



## Your guide to Studying Overseas with Deakin University:

*Congratulations on your decision to apply for an overseas exchange program! You are now one step closer to achieving an enriching academic, social and cultural experience. Now that you have made the most important decision, you may be wondering – what do I do next?*

### 1. WHERE CAN I GO?

- Check the Deakin website – [www.deakin.edu.au/current-students/student-exchange/exchange/index.php](http://www.deakin.edu.au/current-students/student-exchange/exchange/index.php) and click on the link **possible destinations** . This will take you to a list of overseas partner universities – have a browse to see what interests you.
- **Need help deciding where to go?** Click on the **applying** link then click on **recommended destination guides**. Download your faculty desination guide. This will help you focus your search on universities that have courses in your area of study. Please remember, however, that this is a guide only, and you should contact the Study Abroad and Exchange office with any queries you may have about specific destinations. Other great sources of information are the **partner university websites**.

### 2. RESEARCH! RESEARCH! RESEARCH!

- First establish which trimester (or ‘trimesters’) of your degree you want to study overseas in. Then determine the Deakin University units you will be enrolled in and will need to get matched up in order to receive full credit for your trimester abroad.
- Once you have narrowed your choice down to 2 Universities (of equal preference) be sure to research their available units. Do this by checking out the website of each prospective partner university to find out:
- **What** units (sometimes referred to as “modules” or “courses”) are available?
- Business & Law students please visit: <http://www.deakin.edu.au/current-students/education-abroad/> to see previously approved units for exchange.
- Do they **fit** in with your course structure?
- In what **trimester** are the units taught? (Fall/Autumn = Trimester 2, or Spring = Trimester 1)
- How **long** the units run for, are they year-long or semester-long?
- Print out these unit descriptions, so you can easily match them up with your required Deakin University units. Print out as much information as you can about your proposed subjects, this will make it easier to gain faculty approval.
- **Do not contact the partner universities directly** – if you are having trouble with your research contact the Study Abroad and Exchange Office - that’s what we are here for. We can request any extra information that is not provided on the partner university websites on your behalf. Requests for course descriptions can take up to 6 weeks so make sure you are giving yourself plenty of time before the deadline.

*Got questions? Contact us to discuss all possibilities.*

*Email: [education-abroad@deakin.edu.au](mailto:education-abroad@deakin.edu.au)*

*Ph: 9244 5231 (Ally Scale) 9244 6664 (Steve Hepworth)*

- **Remember** this is the trickiest part of the whole process – don't be deterred by all the paperwork – it's all worth it in the end if it gets you overseas!

### 3. GET APPROVED & COMPLETE YOUR OUTGOING STUDY PLAN

- Make an appointment with your Course Advisor (details will be on your recommended destination guide) to gain approval for your exchange program. Don't leave this to the last-minute – it can be difficult to get an appointment, and it may take a couple of visits to sort it all out. See your Faculty Course Advisor early!
- Bring print outs of the appropriate unit descriptions from your overseas universities (remember it is helpful to have 2 universities of equal preference).
- Fill in an **Outgoing Study Plan** and get it **signed-off** by your Faculty Course Advisor.
- The Outgoing Study Plan is part of your application form and can be downloaded from the Deakin website – click on **applying** then click on **application form**.

**If at first you don't succeed – TRY AGAIN!!!** Start your thought process again with an open mind...consider other countries/states/universities on offer. If you talk to other students who have gone on exchange before you'll soon realise studying abroad is more about the experience than the destination!

### 4. COMPLETE YOUR APPLICATION

- Check that you meet our **eligibility criteria**. Exchange and Study Abroad programs are available to all Deakin students, including international, postgraduate and off-campus students. To be eligible to apply for an Exchange or Study Abroad program, you must meet the following requirements:
  - Undergraduate students should have completed at least 8 credit points towards their Deakin degree (or have been granted advanced standing of 4 credit points or more).
  - Postgraduate students should have completed at least 4 credit points towards their Deakin degree.
  - You must generally have at least 4 credits to complete on your return to Deakin.
  - You must have enough credits to allow full-time studies while overseas.
  - You generally need a credit average or above with no fails on your academic record.
- The process is almost over! Go through your **application checklist** and use this to complete your application. Make sure you pay attention to the application deadlines.

### 5. SUBMIT YOUR APPLICATION

- Submit your application to the Study Abroad and Exchange office. We will get back to you via email within two months of the application deadline.
- You can deliver it **in person** to the Study Abroad and Exchange office on the Burwood Campus in building C, Room C1.05 or on the Waterfront Campus in Room D4.202.
- **Post** it to the Study Abroad and Exchange office:

**Study Abroad and Exchange  
Deakin University  
221 Burwood Highway  
Burwood VIC 3125**

**Now you are well on your way to an overseas adventure! Good luck!**

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## APPLICATION CHECKLIST

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

1. Complete the [application form \(132 KB\)](#)
2. Submit 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 your chosen universities as 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
  - Use the reference form supplied with the application form.
  - The person writing your character reference can be anyone who knows you well (eg. a boss/supervisor, former teacher, sports coach) – no specific form
  - 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](#) (new window).
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.

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