APPLICATION FORM FOR OUTGOING VU STUDENTS

Section 1 PERSONAL DETAILS

Applications should be mailed to the International Officer (Victoria Abroad)
Victoria University International
PO Box 14428 Melbourne 8001
Or submitted in person
3rd Floor, 301 Flinders Lane, Melbourne, 3000
Phone +61 3 9919 1296 / +61 3 9919 1319
Closing Dates for exchange applications:
30 June for semester one placements in the following year
30 November for semester two placements in the following year

VU Student ID: [ ]
Title: [ ] Family Name: [ ] Given Name/s: [ ]
Gender: M [ ] F [ ] Date of Birth: [ ]
Citizenship: [ ] First Language: [ ]
Are you an international student? Yes [ ] No [ ]
If yes, please provide your passport number: [ ]

Section 2 CONTACT DETAILS

Postal Address: [ ] State: [ ] Postcode: [ ]
Phone (H): [ ] Mobile: [ ] Email: [ ]
Emergency Contact Person: [ ] Phone Number: [ ]
Relationship to Applicant: [ ]

Section 3 ENROLMENT DETAILS

Course Title: [ ]
Faculty: [ ] Campus: [ ]
Major/s: [ ]
Expected Completion Date: [ ]
You are Studying: Full time [ ] Part time [ ] Distance Education [ ]

Section 4 EXCHANGE PROPOSAL

Length of Exchange (please tick): Less than one Semester [ ] One Semester [ ] Full Year [ ] Semester of Commencement: 1 [ ] 2 [ ]
Type of Exchange (please tick): Faculty [ ] General [ ] UMAP [ ] Endeavour [ ] Other [ ]
Exchange Institution - Preference One: [ ] Preference Two: [ ]

www.vu.edu.au/current-students/student-exchange-program

CRICOS Provider No. 00124K
Section 5  TRAVEL AND LANGUAGE EXPERIENCE

Have you travelled overseas before? Yes ☐ No ☐

Have you studied / worked overseas before? Yes ☐ No ☐

Please provide details in your personal statement (see Application Checklist below)

Do you speak any other language/s? Yes ☐ No ☐

Please Specify:

Section 6  FINANCIAL PLAN

You must ensure you have adequate funds for your exchange. Please complete the following:

<table>
<thead>
<tr>
<th>Estimated Available Funds</th>
<th>Estimated Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings to Date</td>
<td>Airfare</td>
</tr>
<tr>
<td>Anticipated Savings on Departure</td>
<td>Visa / Passport Fee</td>
</tr>
<tr>
<td>Other Contributions (e.g. family, approved loan, travel grants)</td>
<td>Travel / Medical insurance</td>
</tr>
<tr>
<td>Government Funding (e.g. Youth Allowance, UMAP, Endeavour, etc.)</td>
<td>Accommodation</td>
</tr>
<tr>
<td>TOTAL Estimated Funds</td>
<td>TOTAL Estimated Expenses</td>
</tr>
</tbody>
</table>

Section 7  VU TRAVEL GRANT SCHEME

The VU Travel Grant Scheme offers grants to outgoing exchange students. All students wishing to go on a Victoria Abroad exchange program are eligible to receive this grant.

Do you wish to apply for a VU Travel Grant? Yes ☐ No ☐

Are you applying for any other scholarships? Yes ☐ No ☐

If so, please specify:

Section 8  STUDENT DECLARATION

I declare that the information I have supplied is complete and correct. I acknowledge that provision of incorrect information or documentation may result in cancellation of any offer of a place in a Victoria Abroad exchange program.

Signature: ___________________________ Date: ________

APPLICATION CHECKLIST

☐ Current, Certified Academic Transcript

☐ Personal Statement

☐ Curriculum Vitae / Resumé

☐ Two Letters of Recommendation:

1. **Academic Recommendation:** must be from a Victoria University Academic on the Academic Reference Form attached.

2. **Personal Recommendation:** choose from an employer, a community group, a sporting club, or a person who you have known for at least 5 years (excluding your family members).

3. **Personal Statement:** Please attach a personal statement explaining why you wish to participate in an exchange program and why you would be a good ambassador for VU.

4. **Passport Photo:** attach to front page.
STUDY PLAN AND ENROLMENT PROCEDURE

1. Download subject descriptions from the host institution’s website.

2. Please ensure you select appropriate subjects. For example, if you are in second year, you should select second year subjects.

3. Make an appointment to see your course coordinator. Finalise your study plan using the form on page 3. You may also be required to see individual subject coordinators.

4. If selected for exchange, please ensure you are enrolled full-time at VU for the duration of your studies overseas. Please do this before you leave Australia. Make sure this is done before HELP census dates and enrolment cut-off dates.

5. If your overseas study commences in July/August, please arrange for a proxy to enrol you in December for the following academic year at VU. Failure to do so may result in late enrolment penalties.

6. **IMPORTANT:** You **MUST** see your Faculty Student Advice Officer (International) to ensure that your enrolment is correct before you leave Australia. Please go to: www.vu.edu.au/International/Student_Exchange to identify your officer.

STUDY PLAN

- While on exchange, you are required to study full-time at your host institution.
- Please nominate at least six subjects per semester at your preferred institution for faculty approval.
- The Study Plan does not have to be completed by the application deadline, although early completion will speed up your application process.
- The Study Plan must be completed before the VU re-enrolment session for your time overseas.
- A copy of the Study Plan must be submitted to both Victoria Abroad and to the Student Advice Officer (International) within your Faculty prior to departure for your exchange program. Failure to do so may result in no academic credit being awarded for your studies overseas.

<table>
<thead>
<tr>
<th>HOST INSTITUTION</th>
<th>VU EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Code</td>
<td>Subject Code</td>
</tr>
<tr>
<td>Subject Title</td>
<td>Subject Title</td>
</tr>
<tr>
<td>Subject Coordinator initials (if required)</td>
<td>Subject Coordinator initials (if required)</td>
</tr>
</tbody>
</table>

Course Coordinator / International Programme Coordinator Declaration

I approve this student’s study plan

Signature: Name: Title: Date:

Email: Phone:

STUDENT DECLARATION

I agree that the units approved will be the units taken while abroad. I acknowledge that if subjects nominated prove to be unavailable or unsuitable it is my responsibility to notify my department and obtain approval for any changes made to my Study Plan.

Signature: Date:
## ACADEMIC REFERENCE

This section is to be completed by a VU academic.

This student is applying for admission into an exchange program. Please complete this form and return to Victoria Abroad, Victoria University International, City Flinders Campus (C031).

<table>
<thead>
<tr>
<th>Full Name of Applicant</th>
<th>VU Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange Destination (University / Country):</td>
<td></td>
</tr>
<tr>
<td>Name of Referee</td>
<td>Title</td>
</tr>
<tr>
<td>Phone</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

### How long have you known the applicant?

### What is your relationship to the applicant?

### Please give your appraisal of the applicant’s general suitability for the Exchange Program.

For example, you may wish to comment on their academic performance, organisational skills, adaptability, maturity, independence, and/or your perception of their ability to gain from the experience and share their knowledge on returning to Australia.

### Recommendation for an international exchange

<table>
<thead>
<tr>
<th>Strongly recommend:</th>
<th>Recommend:</th>
<th>Do not recommend:</th>
</tr>
</thead>
</table>

Signature: ___________________________ Date: __________

This reference is confidential. Do you give permission for it to be released if requested by the applicant?  Yes [ ] No [ ]