of you submitting this application.

Out of courtesy, please advise your chosen referee that ACU International will be contacting them directly upon receiving this application.

Please list your ACU Reference's Details here:

Name

Position

ACU E-mail Address

## 12. OTHER INFORMATION

### ACU ACADEMIC TRANSCRIPT

- If you are eligible for the exchange program, you will be required to obtain your official ACU transcript in order to complete the application to your host university. Your ACU transcript is available from the Student Centre for \$15.

### MOST RECENT BANK STATEMENT

- If you are applying to a university in the United States or Japan, please be advised that you may be required to provide your most recent bank statement with the application to the host university. This is a requirement of some overseas governments and will serve as proof of your financial security overseas.

### 13. STUDENT DECLARATION

- I declare that, to the best of my knowledge, all information on this form is complete and accurate.
- I understand that the University may, with due regard to the University's Privacy Policy, obtain confirmation of records from any institution attended by me and may provide information to Government bodies as required by law. I also understand that the University reserves the right to vary any decision made on the basis of incorrect or incomplete information supplied by me.
- I understand that on becoming a student in this program I shall be subject to all the rules, regulations and general code of practice for students enrolled at Australian Catholic University, the participating institution, and overseas host residence in the International Exchange Program.
- I also understand that I will be bound by the laws of the host country in which my exchange studies are based.
- Further, I declare that I have read the information in the Student Exchange Guide and attended an Information Session, and am satisfied with the level of services and facilities as described, and agree to abide by the Guidelines contained therein.
- I have fulfilled all requirements of the checklist on page 1 of this application form.

#### OS-HELP applicants only:

I understand that the personal information contained in this form is collected for the purpose of determining my entitlement to OS-HELP assistance. If I provide false or misleading information in applications for OS-HELP, ACU may be required to disclose information contained in this form to the relevant Australian Government department. I understand that ACU may also be required to disclose my personal information as otherwise authorised or required by law.

**Applicant Signature**

**Date**

\_\_\_\_/\_\_\_\_/20\_\_\_\_

### WHAT'S NEXT

**Step 1:** The ACU Exchange team will assess your application (which will include your ACU Academic Reference Report) to determine your eligibility.

**Step 2:** The ACU Exchange team will advise you of your application outcome and ask you to complete the application form of your approved host institution.

**Step 3:** You will complete the host institution application form and return that to the ACU Exchange team. The ACU Exchange team will then send your completed application form to the host institution with all supporting documents. You will be required to obtain your official ACU Transcript and most recent bank statement (if applicable) at this time (refer to **12. Other Information** in the application form for more information).

**Step 4:** The host institution will assess your application and confirm the details of your admission to their program.

**Step 5:** The ACU Exchange team will send you an official Letter of Offer to participate in the ACU Exchange program. This letter outlines your understanding of your responsibilities as an exchange student. (You may also receive a letter of admission from your approved host institution at this time).

**Step 6:** You will sign and return your official Acceptance of Offer to the ACU Exchange team. (You may also be required to complete an acceptance of admission to your approved host institution at this time).

**Step 7:** You will follow the instructions of your host institution to prepare for travel to your exchange destination.

**Step 8:** You will enrol at your host institution and undertake studies in accordance with host institution and ACU requirements.

**Step 9:** You will notify the ACU Exchange team immediately of any enrolment changes while at your host institution.

**Step 10:** You will re-enrol at ACU in accordance with ACU enrolment procedures and return to ACU at the completion of your exchange studies. The ACU Exchange team will confirm your eligibility for credit upon receipt of your official transcript of results from your host institution.

# CE

## Credit Application Form for ACU Approved Student Exchange Program



### STUDENT INFORMATION

Student ID  Date of Birth \_\_\_\_/\_\_\_\_/19\_\_\_\_ Contact Phone Number \_\_\_\_\_

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Student Signature \_\_\_\_\_

ACU Course \_\_\_\_\_ Major/Minor \_\_\_\_\_ Campus \_\_\_\_\_

Student Exchange Program completed at Host University \_\_\_\_\_

Course Coordinator's Signature (approval for exchange) \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Enrolment at Host Institution				Equivalent Enrolment at ACU		
Unit Code	Unit Name	Semester	Year	Unit Code	Unit Name	Office Use Only-Intl Result (either CG or NN)
		1	2013			
		1	2013			
		1	2013			
		1	2013			

♦ ONLY VALID WHEN SUBMITTED BY ACU INTERNATIONAL

Results Approved-Exchange/Study Abroad Officer \_\_\_\_\_  
Name in Block Letters \_\_\_\_\_

### OFFICE USE ONLY – STUDENT ADMINISTRATION

UNIT REGISTRATION ENTERED ☐ CE RESULT APPLIED ☐ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ FORM RETURNED TO INTL ☐ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Overseas Transcript Submitted for Student File ☐ CG RESULT CODE APPLIED ☐ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **This CE form is the final step in the exchange process for ACU enrolment.**

Please fill out this form, make a copy for your records, and return this form as soon as possible to:

ACU International  
Exchange & Study Abroad  
Australian Catholic University  
PO BOX 968  
North Sydney NSW 2059

[studyabroad@acu.edu.au](mailto:studyabroad@acu.edu.au)

## **This CE form will constitute your unit enrolment at ACU while studying at a partner institution.**

- Complete the host and home institution units matching the credited units agreed by you and your Course Coordinator in your Outgoing Exchange Application Form.
- Copy and complete a second CE Form for your second semester of exchange, if applicable.
- This form will require Course Coordinator and your signature.
- Once this form is submitted to Enrolments by ACU International, your student enrolment will be entered. You will then be able to access your student record via Student Connect, but unable to change your unit enrolment. Changes can only be processed via a revised CE form.
- Once you arrive at the host institution, any changes to this enrolment MUST be notified to [studyabroad@acu.edu.au](mailto:studyabroad@acu.edu.au) including Course Coordinator approval for any changes.
- Any changes must be requested AS SOON AS POSSIBLE to ensure it can be accommodated prior to standard ACU reporting dates.

### **PLEASE READ AND SIGN THE CE FORM TO INDICATE YOUR AGREEMENT.**

The attached CE form/s needs to be completed by you, clearly matching units for credit. Please complete this as accurately as possible at this point in time.

This form will be used by ACU International to apply your credited studies upon your return to ACU. Your host institution will provide an official transcript of your results directly ACU International, after the completion of your exchange.

- ALL ACU units listed on this form will constitute the approved unit enrolment on your student record.
- Any modifications to an approved exchange enrolment must be notified through this office with evidence of approval by your Course Coordinator.

Your attention is drawn to two conditions of the exchange program:

1. Full-time enrolment MUST be maintained at ACU and your host institution.
2. You must have at least 0.5 EFTSL of study left in your course upon your return to ACU.

In order to credit those studies your file must reflect the correct enrolment for that period, and payment for those units must have been made.

You MUST sign the CE form. In doing so you are acknowledging that you have read and understood the responsibilities for your enrolment as explained in the Outgoing Student Exchange Guide, the ACU International offer letter, and the CE Form.



**BANK DETAILS FORM**  
**(For ACU Vice Chancellor's Travel Grant/OS-HELP Loan Payment)**

<b>NAME</b>	
<b>ACU STUDENT NUMBER</b>	
<b>TELEPHONE NUMBER</b>	

Payment of your Travel Grant/OS-HELP Loan will be made via EFT\*.  
Please provide your bank details below.

<b>BANK NAME</b>	
<b>BSB NUMBER</b>	
<b>ACCOUNT NUMBER</b>	
<b>NAME ACCOUNT IS HELD IN</b>	

\*if you do not have a nominated bank account, the University will pay you by cheque.  
Please provide the address that you wish to have your cheque sent.

<b>PO Box or Street Address</b>	
<b>Suburb</b>	
<b>State</b>	
<b>Postcode</b>	

Please complete this form and return to:

Exchange & Study Abroad  
ACU International  
PO BOX 968  
North Sydney NSW 2059  
[studyabroad@acu.edu.au](mailto:studyabroad@acu.edu.au)

# ACU TRAVEL GRANT/OS-HELP LOAN ACCEPTANCE

Please read the conditions below and sign if you wish to accept the ACU Vice Chancellor's Travel Grant and/or the OS-HELP loan.

## ACU Travel Grant

1. If for any reason I do not complete my exchange program, I agree to return the full amount of the ACU Travel Grant within 30 days of the termination of my exchange program.
2. I agree to participate in any recruitment/promotional information sessions and activities for ACU Exchange & Study Abroad, including:
  - a. 2 progress reports while overseas
  - b. Submitting photographs and testimonials upon my return
  - c. Assisting with Orientation, Open Day and other events

## OS-HELP Loan (Domestic, undergraduate students only)

1. I have enough units left in my degree in order to return for at least 1 full-time semester (0.5 EFSTL) at ACU.
2. My Course Coordinator has approved my plan of study overseas.
3. I have read the ACU OS-HELP Policy and Guidelines for Students (available at <http://students.acu.edu.au/63510>).

**Please note that this is not the OS-HELP application form. The OS-HELP application form will be provided to you at a later date.**

**I wish to accept the ACU Travel Grant and/or the OS-HELP loan.**

<b>NAME</b>	
<b>EMAIL</b>	
<b>TELEPHONE NUMBER</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

Please complete this form and return to:

Exchange & Study Abroad  
ACU International  
PO BOX 968  
North Sydney NSW 2059  
[studyabroad@acu.edu.au](mailto:studyabroad@acu.edu.au)