



**Financial details**

If you are a domestic student, are you the recipient of a Centrelink payment?

Yes  No

**Medical details**

Please indicate any emotional or physical condition which could require medical attention or extra support during your time overseas.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student declaration**

I declare that to the best of my knowledge the information I have supplied in this application and the documentation supporting it is correct and accurate. I acknowledge that the provision of incorrect information or documentation relating to this application may result in cancellation of any offer of place in a Study Abroad and Exchange program. I have read and understood the material on the Deakin University Study Abroad and Exchange program web site relating to application and selection and meet the eligibility criteria as listed:

- Completion of at least 8 credit points towards my Deakin degree (undergraduate)
- Completion of at least 4 credit points towards my Deakin degree (postgraduate)
- Have at least 4 credit points to complete on my return to Deakin after the exchange
- A credit average or above with no fails on my academic transcript

I undertake to make timely payment of any fees or associated costs for which I am liable. I am aware of the likely costs of my Study Abroad and Exchange program and have the necessary financial capacity to meet such costs for the duration of my program.

I consent to the transfer my personal information including my academic results between Deakin and the institutions that I am applying for in relation to the Study Abroad and Exchange program. I am aware that the recipient jurisdiction may not have substantially similar levels of privacy protection to the State of Victoria.

Student's Signature \_\_\_\_\_

Date:   /   /

**Payment of application fee \$110**

**On-campus students:** Pay directly to the Cashier's Office on your campus, quoting item number 439 and attach receipt to the front of the application.

**Off-campus students:** Please provide credit card details over the telephone to the Cashier's Office quoting item number 439. Once completed, please fill out the details below.

**Cashier's Office**

Burwood (03) 9244 6984

Geelong (03) 5227 1145

Warrnambool (03) 5563 3343

Receipt number

Date   /

# Outgoing Study Plan - Host University A

For Study Abroad and Exchange Program Students



Student name

Deakin student ID

**Proposed Commencement**

- Trimester 1, 2013
- Trimester 2, 2013
- Trimester 1, 2014

**Length of study**

- One (1) trimester
- Two (2) trimesters

**Have you attended a compulsory Study Abroad and Exchange "Information Session"?**

- Yes
- No

Exchange host institution A \_\_\_\_\_

Exchange host country \_\_\_\_\_

**Host university units**

**Deakin University units**

Unit code	Unit title	Unit code	Unit title	Unit chair / course coordinator initials

Please aim to have eight subjects per exchange trimester approved.

**Faculty approval** (Combined degree students require the approval of both faculties.)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Student declaration**

I agree that the units approved above will be units taken whilst abroad and that any changes to the above require new approval from the relevant Faculty Course Adviser. I acknowledge and accept that it is my responsibility to contact my Faculty Course Adviser and the Study Abroad and Exchange office to arrange this.

- Yes, I understand that it is my responsibility to research the unit offerings at the host university, and have checked that the units are:
  - available to international/exchange students;
  - offered for the appropriate semester and duration to which I am applying;
  - and either taught in English or in the language of instruction in which I have sufficient proficiency.

Student's Signature \_\_\_\_\_

Date:   /   /

# Outgoing Study Plan - Host University B

For Study Abroad and Exchange Program Students



Student name

Deakin student ID

**Proposed Commencement**

- Trimester 1, 2013
- Trimester 2, 2013
- Trimester 1, 2014

**Length of study**

- One (1) trimester
- Two (2) trimesters

**Have you attended a compulsory Study Abroad and Exchange "Information Session"?**

- Yes
- No

Exchange host institution B \_\_\_\_\_

Exchange host country \_\_\_\_\_

**Host university units**

**Deakin University units**

Unit code	Unit title	Unit code	Unit title	Unit chair / course coordinator initials

Please aim to have eight subjects per exchange trimester approved.

**Faculty approval** (Combined degree students require the approval of both faculties.)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Student declaration**

I agree that the units approved above will be units taken whilst abroad and that any changes to the above require new approval from the relevant Faculty Course Adviser. I acknowledge and accept that it is my responsibility to contact my Faculty Course Adviser and the Study Abroad and Exchange office to arrange this.

- Yes, I understand that it is my responsibility to research the unit offerings at the host university, and have checked that the units are:
- available to international/exchange students;
  - offered for the appropriate semester and duration to which I am applying;
  - and either taught in English or in the language of instruction in which I have sufficient proficiency.

Student's Signature \_\_\_\_\_

Date:  /  /

# Financial Statement

For Study Abroad and Exchange Program Students



Developing a financial plan is an essential step in preparing for an exchange. You need to research potential expenses and living costs and give an estimate below. Research sources can include host university websites and handbooks and returned exchange students' reports (kept in the Study Abroad and Exchange Office).

Please note: while scholarships and grants are available you should not rely on anticipated scholarships or grants when budgeting.

You are not required to provide evidence to back up your financial statement. However, some host universities (including all American universities) and countries will require you to show that this money is available to you when you submit your host university or visa application. In these cases you need to be able to demonstrate that this money is available to you upon application. It is not sufficient to show that the money will be available to you once you depart for your host destination.

### Total estimated expenses

Return airfare	\$
Visa	\$
Travel and medical insurance	\$
Accommodation	\$
Meals and bills	\$
Transport	\$
Textbooks and supplies	\$
Personal expenses	\$
<b>Total estimated expenses</b>	<b>\$</b>

### Total estimated funds available

Savings to date	\$
Estimated savings prior to departure	\$
Family contribution	\$
Centrelink payments (e.g. Youth Allowance)	\$
Other	\$
If other, state your funding source	\$
_____	\$
<b>Total estimated funds available</b>	<b>\$</b>

If your estimated expenses exceed funds available, how will you make up the difference?

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# Academic Reference Form

For completion by Deakin University Academic  
for Study Abroad and Exchange Program Students



**DEAKIN**  
UNIVERSITY AUSTRALIA

Student name

Deakin student ID

The student named above is applying for a Study Abroad or Exchange Program through the Study Abroad and Exchange Office. Study Abroad and Exchange participants serve as representatives of Deakin University and Australia. Please comment on this student's academic and personal suitability for Study Abroad or Exchange.

### How long and in what capacity have you known the applicant?

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### Please comment specifically on the applicant in terms of the following:

- i) Academic suitability for study at an institution abroad;
- ii) How participation in the program will be of benefit, both academically and personally;
- iii) Any weaknesses;
- iv) Linguistic preparation, if applicable; and
- v) Any other factors which you believe may affect a successful experience on an Study Abroad / Exchange program

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Signature of referee \_\_\_\_\_

Name \_\_\_\_\_

Office phone number \_\_\_\_\_

The information collected on this form will be used for the purposes of managing your application for and participation in Deakin University's Study Abroad/Exchange Program. The University manages personal information, including requests by individuals for access to their personal information, in accordance with the Information Privacy Act 2000 (Vic). The University's information privacy policy may be viewed at <http://theguide.deakin.edu.au/> or by contacting the University's Privacy Officer on (03) 9246 8114 or at [privacy@deakin.edu.au](mailto:privacy@deakin.edu.au)



# Extension Form

For Study Abroad and Exchange Program Students



**DEAKIN**  
UNIVERSITY AUSTRALIA

**This form is only to provide on extension for 1 or 2 documents, the rest needs to be submitted by the application deadline. Extensions can only be granted for one week from the application deadline.**

Student name

Deakin student ID

Email address

**Host university A**

**Host university B**

Specify the documents you are not able to submit by the application deadline.

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Specify the reason why you are not able to submit the above documents by the application deadline.

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When do you expect to submit the missing documents to the Study Abroad and Exchange office?

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Signature \_\_\_\_\_

Date:   /   /

# APPLICATION CHECKLIST

For Study Abroad and Exchange Program Students



Use the checklist below to ensure your application to go on exchange is complete:

1. Complete the application form.
2. Submit at least two complete and approved study plans which are included as part of the application form.
  - » Your study plans must be signed by your Faculty enrolment officer.
  - » The selection process is competitive. Think carefully about the two destinations you list, we cannot guarantee a place at your first nominated university.
3. Provide a personal statement of 250-500 words outlining:
  - » Why you want to go on an exchange, study abroad or summer/winter program?
  - » Why you have chosen your preferred destination?
  - » What makes you a good ambassador for Deakin University?
4. Provide one academic reference
  - » Use the reference form supplied with the application form.
  - » The academic reference must be from a Deakin academic (lecturer or tutor) who can comment on your academic ability.
5. Provide one character reference
  - » The person writing your character reference can be anyone who knows you well (eg. a supervisor, former teacher).
  - » It must not be written by a member of your immediate family.
  - » The reference must be no older than 12 months.
6. Provide a financial statement
  - » The financial statement should list all estimated expenses associated with your exchange, study abroad or summer/winter program. List how you expect to meet these expenses. You are not required to provide evidence to back up the statement, however, some host universities and countries will require you to show that this money is available to you when you submit your host university or visa application.
7. Provide a copy of your academic results
  - » Academic results can be printed from Student Connect.
8. Provide one passport photograph
9. Provide a receipt showing your payment of the \$110 application fee
  - » Please pay the fee at the finance office on your campus and attach the receipt to your application. Off-campus students may use the payment slip on the application form.