



EXCHANGE CHECKLIST

Checklist for students selected to take part in the UON Exchange Program. More information on all of the below steps can be found on the Study Overseas Website: <http://www.newcastle.edu.au/international/study-with-us/study-abroad-and-exchange/study-overseas>

- ATTEND EXCHANGE INFORMATION SESSION**
- ATTEND ONE-ON-ONE CONSULTATION SESSION**
Ensure you have completed your Exchange Plan and bring it along with you to the session
- ACCEPT YOUR PLACE IN THE PROGRAM**
After the consultation session, you will be emailed a form to complete to accept your place

AFTER YOU HAVE ACCEPTED YOUR PLACE IN THE PROGRAM, WAIT UNTIL YOU ARE NOMINATED TO YOUR OVERSEAS UNIVERSITY. EACH UNIVERSITY HAS DIFFERENT NOMINATION DATES, YOU WILL BE NOTIFIED ONCE YOU HAVE BEEN NOMINATED.

- SUBMIT AN APPLICATION TO THE OVERSEAS UNIVERSITY**
- FINALISE OVERSEAS STUDY PLAN/CREDIT AGREEMENT**
Eligibility in an overseas program does not mean you automatically receive academic credit for courses studied overseas. It is your responsibility to organise your credit.
- ACCOMMODATION**
Research accommodation options and determine deadlines and costs involved.

- ATTEND DEPARTURE INFORMATION SESSION**

IT IS RECOMMENDED THAT YOU OBTAIN AN ACCEPTANCE LETTER FROM YOUR OVERSEAS UNIVERSITY BEFORE PROCEEDING WITH THE FOLLOWING:

- ENROL IN EXCHANGE CODES (AFTER CREDIT AGREEMENT/STUDY PLAN IS CONFIRMED)**
As you will continue to pay tuition at Newcastle University you will need to enroll in MyHub into special Exchange codes based on the courses approved in your credit application.
- PASSPORT**
Ensure you have a current passport which will have more than 6 months validity after you return from overseas.
- VISAS**
You are responsible for checking with your overseas provider and the appropriate Embassy/Consulate regarding VISA requirements for the country you are entering. UON GLOBAL is unable to advise on student visa's.
- BOOK FLIGHTS**
We recommend that you have both an acceptance letter from your overseas University as well as a finalized study plan/credit agreement before you book your overseas flights.
- VACCINATIONS**
Seek advice from your local GP to determine if vaccinations are required for your intended study destination plus any countries you intend to visit.



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REGISTER WITH INTERNATIONAL SOS

All students travelling overseas on an official University activity must register with the International SOS Travel Locator System, prior to going overseas. This system provides assistance for medical, security and logistical situations that may arise at your destination, 24 hours a day. A card for your wallet and App can found on the website when you register.

REGISTER WITH SMARTRAVELLER

Smartraveller is the Australian Government's travel advisory and consular assistance service. Before travelling overseas all University of Newcastle students are to register with Smartraveller and consider the advice provided on the Government website

TRAVEL INSURANCE

Enrolled students who travel overseas on official University activities are covered by the corporate travel policy for the official University component of their trip. Please note this cover is limited. You should find out what it doesn't cover before you go, and if needed, organise additional personal travel insurance.

OS-HELP

A deferred HELP debt loan for undergraduate Australian citizens. Academic credit is required; have completed 80 units of study, and have 10 units remaining on return.

CENTRELINK

Before going overseas, eligible students are responsible for contacting Centrelink and providing a copy of the official Confirmation of Approved International Activity letter to ensure they continue to receive payments overseas.