



Australian  
National  
University



# EXCHANGE APPLICATION INSTRUCTIONS

2020

Semester 2, 2020

# YOUR JOURNEY STARTS HERE

Congratulations on securing a nomination to study as an exchange student at the Australian National University for our second semester 2020 (July to November).

Joining ANU means joining a community of 25,500+ students, approximately 8,000 of those living on campus, in Australia's #1 University\*. We are a vibrant, inclusive and academically minded community surrounded by bushland, national attractions and plenty of off-campus entertainment.

We are looking forward to welcoming you into our community and being part of your academic journey.



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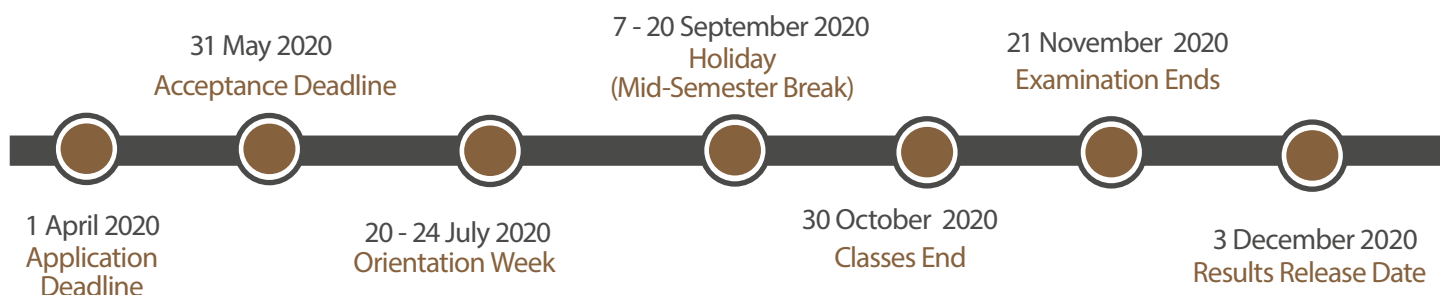
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## YOUR DEADLINES & IMPORTANT DATES





## YOUR APPLICATION SUBMISSION

### 1a. Your Application

Due Date	1 April 2020
Application Link	<a href="https://www.anu.edu.au/study/apply/applying-for-exchange-at-anu">https://www.anu.edu.au/study/apply/applying-for-exchange-at-anu</a> Apply through StudyLink, not UAC.
Fees	No application fee applicable
How to Apply Video Guide	<a href="http://quicklink.anu.edu.au/n9zf">http://quicklink.anu.edu.au/n9zf</a>

### 1b. Supporting Documentations

- ✓ A clear, colour scan (or photo) of your passport
- ✓ A clear, colour scan of your academic transcript with a minimum of 1 year of study shown
- ✓ Evidence of your English language proficiency
- ✓ A clear scan of official course outlines for any courses selected with pre-requisite requirements
- ✓ Evidence of current enrolment at your home institution if not included on your transcript

### 1c. Meeting English Requirements

[ANU English Language Policy](#)

### 1d. Official Transcript Requirements

Your official transcript must include all completed study at your home institution and must be provided on official stationary of your home institution. Electronic transcripts are acceptable in most cases but will be verified for authenticity.

Note that a screen shot of online results and unofficial transcripts cannot be accepted and will delay the processing of your application.

### 1e. Submission and Processing

Once you have carefully selected your courses, completed the online application form and uploaded all the required supporting documentation, you are ready to submit your application.

If you do not have all of the required documentation, we recommend waiting until you have compiled everything before submitting your application. If you will not have everything required, such as an English test, before the application deadline, you may submit but your application will not be assessed until it is complete.

The Global Programs team will then assess your application and either request further information or issue you with an official offer. This process can take 4 - 6 weeks so we ask that you remain patient during this time.

Note that the duration of your application will default to 12 months; this is normal. Under your preferences, once you reach that part of the application, you will find a drop down box to select your duration. If your application is for the incorrect duration, this will be manually amended following submission based on your nomination.

# YOUR COURSE SELECTIONS

## 2a. Course Selections

Course Catalogue	<a href="http://programsandcourses.anu.edu.au/">http://programsandcourses.anu.edu.au/</a> Search (use the semester and year filters to find courses that will be on offer while you are at ANU)
Restricted Courses	Case-by-case. Certain restrictions apply.
Full Course Load	24 ANU units per semester (usually 4 courses at 6 units each)
Minimum Course Load	18 ANU units per semester (usually 3 courses at 6 units each) but must have approval from home institution
Permission Codes	<p>For most ANU courses, other than 1000 level courses, you will need permission from an ANU Course Convenor before you are able to enrol.</p> <p>Once you have nominated your 6 courses, we will liaise with academic colleges to seek permission codes for you. Once you have at least 4 courses approved, you will need to liaise with them directly after you arrive on campus for alterations and updates.</p>



## 2b. Home Institution Approvals

If you require approval from your home institution for the specific courses you wish to take, you must undergo this process before submitting your application. This will ensure that the courses nominated will be the most accurate and, if approved, will be the courses you are able to take. Note any potential shut down periods at your home institution and ensure you have your courses selected and approved prior to Orientation week at ANU.

Course outlines for most ANU courses can be found on the Programs and Courses catalogue. If it is not available please contact the Global Programs team to request a copy.

## 2c. Meeting Pre-Requisite Requirements

As an exchange student you will often be taking courses targeted at students in their second or third year of study. As such, these courses will have pre-requisite requirements and assumed knowledge.

When reviewing courses on the ANU Programs and Courses website, it is important that you review the 'Requisite and Incompatibility' section; this will tell you what previous knowledge is expected or required to be successful in the courses you are interested in. For some, this will indicate that you must have completed a certain number of units within a certain discipline; 6 units is 1 course. For others it may indicate a specific ANU course that you must have completed prior; as an exchange or study abroad student you must show that you have completed a course, or courses, at your home institution that have the same, or very similar, learning outcomes to the mentioned ANU course.

If you feel that your transcript makes it clear that you have the pre-requisite knowledge required, then the transcript you include in your application should be sufficient for assessment. For example, if the requirement is to have completed calculus and linear algebra and you have these listed as courses on your transcript, this should suffice.

If you are unsure whether your transcript is clear enough then you will need to provide course outlines/summaries from your home institution for the courses that cover similar topics. For example, if the requirement is to have completed calculus and linear algebra and you have completed a mathematics course that covers these topics, you would need to provide this outline for assessment.

If you feel that you meet the requirements with courses you are currently taking, it is important to ensure you include a current enrolment summary with your application so that these courses can be considered. If you do not include this, the courses will not be approved in the first instance.

## 2d. Course Restrictions

1000-3000 level courses	1000 - 3000 level courses are undergraduate courses targeted at students based on the year of their degree they are up to; 1000 for first years, 2000 for second years etc. If you are an undergraduate student you should be looking at courses within these levels and ensuring you take into account the prerequisite requirements.
4000 level courses	4000 level courses are for ANU honours students and are typically not available for exchange students (except for Law students).
6000-8000 level courses	6000 - 8000 level courses are postgraduate courses and can only be taken by students that are studying a Master's degree at their home institution.
Language Courses	Students wishing to take language courses will usually be required to take a placement test to determine their level of proficiency. More information on that can be found here - <a href="http://asiapacific.anu.edu.au/students/cap-language-placement-test">http://asiapacific.anu.edu.au/students/cap-language-placement-test</a>
ARTV and DESN Courses	Courses with codes commencing in ARTV and DESN are restricted courses available only to students attending ANU under an arts specific exchange agreement and require submission of a portfolio for assessment.
ANIP	<a href="#">ANIP (Australian National Internships Program)</a> is available to exchange students but requires an additional application process. Separate application deadlines apply.

Many courses are not available in every semester; when using Programs and Courses you must ensure that you filter it by the semester you have been offered to ensure only appropriate options are displayed.

Enrolment in sessional terms (winter and summer) are assessed on a case-by-case basis and only approved where course dates fit within the applicable visa; eg after 1st February.

Courses requiring a supervisor, or with restricted enrolment, may only be conditionally approved until closer to the start of semester or you may be waitlisted; keep this in mind when selecting such courses.



## 2e. Research Courses

The ability to enrol into research based courses during your study abroad experience is usually limited. However, if you are interested in undertaking research during your study abroad semester the first step will be to reach out to an ANU academic to seek their endorsement and support to supervise your research.

If you are able to find an appropriate supervisor, you will then need to reach out to the associated academic college student services area to discuss enrolment options and plausibility.

These will then be assessed and considered on a case-by-case basis.

## 2f. Interactive Student Information System

Once you have been assessed and issued permission codes for your relevant courses you will need to enrol online through the ANU Interactive Student Information System (ISIS). As long as you have accepted an offer to ANU and received an eCoE you will automatically receive a Welcome Letter via email about 1 month prior to classes. This email will contain a password and instructions on how to enrol and use ISIS.

# YOUR HOME AWAY FROM HOME



## 3a. Apply for Accommodation

Opening Date	1st April 2020
Closing Date	TBA; recommended to apply ASAP
Application Fee	\$0
Application Portal	<a href="http://www.anu.edu.au/study/accommodation">http://www.anu.edu.au/study/accommodation</a>
Accommodation Guarantee	Yes, in university accommodation. Students must apply before the deadline.

## 3b. Why Campus Accommodation

Staying on campus at ANU means being part of an inclusive and diverse community. Here you will find pastoral and academic support, access to interhall competitions that cover a huge variety of extra curricular activities and a home filled with students from Australia and all over the world. As most exchange and study abroad students are in Canberra for a single semester or year, these fully furnished dorm style rooms are a practical and convenient choice.

However, if you prefer to live off-campus with friends or in a share house, the ANU Accommodation Services team is still available to assist you in finding somewhere to stay and navigating the ACT rental market.



"I live in Kinloch lodge, which is one of the Unilodge housings on campus. I've really enjoyed living close to all my classes and the libraries because it's so easy to move between home and University.

Unilodge has put together all kinds of events and activities: the best part is meeting new people and living in a community."

- Roosa Savo, on exchange to ANU 2018

## 3d. Accommodation Options

ANU has a number of accommodation options available from catered to self-catered and individual dorms to multi-share apartments. The type of accommodation that you want will impact on the cost you are looking at and, whilst ANU has an accommodation guarantee, you are not guaranteed to be offered your preference.

Before submitting your application to ANU Accommodation Services, we recommend that you carefully consider the different options that are available as you are only able to list one preference. It is also advised that you have a close look at all options and begin preparing as early as possible in case you don't secure your preferred option; if you want catered accommodation because you can't cook, now is the time to start learning, just in case! You can see the different options available on the ANU Accommodation website -

<http://www.anu.edu.au/study/accommodation/student-residences>.

## 3c. Living Expenses

The estimated cost of living in Canberra is, on average, \$390 AUD per week. This takes into consideration your accommodation, food, travel and phone expenses. Entertainment and other bills (such as electricity if you live off campus) should be considered on top of this and will vary person to person.

For further information on additional costs, establishment fees and more, please visit -

<http://www.anu.edu.au/students/program-administration/costs-fees/cost-of-living>

# YOUR OFFER ACCEPTANCE

## 4a. Accepting Your Offer

Application Deadline	1 April 2020
Acceptance Deadline	31 May 2020
Return Documents	global.programs@anu.edu.au



## 4b. Acceptance Fees

<b>Exchange Students:</b> One Semester: \$330* Two Semesters: \$771* fees are in Australian Dollars	*Note that these fees are optional; you may accept your offer without paying any fees at all. OSHC cover is a compulsory component of your student visa so if you choose not to pay these fees, please keep in mind that you will need to arrange cover.
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## 4c. Overseas Student Health Cover

As part of your student visa application you will be required (for most students) to show evidence that you have Overseas Student Health Cover. With your acceptance documents, you can indicate if you would like to have ANU arrange this on your behalf or if you would like to arrange your own.

If the ANU is arranging your OSHC policy, it will be with Allianz Assistance. You will be able to access this policy approximately 3 business days after you receive your CoE.

Visit - [www.allianzassistancehealth.com.au](http://www.allianzassistancehealth.com.au) - and follow the steps to register for online services. Your policy number will be your ANU ID followed by ANU; eg 1234567ANU.

## 4d. Completed Documents

Pages 1-4	Pages 1-4 of the offer acceptance documents must be completed and returned. All fields must be completed and hand signed: electronic signatures are not accepted.
Diplomatic Mission	Diplomatic Mission refers to where you will physically be when submitting your student visa application. If you plan on travelling around the time of submitting your visa application, please keep this in mind.
Credit Acceptance	Credit acceptance question should be ignored as it is not applicable.

## 4e. Notification of External Sponsorship

If you are a study abroad student and your home institution will be paying all or part of your fees, you will need to complete this form. This will ensure they are invoiced for your fees and allows us to process your acceptance without payment.

You can find the form online here - <http://www.anu.edu.au/files/resource/notification-of-sponsorship.pdf>

## 4f. Consent to the Disclosure of Personal Information

As part of your acceptance you are required to complete a Consent to the Disclosure of Personal Information form. This form gives us permission to communicate with your home institution about your status at ANU including your arrival and enrolment. It also allows us to send them your transcript and verify your grades upon the completion of your program.

The completion of this form is mandatory and you must return it with your offer acceptance documents.

# YOUR CONFIRMATION OF ENROLMENT



## 5a. Confirmation of Enrolment

Once we receive your acceptance documents and your OSHC payment (if applicable) we will create and issue you with your CoE. You will need this for your student visa application.

“ Within my first day of being here, I was able to meet tons of other exchange students from all over the globe, thanks to the ANU Exchange Meet and Greet program.

## 5b. Student Visa Application

ANU Staff are limited in the information we can provide about visa applications due to law and legislation. Once you receive your CoE you should refer to the Australian Department of Home Affairs website for guidance - <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

It was a good way to start off my O-week, followed by fun residence activities to get everyone to mingle, and tons of clubs and societies hosting welcome lunches and events ”

- Jessica Howatt, on exchange to ANU 2018

## 5c. Visa Application Tips

Genuine Temporary Entrant (GTE)	This section of the visa application is asking you to confirm that you intend to enter Australia for a short period of time. In our experience, a copy of your eCoE showing only 6 - 12 months of study is sufficient to meet this requirement for most students.
OSHC Policy Evidence	As a compulsory part of your student visa application, you will need to provide evidence that you have obtained this insurance policy. If you have requested ANU to arrange this on your behalf, it is evidenced on your CoE and this should be sufficient. Alternatively, you can follow the instructions on the previous page to access your policy online. If you have arranged this independently, you will need to provide a document of confirmation from your elected provider.
Processing Times	After submission of your student visa application, processing times can vary. You can visit the Department of Home Affairs website as linked previously.



# YOUR PREPARATIONS



## 6a. Preparing for Your Arrival

ANU Orientation  
Week

20 - 24 July 2020

## 6b. Packing

In a full 12 month cycle Canberra will vary from -10 degrees celcius to 42 degrees celcius. As such, it is important to pack for both extremes and layers are strongly suggested.

If you are coming in semester 1, you will be experiencing Canberra's summer. If you are coming in semester 2, you will be experiencing Canberra's winter.

It's also very important to leave room in your suitcase for things that will remind you of home. You will inevitably miss your family and friends so be sure to bring photos or items that will make you feel at home during your international experience.

## 6c. Airport & Jolimont Welcome Service

Most students arriving in Canberra will do so by plane (landing in Canberra airport) or bus (arriving at the Jolimont Centre). ANU offers a free welcome service, in conjunction with Study Canberra, that will have a representative meet you at your place of arrival and escort you either to campus or your campus accommodation.

You must register for this service and it will only be available for those arriving in the week prior to Orientation Week. You must know your arrival details before booking and you can find more information here - <http://www.anu.edu.au/students/information-for/new-students/airport-and-jolimont-centre-welcome-for-new-students>.

## 6d. ANU Orientation Week

Each semester, ANU welcomes its incoming students with a week of information sessions, events and activities.

This is the perfect opportunity for you to make sure your enrolment is sorted out, get your new student card, that you ensure you know your way to classes and about the academic support that is available. It is a time to make friends and join numerous groups and extra-curricular activities. It is an exciting time that will help you set yourself up in the best way possible for your journey ahead.

We strongly encourage everyone to get as involved as possible and find the activities and events that best suit you!

*"You also want to consider what season you are coming from. For me, I came from European summer to Australian winter in a couple days, meaning that my body was not able to gradually adapt to the change. This caused me to literally freeze, perceiving the weather as even colder than it actually was for the first weeks."*

*"Finally, bring a good camera! Australia is amazing and you will want to capture all of your magic moments!"*

- Emma, on exchange to ANU 2019

# CONTACT US

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