

EXCHANGE AND STUDY ABROAD APPLICATION GUIDE

Welcome to the application guide for international exchange and study abroad students.

The link to apply is here: <https://www.newcastle.edu.au/study/international/admissions>.



Select "a student applying for Undergraduate or Postgraduate course work program" from the menu.

International admissions

You can apply here for Undergraduate, Postgraduate coursework, ELICOS, and Study Abroad and Exchange programs.

Answer the following question to get directed to the application portal designed for you;

I am

-- Please select --

-- Please select --

an agent

a student applying for Undergraduate or Postgraduate course work program

a student applying for higher degree research program

Registering for an account

Step 1: Register to make an account by selecting "student portal registration." If you have already registered, please select "student portal login."

International Students

To submit an application you will need to:

1. Register with the Student Portal. Once registered, you will receive an email to verify your account;
2. Submit your application by logging in to the Student Portal below.

Visit the [How to Apply page](#) for additional information.

Once you have started your online application form you will be provided with an application number. Should you have any questions regarding your application please contact [International Admissions](#) with your application number.

Student Portal Registration >

Student Portal Log In >

Step 2: Enter your preferred email address and full name



Create an account

Email address

First name

Last name

☐ I have one name only

Already have a staff or student account?
[Log in](#)

Step 3: Check your email to find your email from the University of Newcastle, and click “Activate Account.”

Welcome to The University of Newcastle Inbox x

The University of Newcastle <no-reply@newcastle.edu.au>
to me ▾



Hi Sarah,

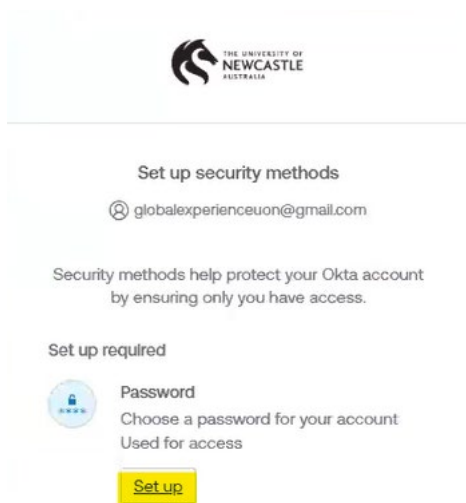
The University of Newcastle is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page.

We have created a user account for you.

Click the following link to activate your account:

[Activate Account](#)

Step 4: Click “set up” to create a password, then enter a password that follows the password requirements and click “next.”



 THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Set up security methods

 globalexperienceuon@gmail.com

Security methods help protect your Okta account
by ensuring only you have access.

Set up required

 Password
Choose a password for your account
Used for access

[Set up](#)



 THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA



Set up password

 globalexperienceuon@gmail.com

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 10 passwords

Enter password

Re-enter password

[Next](#)

Great! You’ve now registered. Please return to the login page to complete your application.

<https://www.newcastle.edu.au/study/international/admissions>.

Complete your application

<https://www.newcastle.edu.au/study/international/admissions>.

Step 2: Log into the student portal with the email address and password you have registered with:

I am
a student applying for Undergraduate or Postgraduate course work program

International Students

To submit an application you will need to:

1. Register with the Student Portal. Once registered, you will receive an email to verify your account;
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[Student Portal Registration >](#)[Student Portal Log In >](#)

Step 2: Click “apply to study in Australia”

WELCOME!

Welcome to The University of Newcastle’s international Application Portal. The Application Portal has been introduced to ensure international students can easily submit and track applications for undergraduate and post-graduate coursework programs offered at The University of Newcastle. We look forward to receiving your application and assisting you to begin your student journey. We welcome any feedback you may have on the Application Portal, please click [here](#) to submit your feedback.

Stay connected

Let us know what you’re interested in and we’ll keep you updated on all the latest information and events relevant to you. You can update subscription preferences in [your profile](#).

[Apply to Study in Australia](#)[Apply to Study Online](#)[Ask a Question](#)[Find an Agent](#)[Additional Forms](#)

Step 3: Scroll down and click “start new application”

New study onshore application

WelcomeApplicant DetailsTravel InformationProgram SelectionScholarshipEnglishQualificationsHDR ExperienceSupporting DocumentsSummaryDeclaration

Welcome

Welcome to the University of Newcastle’s International application form.

For assistance with your application, please don’t hesitate to contact us at

- w: [Enquiry form](#)
- e: international-enquiries@newcastle.edu.au
- t: + 61 2 4913 8300

[Start new application](#)

Step 4: Enter your personal details

Title

Official name/s used for identification purposes must match your identity supporting documents. Use only characters A-Z without accents.

Do you have one name?

☒ No ☐ Yes

Family Name *

First Given Name *

Other Given Name/s

Do you have preferred names?

☒ No ☐ Yes

Do you have previous name/s?

☒ No ☐ Yes

Gender *

To enter your date of birth, please click the calendar icon, click the grey section twice, and select the year first, then the month, then the day.

Date of Birth *

DD/MM/YYYY



<

March 2004

>

Su	Mo	Tu	We	Th	Fr	Sa
29	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

x

Q

at the University of Newcastle?

is Australia

To select your country of birth, please select the search icon, type in the name of your country of birth, tick the box to confirm your country, and click “select.”

Country of Birth *



Lookup records



Choose one record and click Select to continue



Name ↑



United Kingdom of Great Britain and Northern Ireland

Select

Cancel

Citizenship

What is your citizenship status? *

Country of Citizenship *



Repeat the above process to select your country of citizenship.

Email contact details

Primary Email Address *

Please ensure this email address is valid and you are able to receive emails at this address

Enter your personal email address you'd prefer to be contacted on. Does not have to be your student email

☐ Click to provide additional email

Phone contact details

Primary Phone Number *

Please provide a valid contact number. This should be entered in the format + [Country Code][Area Code][Digit Number]

Put in your current address and tick “click if your current address is the same as your home address.”

The address where we can contact you

Country *

Q

State / Province *

Q

Address Line 1 *

University Drive Callaghan

Address Line 2

Address Line 3

Suburb / Town / City *

Callaghan

Post / ZIP code *

2308

Home address details

The address in your country of citizenship

☒

 Click if your current address is the same as your home address

Step 5: Let us know if you have a medical condition or disability that you’d like us to know about, then click “save and continue.” If you have selected yes, please visit AccessAbility to register for support from the university.

Disability

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

☐ No

☒ Yes

AccessAbility provides support services to students. For further information or to discuss support and other adjustments available, please contact [AccessAbility](#)

Language/s spoken at home

Add

Name ↑

There are no records to display.

Step 6: Confirm what visa type you intend to apply for, and whether you have had an Australian visa in the past.

Please note if you select yes, you will need to provide further details.

Immigration details

The information you provide during your application may affect your admission at the University of Newcastle or your visa outcome. All information provided must be complete and accurate, providing incorrect or misleading information may result in your admission or visa application being denied. It is your responsibility to ensure that you maintain your visa conditions.

Do you have a valid Australian Visa?

☒ No ☐ Yes

Are you intending to study on a student visa?

☐ No ☒ Yes

Are members of your family currently located in Australia?

☒ No ☐ Yes

Have you applied for a student visa previously?

☒ No ☐ Yes

Have you or your partner ever had a visa refusal or breached a condition of any previous or current visa?

☒ No ☐ Yes

Step 7: Select whether you would like the University of Newcastle to organise Overseas Health Cover on your behalf, or if you will be organising it through an approved provider. Please read our fact sheet for further information about this.

If “yes,” please select “single” cover, then click “save and continue.”

Overseas Student Health Cover (OSHC)

It is a condition of having a student visa that an appropriate overseas student health cover (OSHC) policy has been arranged which will cover the duration of your study in Australia. You can find information on the [Department of Home Affairs OSHC requirements](#).

Would you like the University to arrange overseas student health cover on your behalf?

☐ No ☒ Yes

By indicating that you would like the University to arrange overseas student health cover on your behalf, you give permission for the University to disclose your personal information, to the extent necessary for this purpose, to Medibank. Please refer to the [Medibank Privacy Policy](#).

Type of cover *

- **Single:** Covers only the policy holder.
- **Couple:** Covers only the policy holder and either one adult partner or one or more dependent children (under 18).
- **Family:** Covers only the policy holder, their adult partner and one or more dependent children (under 18).

Select

Select

Single

Couple

Family

Previous

Save & continue

Step 8: Please select “no”

English Language Bridging Program (ELBP)

Is this application to study the English Language Bridging Program (ELBP) only?

(CRICOS: 012326A)

☒ No ☐ Yes

Step 9: This step is important. Click “add” and then under the title “program,” please select the search icon

Program preferences

To continue with your application, please add a program preference. You may add up to three (3) program preferences. You will also be required to select a campus and intake term for each. Order your list from most preferred at the top, to least preferred at the bottom.

If your application is successful, the University will confirm your program, campus and intake term in your Offer of Admission.

Visit our [Program Handbook](#) for more information about University of Newcastle's programs.

Add

Add

Program *

Select the program you would like to study at the University of Newcastle



Campus *

Select the campus you would like to attend

Intake *

Select the intake term that you would like to commence

Save

The instructions in the next section are divided into exchange students (9a) and study abroad students (9b). Please make sure you are reading the correct information by reading the below definitions.

Exchange students: If you have been selected and nominated by your home university and will not be paying any tuition fees to the University of Newcastle

Study Abroad students: If you are not an exchange student (definition above), please apply for study abroad.

EXCHANGE STUDENTS ONLY. If you are a study abroad student please scroll down to 9b.

Step 9a: Type “exchange” into the box and click the search icon.

Select your program based on the number of semesters you are planning to study at the University of Newcastle.

If you are studying for **1 semester** at the university of Newcastle, please make sure you select the **yellow option**.

If you are studying for **2 semesters** at the University of Newcastle, please make sure you select the **green option**.

Lookup records ×

Q

Choose one record and click Select to continue

	Program Name ↑	CRICOS Code	Program Code	Study Level
☐	Exchange Program (1 semester)	039979G	10921	Non Award
☐	Exchange Program (1 year)	039294D	12449	Non Award

Select Cancel

Once you have chosen the correct program, please leave the campus as Callaghan even if you are planning to take courses at our other campuses. Then under Intake, select the first semester you will be studying at the University of Newcastle, then click “save.”

Please note our semesters:

Semester 1 - February – June

Semester 2 - July – November

Add ×

Program *
Select the program you would like to study at the University of Newcastle
 × Q

Campus *
Select the campus you would like to attend
 ▼

Intake *
Select the intake term that you would like to commence
 ▼

Save

STUDY ABROAD STUDENTS ONLY

Step 9b: Type “study abroad” into the box and click the search icon.

Select your program based on the number of study units you are planning to take at the University of Newcastle.

If you are studying for **1 semester** at the university of Newcastle, please make sure you select a **yellow option**.

If you are studying for **2 semesters** at the University of Newcastle, please make sure you select a **green option**.

Lookup records

	study abroad	Q
☐	Study Abroad Program (Newcastle) (30 Units)	013102J 12430 Non Award
☐	Study Abroad Program (Newcastle) (40 Units)	013102J 11279 Non Award
☐	Study Abroad Program (Newcastle) (60 Units) (1 Year)	039978J 12451 Non Award
☐	Study Abroad Program (Newcastle) (80 Units)	039978J 12447 Non Award

30 units of study is typically 3 courses
40 units of study is typically 4 courses
60 units of study is 3 courses per semester
80 units of study is 4 courses per semester

Select Cancel

Once you have chosen the correct program, please leave the campus as Callaghan even if you are planning to take courses at our other campuses. Then under Intake, select the down arrow and select the first semester you will be studying at the University of Newcastle, then click “save.”

Please note our semesters:

Semester 1 - January – May

Semester 2 - August – November

Program *

Select the program you would like to study at the University of Newcastle

Study Abroad Program (Newcastle) (30 Units) X Q

Campus *

Select the campus you would like to attend

Callaghan Campus v

Intake *

Select the intake term that you would like to commence

Semester 1 - 2026 v

Save

Step 10: Please select “no” and then “save and continue”

Credit or Recognition of Prior Learning (RPL)

Credit can be awarded for formal education that you have previously completed. Recognition of prior learning can be awarded for skills, knowledge and experience you have gained outside of formal education.

Would you like to apply for credit or recognition of prior learning?

☒ No ☐ Yes

[Previous](#) [Save & continue](#)

Step 11: click the down arrow icon to confirm how you will meet the university’s English language requirements.

English language proficiency

All applicants seeking admission to study undergraduate or postgraduate programs at the University must demonstrate they meet the English language proficiency requirement of their respective program, regardless of their citizenship status or study location.

Further information can be found in the University’s [English Language Proficiency Policy](#)

How will you meet the English Language Proficiency Policy requirements? *

Select

- Select
- First Language
- Language Test
- Studied in English
- Work Experience
- None provided
- Other - Please provide details

If you select “language test,” you will need to confirm if you have completed a test already, and if so when and what scores you achieved.

How will you meet the English Language Proficiency Policy requirements? *

Language Test

English language test status

☐ I will complete the test at a future date ☒ I have completed the test

What English language test did you complete? *

Applicants may meet the University’s English language proficiency requirement for a program by completing a University recognised English Language test and achieving the overall and minimum section score requirements. English language test scores must be less than 2 years old as at the date of the application for admission to the University. You will need to add a copy of your test results as a supporting document to your application.

Select

Test Date *

DD/MM/YYYY

DD/MM/YYYY

Reading Score *

If your English language test does not meet our requirements, please click “yes” here, otherwise click “no.”

Study English

Applicants may meet the English language proficiency requirement for their program by completing a University recognised enabling or pathway program, such as the English Language Bridging Program (ELBP).

Applicants can choose to complete ELBP in lieu of an English language test. If you wish to do this you will need to select a minimum of 30 weeks ELBP.

Would you like to study English through the University's English Language Bridging Program (ELBP)?

☒ No ☐ Yes

Previous

Save & continue

For more information about meeting our language requirements, please read our fact sheet.

Step 12: Education qualifications. For this section you only need to add your current university degree. You **DO NOT** need to provide your high school information. Click “add” to find the name of your home university.

Education qualifications

Add your highest secondary education qualification and all vocational / tertiary education qualifications, including any completed, in progress or withdrawn. You will need to add evidence as supporting documents.



Enter your education qualification details.

Country *

United Kingdom of Great Britain and Northern Ireland



← type the name of the country you're studying in

Institution *

University of Nottingham



← type the name of your current university

My Institution is not listed / High School

If you are unable to find your institution in the above Institution list please enter the name here

← If your university is not listed, please type the name here.

Qualification/Degree *

Bachelor of Science

← type the degree you're completing at your home university

Start Date *

MM/YYYY

09/2022



← select the month and year you started your degree

End Date

MM/YYYY

06/2026



← select the month and year you plan to complete your degree

Completion Status *

In Progress - Intend to Complete



← select “in progress – intend to complete”

Please do not add in any work experience, this is **not necessary**. Then click save and continue.

Work experience

Add your work/employment experience. You will need to add evidence as supporting documents.

Add

Business/Employer	Position/Title	Work Type	Start Date	End Date ↓
Loading...				

Previous

Save & continue

Step 14: click “add” to upload your passport, **academic transcript*** and evidence of English Language (if required).

* Please note this needs to be a coloured or certified copy of your most recent transcript for your current University. If you cannot get an official transcript - ask your study abroad office if they can certify (sign and stamp) your unofficial transcript.

Supporting documents

Please upload your supporting documents for assessment. Your documents should be scanned and legible coloured copies. If any of your documents are in a language other than English please also include a certified translated copy.

What supporting documents may I need?

- Passport
- ID including Birth Certificate, National ID or other photographic identification
- Proof of Visa
- Evidence of English
- Academic Transcript/s
- CV/Resume
- Letters of Work Experience
- Change of Name Documents

Additional documents you may need to provide for credit assessment or recognition of prior learning

- Program Outlines
- Subject Outlines
- Methods of Assessment
- Contact Hours
- Duration of Study
- Full List of Text Books Used

Add

Select the correct document type (you will need to select one at a time), then click “save and next”

Document Type *

Select

Select

IA - Academic Transcripts and Completion Certificates

IA - Australian Psychology Accreditation Council (APAC) Statement

IA - Change of Name Evidence

IA - Course Outlines

IA - Credit Mapping

IA - Curriculum Vitae (CV)

IA - Evidence of Completion

IA - Evidence of English

IA - Exercise and Sports Science Australia (ESSA) Assessment

IA - Financial Documents

IA - Genuine Student Assessment Form

IA - Genuine Student Checklist

IA - High School Results

IA - ID (passport, birth certificate, National ID)

IA - IDP Assessment Sheet

IA - Joint Medical Program - UCAT Registration Evidence

IA - Nursing Registration

IA - Proof of Visa

IA - Statement of Purpose

Document Type *

IA - Academic Transcripts and Completion Certificates

Save & Next

Then click “add files,” choose your file, and click “add files” again to add the document.

Document Type *

IA - Academic Transcripts and Completion Certificates

x

Q

+ Add files

There are no folders or files to display.

Add files

x

Choose files

Choose Files

No file chosen

Add files

Cancel

Note: if you do not add your documents now, you will need to add them at a later date which may delay your offer. Please only submit your application without documents if you would otherwise miss the application deadline.

Step 15: Review your application to ensure that all the details are correct. Read the privacy statement and declaration, tick the boxes and select today's date for the declaration. Then submit your application!

- ☒ I confirm that the information I have provided is true and correct *
- ☒ I confirm that I have read and agree to the Privacy Policy and Declaration *

Declaration Date

The date that you accepted the privacy statement and made the declaration.

11/07/2024



[Previous](#) [Submit application](#)

Note: if you are under 18, you are also required to complete further declaration and provide the details of your parent or guardian.

Once you have submitted your application, you will receive an application reference number. Please keep a copy of this.

APPLICATION - APP-0004143

Thank you for submitting your application to the University of Newcastle

Your application number is: **APP-0004143**

Your application has been sent to the international Admissions Management team for assessment and you will be contacted shortly with an outcome. You can login to watch the progress of your application at any time.

What happens next?

International Admissions will be in touch with your offer letter, or a request for further information.

If you have any questions about this process at all, please email study-abroad@newcastle.edu.au.