



## OUTGOING STUDENT EXCHANGE APPLICATION FORM

### ELIGIBILITY

For Australian citizens, permanent residents, New Zealand citizens and international students. AusAID students are NOT eligible for exchange.

#### Undergraduate students must:

- have completed at Curtin University at least 100 credits at time of application and 200 credits at time of departure
- be in 'Good Standing' at Curtin with no failed units and a course weighted average of 60% or better
- be able to study the equivalence of a full-time load whilst overseas
- satisfy host institution's and host country's entry requirements
- be a good ambassador for Curtin
- have no academic misconduct.

#### Postgraduate students must:

- have results/transcripts for any previous study (i.e. bachelor degree)
- be studying a Curtin degree with a minimum remaining duration of 12 months
- have successfully completed 75 credits as a postgraduate student (this can be negotiated if you hold a Curtin bachelor degree)

- be in 'Good Standing' at Curtin with no failed units and a course weighted average of 60% or better
- be able to study the equivalence of a full-time load whilst overseas
- satisfy host institution's and host country's entry requirements
- be a good ambassador for Curtin.

### WHAT TO SUBMIT / CHECKLIST

It is strongly recommended that students attend an Exchange Information Session prior to submitting their application.

- This Application Form – all sections completed clearly and legibly in block letters
- Unit Approval Form
- Official Academic Transcripts (please note this will be ordered on your behalf)
- Academic Reference
- Portfolio of Work – art, design and architecture applicants only
- Photocopy of passport details page

## SECTION ONE – PERSONAL INFORMATION

### Q1a PERSONAL DETAILS

Student Number

Title (Dr, Mr, Mrs, etc.)  Male  Female

Family Name

Given Names

Name as shown in your passport

Date of Birth DD  MM  YY

Nationality  Australian Citizen  New Zealand Citizen/Permanent Resident  
 Australian Permanent Resident  International Student – it is your responsibility to ensure your Australian student visa is not cancelled whilst you are on exchange

If international, which country?

Are you currently receiving a scholarship?  N  Y If yes, name of scholarship:

### Q1b PERMANENT ADDRESS (RESIDENTIAL ADDRESS IN HOME COUNTRY) Note: A Post Office Box number is not acceptable.

Address

Suburb  Postcode

Telephone  Mobile

### EMERGENCY CONTACT (E.G. FAMILY MEMBER)

Full Name

Relationship  Telephone

Address

Suburb  Postcode

Email  Mobile

### Q1c MEDICAL / DISABILITY NEEDS

Do you have any physical or medical conditions?

Y

N

If **yes**, indicate the nature of the condition/s:

  
  

Do you need to take any special medication?

Y

N

## SECTION TWO – ACADEMIC DATA

### Q2a CURTIN COURSE DETAILS

Course name

Major/Stream

Course code

Credits completed at time of application

Credits left to complete your degree at time of application

Intended graduation date

Month/Year

**Note:** if you are undertaking exchange in your last semester of study results may not be submitted in time to meet graduation deadlines.

### Q2b EXCHANGE DETAILS

Preferred host institution

Alternative host institution

Year of exchange

Australian semester of exchange

### Q2c HAVE YOU ATTENDED AN EXCHANGE INFORMATION SESSION

Y

N

Reason for not attending

## SECTION THREE – INTERNATIONAL EXPERIENCE

### Q3a HOW DID YOU BECOME AWARE OF AND INTERESTED IN THE CURTIN EXCHANGE PROGRAM?

### Q3b PREVIOUS EXCHANGE PROGRAM DETAILS

Institution

Country

Date

How did you become aware of and interested in the exchange program?

Have you studied, travelled or worked abroad?

Y

N

If **yes**, please indicate where and when:

Studied:

Travelled:

Worked:



## SECTION FOUR – EXCHANGE APPROVAL

### Q4a COURSE CONTROLLER DETAILS (PLEASE TAKE THIS SECTION TO YOUR COURSE CONTROLLER/S TO COMPLETE)

Staff Name	<input type="text"/>			
Position Title	<input type="text"/>			
Email	<input type="text"/>			
Telephone	<input type="text"/>	Exchange Approved	<input type="checkbox"/> Y	<input type="checkbox"/> N
Course Controller's Signature	<input type="text"/>		Date	<input type="text"/>
Staff Name	<input type="text"/>			
Position Title	<input type="text"/>			
Email	<input type="text"/>			
Telephone	<input type="text"/>	Exchange Approved	<input type="checkbox"/> Y	<input type="checkbox"/> N
Course Controller's Signature	<input type="text"/>		Date	<input type="text"/>

## SECTION FIVE – APPLICANT'S DECLARATION

### Q5a APPLICANT'S DECLARATION AND SIGNATURE

As a participant of the Curtin University Study Exchange Program, I hereby agree that I will:

- ensure that the units in which I enrol at the host institution will be credited towards my Curtin degree as electives, options or required units before I depart on exchange. If I change my unit selection after I arrive at the host institution, I acknowledge that I am responsible for ensuring that I receive credit towards my degree as electives, options or required units. I also acknowledge that I will be retrospectively charged full fees for any units that I do not receive full credit for
- maintain a full-time enrolment as per the enrolment regulations at both Curtin and the host institution
- notify the Student Exchange Office of any changes to my final enrolment within two weeks of the start of classes at the host institution
- notify the Student Exchange Office immediately if my circumstances change
- check OASIS on a weekly basis
- attend the pre-departure information session for outbound exchange students
- acknowledge that the individual units I study at the host institution will not appear on my Curtin transcript. Instead, my transcript will show International Study (Student Exchange) PASS or FAIL (the outcome is based on whether or not the host institution would award credit for the units you studied)
- authorise Curtin to release my personal contact details to my next of kin, guardian or other nominated person (as detailed below) in an emergency, and to contact that person on my behalf
- settle all debts with the host institution before I leave to return to Perth
- abide by the rules and regulations of the host institution at all times
- provide a testimonial about my exchange experience to the Student Exchange Office upon my return.

I further acknowledge that:

- Curtin has informed me of the need to take out adequate travel, medical and hospital insurance cover, and work insurance cover, if applicable. I am aware that it is my responsibility to arrange such cover
- Curtin will not be liable in any way for any loss, injury, sickness or damage that I may suffer while participating in the program, or which results in any way from my participation in the program, other than arising from or as a consequence of any negligent act or omission of Curtin or its officers, employees or agents
- as an exchange student, I am a representative of the University. I will maintain an appropriate standard of behaviour, and am aware that any adverse behaviour will not only reflect poorly on myself, but also on Curtin and future participants in the exchange program
- it is my responsibility to organise my own accommodation, whether it be directly with the host institution housing department or making my own independent housing arrangements
- it is my responsibility to make my own enquiries regarding visa requirements, and to comply with, any legal obligations arising under Australian or overseas law which are relevant to my personal involvement in the program
- the student exchange office will access and order an Official Academic Transcript on my behalf.

I declare that the information presented in this application and the accompanying documentation is true and correct.

I understand that the Curtin Student Exchange Office may terminate my application or nomination for the exchange if I have misrepresented my past and/or present circumstances. I authorise Curtin staff to make relevant enquiries to verify my application, and should I be approved to go on exchange, to provide the necessary information to partner institutions for the purpose of arranging my exchange.

Signature of Applicant

Date

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#### Please return this form to:

Student Exchange Office Bldg 102  
International Office  
Curtin University  
GPO Box S1512  
Perth 6845 WA

#### For further information:

Student Exchange Office  
Tel: +61 8 9266 4059/4950  
Email: [studyabroad@curtin.edu.au](mailto:studyabroad@curtin.edu.au)  
Web: [www.studyabroad.curtin.edu.au](http://www.studyabroad.curtin.edu.au)