

# How to apply for a Trimester Exchange!

## STEP-BY-STEP GUIDE



# HOW TO APPLY – TRIMESTER EXCHANGE

- **Attend a compulsory information session.** You are fulfilling this requirement by attending this session!
- **Phase 1: Attend an initial exchange appointment with Student Central**
  - Confirm your eligibility for exchange with a Student Adviser.
  - The Student Adviser will assess your course map to confirm that an exchange is possible within your degree
  - They can also assist you to determine what units within your degree are the most flexible to use on exchange and how to map out your course appropriately for your exchange
- **Phase 2: Research and choose your destination/host institution**
  - Once you know the types of units you can use for your exchange, you can research host institutions to figure out where is the most suitable option for you.
  - If you need assistance with this part of the process, reach out to the Deakin Abroad team!
- **Phase 3: Have your Outgoing Study Plan (OSP) approved**
  - It is up to students to research units/courses at their intended host university.
  - Do not leave this until the last minute as it can take up to 10 days for an assessment outcome (and there is no guarantee your unit/s will be approved!)
  - Your OSP needs to be approved by a Student Adviser, but if you are having difficulties reviewing host institution websites and course lists, please contact the Deakin Abroad team.
- **Submit your application on the Deakin Abroad portal by the relevant deadline.**



# HOW TO APPLY – PLANNING YOUR EXCHANGE

## PHASE 1

### INITIAL APPOINTMENT (with Student Central)

- You will be provided with a course map to establish whether you have space in your degree for exchange.
- This will include how many electives/core/major units are available.
  - Electives can be 'Open' – units that can be taken across Deakin and are not restricted to a faculty or course,
  - Or Faculty electives (e.g. Law electives), course-grouped list (e.g. List A/B electives, course specific electives).
- You will be notified of any specific units or study areas (based on your degree) that cannot be completed overseas.
- You will be given steps and resources for the unit assessment process.
- **Student Central cannot advise you where you can go on exchange or assist with reviewing host institutions websites for unit/subject information.** They can advise on your course and facilitate assessments. However, you must take responsibility for sourcing units.



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# HOW TO APPLY – PLANNING YOUR EXCHANGE

## PHASE 2

### RESEARCH HOST INSTITUTION OPTIONS (Student-led)

- Student reviews host institution options on the Deakin Abroad website.
- Student researches host institutions based on their course map, the types of units that are available for their exchange (as discussed in Phase 1), the specific study period they plan to go overseas, and any other interests for exchange.
- Students should **not** contact host universities directly at this stage. If you have questions about host institutions unit/subject availability during this stage, please contact Deakin Abroad for assistance reviewing host institutions websites and course lists.
- If you have questions about your Deakin University course map and unit availability for exchange, contact your Student Adviser at Student Central.





# HOW TO APPLY – ACCESS PROGRAMS DATABASE

[Home](#) / [Students](#) / [Study support](#) / [Study abroad](#) / [Trimester abroad](#)

## Trimester abroad

Experience study abroad for one or two trimesters at one of Deakin's 150 partner universities.

### Application timeline and process

The first step in your trimester abroad journey is to understand the key dates and deadlines, eligibility requirements and application process.


[START HERE](#)

### Information sessions


If you're considering studying abroad, it's compulsory to attend an information session before you submit an application to find out how it all works.

[VIEW SESSIONS](#)


### Where do you want to go?




North America



Latin America

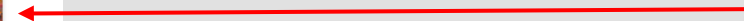


Europe and UK




Asia and Indo-Pacific

Select the region you are interested in to view the programs database



<https://www.deakin.edu.au/students/study-support/study-abroad/trimester-abroad>

# HOW TO APPLY – NAVIGATING PROGRAMS WEBSITE

 DEAKIN UNIVERSITY

HomeProgram SearchContact Us

Program Discovery

Filters

Program Category

Austria

Belgium

Czech Republic

Denmark

Finland

France

Germany

Hungary

Ireland

Italy

Luxembourg

Netherlands

Norway

Portugal


Spain

Sweden

United Kingdom

Trimester Exchange

49 Matches:




VIA University Nursing Exchange Trimester 2 ONLY

Viborg, Denmark

Trimester 2

☆




Jonkoping University \*Nursing Exchange Trimester 2 ONLY

Jonkoping, Sweden

Trimester 2

☆




University of Glasgow

Glasgow, Scotland, United Kingdom

Trimester 1, Trimester 2

☆




University of Southampton

Southampton, England, United Kingdom

Trimester 1, Trimester 2, Year Long (T1-T2), Year Long (T2-T1)

☆




Stockholm University

Stockholm, Sweden

Trimester 1, Trimester 2, Year Long (T2-T1)

☆



VU University Amsterdam

Amsterdam, Netherlands

Trimester 1, Trimester 2, Year Long (T1-T2), Year Long (T2-T1)

☆

Terms

Countries

Program Types

Outgoing

New Colombo Plan Funded

Deakin Faculty

Program Category

Trimester Exchange

Area of Study

Language of Instruction

Show more search options

Clear

Search

Select country/s of interest

Red, Yellow, or Green



# HOW TO APPLY – NAVIGATING PROGRAMS WEBSITE

The screenshot shows the San Diego State University Deakin University website. The header features the university name and logo. A navigation bar contains tabs: University, Overview, Location, Credit Information, Costs / Funding, and Helpful Links. The main content area includes an 'About' section with text about the university's history and research, and a 'Recommended Programs' section listing Arts and Exercise Science. A red box highlights the 'Recommended Programs' section, and a red arrow points to it from the left. Below this, a 'Restrictions' section lists that students cannot enroll in Construction Engineering courses. A 'Did you know?' section mentions San Diego airport. At the bottom, a red box contains the text 'This program is not currently accepting applications.' and a red arrow points to it from the left. A blue question mark icon is located in the bottom left corner.

San Diego State University

DEAKIN UNIVERSITY

University Overview Location Credit Information Costs / Funding Helpful Links

**About:**

San Diego State University was founded in 1897 for the training of elementary school teachers. It is now one of the largest universities in the western United States, with over 33,000 students. SDSU is a teaching university with strong research programs strengthening the instruction SDSU students receive in the classroom and laboratory.

SDSU's faculty conducts more than \$90 million in funded research each year. These projects provide unusual opportunities for students to work alongside faculty using the latest equipment.

San Diego State is located just east of downtown San Diego, with easy access to beautiful Coronado Island, the restored Gas Lamp and Old Town districts, world-famous San Diego Zoo and the Mexican border. A hub of major shipping and commerce throughout the Pacific Rim, San Diego is California's second largest city and sixth largest in the nation.

Facilities include the Dramatic Arts building containing the Don Powell Theater, the Music building with Smith Recital Hall and the Malcolm A. Love Library, the largest library in the California State University system. The Viejas Arena, the Aztec recreation center, features a 3,000 square foot weight room, rock-climbing wall and cardio/basketball space, increasing recreational opportunities for students. In addition, SDSU has recently completed a new \$12 million Aquaplex center featuring an Olympic-size swimming pool as well as a smaller beach style recreational pool.

**STUDENTS ATTENDING SDSU WILL USUALLY HAVE TO PAY FOR HEALTH UNSURANCE WHICH WILL LIKELY COST \$500 PLUS**

**Recommended Programs:**

- Arts
- Exercise Science

**Restrictions:**

- Students cannot enroll in Construction Engineering courses

**Did you know?**  
San Diego airport is the busiest single runway airport in the U.S

**This program is not currently accepting applications.**

Navigate through different tabs for more information

Note any program recommendations and restrictions

When applications open, the "Apply Now" button will appear here

# HOW TO APPLY – PREFERENCES

Host Universities are divided into 3 categories - Green, Yellow and Red.

**First Preference Green** – You only need to make one application, **no second preference required**

**First Preference Yellow** – You must submit two complete applications. Your second preference should be **yellow** or **green**

**First Preference Red** – You must submit two complete applications. Your second preference must be **yellow** or **green**.

Please note: Students can submit a maximum of 2 exchange OSP/applications





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# HOW TO APPLY – NAVIGATING PROGRAMS WEBSITE

San Diego State University



University

Overview

Location

Credit Information

Costs / Funding



Information Sheet

Deakin Faculty	Multidisciplinary
Exchange Category	Green
Credit Type	Undergraduate
Minimum Entry Requirement	60
Trimester 1 =	Spring
Trimester 2 =	Fall

Exchange Preference Category

Entry requirement for the host institution & Level of study

San Diego State University



University

Overview

Location

Credit Information

Costs / Funding

Helpful Links

Accommodation

San Diego State University has on location housing which is available for students, however most students do choose to stay on accomodation off campus.

The [Accommodation](#) web page provides comprehensive information.

Health and insurance

When travelling on a Deakin Abroad approved program, you are automatically covered under the [Deakin University Student Travel Insurance policy](#). This will provide cover to and from your exchange.

Academic Calendar

San Diego State University Fall (Deakin semester 2): late August – mid December  
San Diego State University Spring (Deakin semester 1): early January – late April  
San Diego State University [Academic Calanders](#)

Other Helpful Links

[Campus Map](#)  
[Living Expenses and Costs](#)  
[University Homepage](#)  
[Exchange Information](#)

Host institution's academic calendar in relation to Deakin's study periods

# HOW TO APPLY – CREDIT / UNIT RESEARCH

Host University  
Handbook/unit catalogue  
information

The screenshot shows the 'San Diego State University' page on the Deakin University website. The 'Credit Information' tab is selected in the navigation bar. A red box highlights the 'Course Catalogue' section, which includes links to the 'San Diego State University - Course Catalogue' and 'San Diego State University - Course Descriptions', with a note to use the catalogue to search for units. Another red box highlights the 'How Many Units?' section, which explains the conversion from US Credits to Deakin credits and provides a table for unit requirements. A third red box highlights the table itself, which shows the minimum and maximum Deakin units and US Credits for Semester and Year programs.

**San Diego State University** DEAKIN UNIVERSITY

University Overview Location **Credit Information** Costs / Funding Helpful Links

**Course Catalogue:**

[San Diego State University - Course Catalogue](#)

[San Diego State University - Course Descriptions](#)

Please use the course catalogue to search for units available at the host University.

You can try and find Syllabus at the below links

[SDSU Syllabus](#)

[Past Exchange Syllabus](#)

**How Many Units?**

San Diego State University operates with the US Credit System. 3 - 4 US Credits is equal to 1 Deakin credit therefore 12 - 16 US Credits is equal to 4 Deakin credits. In the United States, students **MUST** study a full time study load which is considered to be 4 units (a total of 16 US Credits).

A minimum of 6 (8 is recommended) Deakin credits are to be included in your study plan per trimester that you are applying for and for each university preference.

E.g. If you are applying for two trimesters and for two different universities? You would bring 6-8 units for T1 for each university and then 6 - 8 units for T2 for each university. A total of 12-16 units.

Semester		Year	
Min. 4 Deakin Units	Max. 5 Deakin Units	Min. 8 Deakin Units	Max 8 Deakin Units
12-16 Credits	16-18 Credits	24-32 Credits	32-36 Credits

Conversion for Host University  
credits to Deakin units

# HOW TO APPLY – CREDIT / UNIT RESEARCH

- Access the database for previously assessed units to see units that have been approved for students in the past.
- This is to be used as a guide only, to help students determine which institutions might be a good fit for their exchange.
- Even if a unit has been approved in the past, this does not guarantee it will be approved again in the future. All units must be assessed in relation to each individual student's plan.

<https://www.deakin.edu.au/students/study-support/study-abroad/trimester-abroad/search-our-database-for-previously-assessed-units>

[Home](#) / [Students](#) / [Study support](#) / [Study abroad](#) / [Trimester abroad](#) / [Search our database for previously assessed units](#)

**Study abroad**  
Trimester abroad  
Application timeline and process  
Information sessions  
Search our database for previously assessed units

## Search our database for previously assessed units

Units in this database have been previously assessed by faculties for suitability to study at partner institutions.

The database exists primarily to help you with selecting units. It is only a guide. Just because a unit has been approved in the past does not guarantee it will be approved again, or available for the study period you are planning.

You will need to review the partner exchange course catalogue to cross reference if the database unit is still offered and available for the study period you are abroad.

### Important

- Units from this database still require approval.
- Some partner universities may not have previously approved units.
- Some courses may not have previously approved units.
- Some partner universities may not approve units that have been approved in the past.

### Search the exchange database

SEARCH BY COUNTRY

or

SEARCH BY INSTITUTION

This database shows historic assessment outcomes only. These are not pre-approved units and are subject to change.

[Home](#) / [Education Abroad](#)

## Education abroad Search

The following units are equivalent to units offered at external institutions. This is not a comprehensive list of what could be studied at this university. For more information visit the [Education Abroad web site](#) or contact the [Education Abroad team](#).

To apply, download and fill in the [application form](#).

Courses from **UNIVERSITY OF BRITISH COLUMBIA** in **Canada**

External Unit	Deakin Unit	Comments
PSYC300A Abnormal Psychology	HPS308 Psychopathology	This unit is worth 1 Deakin credit point.
KIN211 Human Motor Behaviour	HSE204 Motor Learning and Development	This unit is worth 1 Deakin credit point.
KIN320 Exercise Testing and Prescription	HSE301 Exercise Prescription for Fitness and Health	This unit is worth 1 Deakin credit point.
COMM298 Introduction to Finance	MAF101 Fundamentals of Finance	This unit is worth 1 Deakin credit point.
COMR473 Business Finance	MAF101 Fundamentals of Finance	This unit is worth 1 Deakin credit point.
COMM362 Consumer Behaviour	MMK266 Consumer Behaviour	This unit is worth 1 Deakin credit point.
KIN160 Leisure and Sport in Society	MMS201 Sport in Society	This unit is worth 1 Deakin credit point.
CIVL420 Concrete Technology and CIVL430 Design of Concrete Structures	SEV300 Reinforced Concrete and Steel Structures	Each unit is worth 1 Deakin credit point.

# HOW TO APPLY – PLANNING YOUR EXCHANGE

## PHASE 3

### OUTGOING STUDY PLAN (OSP)

#### Path A

- Students seeking to study core or major units for their degree on exchange **must** have them matched with units/courses at the host institution they plan to attend.
- If you require matched assessments, you must submit 6-8 units that you wish to study at the host institution using information from the host institution's Handbook/course list.
- You will submit the Unit List Submission document (this will be provided to you by the Student Adviser in your initial appointment), which includes the specific units you want assessed and the unit guides/syllabus from the host institution.
- Must include the following information:
  - Overseas credit point weighting
  - Pre/co-requisite info (where applicable)
  - Unit learning outcomes
  - Assessment tasks
  - Reading list
- The Student Adviser will then review the document and pass it along to the relevant faculty contact for their assessment of the units to be matched
- As outcomes are received, they are added to your OSP by your student adviser. Where units are not approved, you will need to select and submit additional options for assessment.
- Once the OSP has 6 – 8 equivalent credit points, that can be interchanged to fit within your course plan (maintaining a full-time study load), the OSP can be digitally signed off and sent back to you by your student adviser.

**Please note:** Flexibility is essential for Trimester Exchange. If you only have 4 core/major units and no electives, an exchange may not be viable.



# HOW TO APPLY – UNIT LIST SUBMISSION DOCUMENT



## Exchange and Study Abroad – Unit List Submission

You will receive this document during your initial exchange appointment with Student Central

Student Name		Student ID	
Course		Host University	

Deakin Unit Code	OS Unit Code and Title	Study Period at Host University	Direct web link to host unit	Overseas credit weighing	Deakin credit point weighting	Assessor Outcome & Comment
E.g. SEV200	E.g.: CE412 Design of Concrete Structures AND CE425 Geotechnical Studies	E.g.: T1/2024	Eg: <a href="#">www.abc123.com.au/ce412</a> Eg: <a href="#">www.abc123.com.au/ce425</a>	3 US credits 3 US credits	2 Deakin CP	
E.g. Level 3 Elective	E.g.: ARE411 Architectural Engineering Design	E.g.: T2/2024	Eg: <a href="#">www.abc123.com.au/are411</a>	7.5 ECTS	1 Deakin CP	

**Student Adviser:** Ensure you have attached a PDF unit outline or provided *direct* web links.

- North America – 3-4 US credits equals 1 Deakin credit
- Europe – 7.5 ECTS equals 1 Deakin CP
- UK – 15 UK credits equals 1 Deakin CP (some UK institutions use ECTS)
- Asia - Varies as institutions may use one of the above options (this should be clear on the Deakin Abroad Partner Institution page via [their Portal](#)).

# HOW TO APPLY – PLANNING YOUR EXCHANGE

## PHASE 3

Continued...

### OUTGOING STUDY PLAN (OSP)

#### Path B (fast-tracked)

- Students that have space for 3 - 4 *open electives* can proceed with the OSP without having to match units at this stage.
- A **Conditional OSP** will indicate that you have space for 3 - 4 open electives on exchange.
- BUT, you MUST still obtain an *approved* and *signed Conditional OSP* from student central to submit with your exchange application on the portal.
- It is important that the **total number of electives** available and the **level of study** is clearly indicated on the OSP by your Student Adviser. Example below:

Units available for exchange	Electives (including level)

- Specific unit selection for Conditional OSP's are completed later in the process.



# HOW TO APPLY – OUTGOING STUDY PLAN (OSP)

Student name		Deakin student ID		Course code		
Proposed commencement	Length of study	Units available for exchange	Electives (including level)	Core	Major	
<input type="checkbox"/> Trimester 1	<input type="checkbox"/> One trimester					
<input type="checkbox"/> Trimester 2	<input type="checkbox"/> Two trimesters					
Year						
Exchange host university		Exchange host country				
Host university units		Deakin units				
Unit code	Unit title	CP weighting	Unit code	Unit title	CP weighting	Approved
Please aim to have six to eight units (adding up to six to eight Deakin credit points) approved per exchange semester, per partner university						
Student Central approval (Combined degree students require the approval of both faculty streams)						
Name		Signature		Name		Signature
Student's 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 Student Central. I acknowledge and accept that it is my responsibility to contact Student Central and the Deakin Abroad Office to arrange this.						
I understand that the eligibility of students for membership of external professional accrediting bodies is subject to meeting the requirements of that body. Unit assessments may meet requirements for course completion purposes but Deakin University makes no representation that these will meet requirements of external professional accrediting bodies.						
I understand that it is my responsibility to research the unit offerings at the host university, and have checked that the units:						
<input type="checkbox"/> are offered in the correct study period intake;		<input type="checkbox"/> (If based on the previous approvals from the Exchange Database) Have been cross-referenced against the current partner exchange course catalogue to confirm the unit/s is still offered and available for the study period you are abroad				
<input type="checkbox"/> are offered over one study period (not over a year);						
<input type="checkbox"/> are not restricted and that are available to incoming Exchange students		<input type="checkbox"/> I understand that I need to be enrolled in a Full-Time load at Deakin and at the host institution.				
Applicant's signature		Date				

**Please note:** Your Student Adviser will complete the OSP with the unit outcomes/approvals or as an approved Conditional OSP. This must be signed by Student Central and students, before submitting with on the Application Portal.

# HOW TO APPLY – STARTING YOUR APPLICATION

**DEAKIN UNIVERSITY** Home Program Search Contact Us

## George Washington University

University Overview Location Credit Information Costs / Funding Helpful Links

**About:**

George Washington University (GWU) offers its students an unparalleled opportunity to study in a city where the worlds of science, technology, media, arts and law all meet.

The school offers its students the chance to work alongside leaders and practitioners in every discipline. GWU has a rich history. It was founded in 1821 under an act of Congress in order to fulfil the dream of President George Washington that a university be in the capital city.

**STUDENTS ATTENDING GWU WILL USUALLY HAVE TO PAY FOR HEALTH UNSURANCE WHICH WILL LIKELY COST \$1000 PLUS**

**Recommended Programs:**

- International Studies
- Psychology
- Nutrition and Health Promotion

**Did you know?**

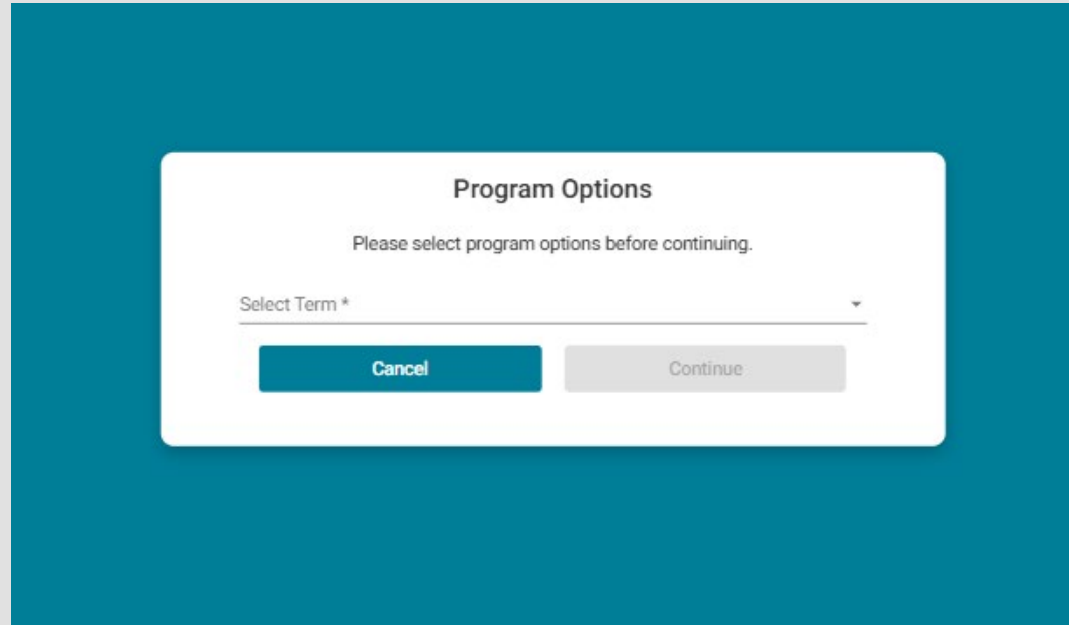
Two American presidents have kept alligators in the White House.

**Apply Now**

1. Click apply now button on program database page



# HOW TO APPLY – SET UP YOUR PROFILE



**Program Options**

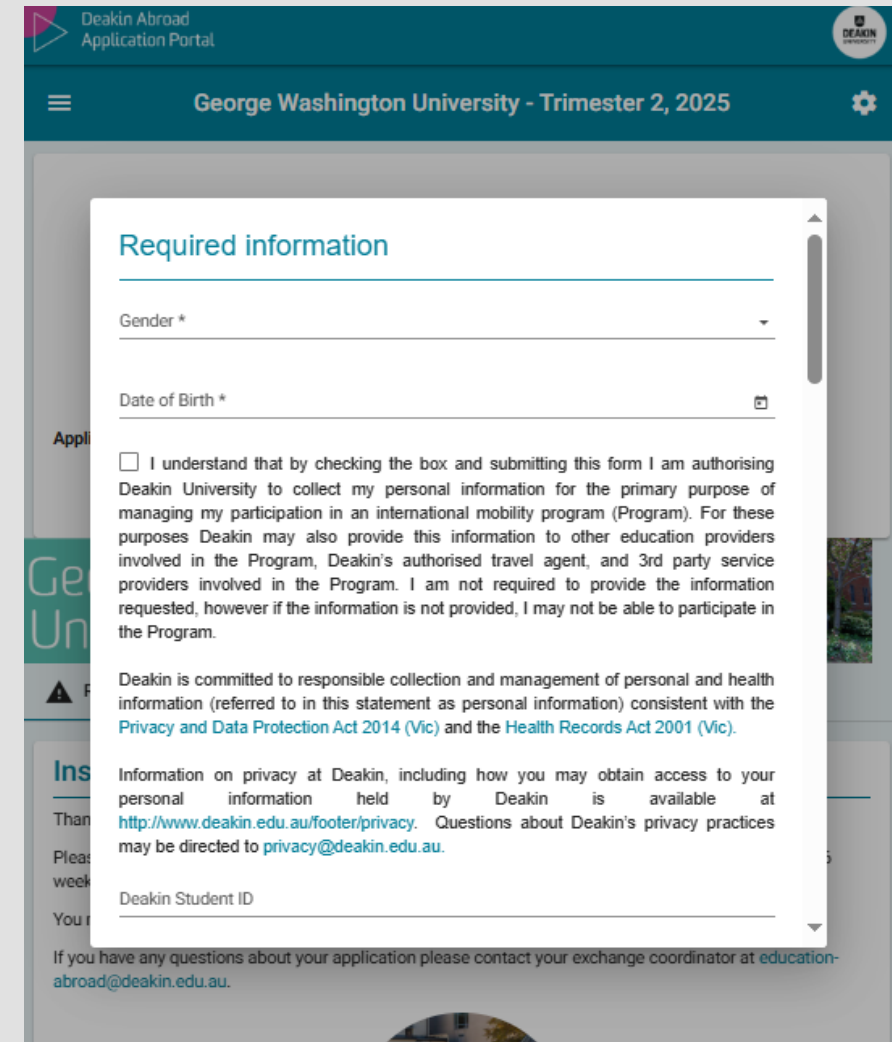
Please select program options before continuing.

Select Term \*

Cancel Continue

2. Choose Trimester program (E.g. Trimester 1, 2026)

3. Complete Required Information form (ALL sections)



Deakin Abroad  
Application Portal

George Washington University - Trimester 2, 2025

**Required information**

Gender \*

Date of Birth \*

☐ I understand that by checking the box and submitting this form I am authorising Deakin University to collect my personal information for the primary purpose of managing my participation in an international mobility program (Program). For these purposes Deakin may also provide this information to other education providers involved in the Program, Deakin's authorised travel agent, and 3rd party service providers involved in the Program. I am not required to provide the information requested, however if the information is not provided, I may not be able to participate in the Program.

Deakin is committed to responsible collection and management of personal and health information (referred to in this statement as personal information) consistent with the [Privacy and Data Protection Act 2014 \(Vic\)](#) and the [Health Records Act 2001 \(Vic\)](#).



Information on privacy at Deakin, including how you may obtain access to your personal information held by Deakin is available at <http://www.deakin.edu.au/footer/privacy>. Questions about Deakin's privacy practices may be directed to [privacy@deakin.edu.au](mailto:privacy@deakin.edu.au).

Deakin Student ID

If you have any questions about your application please contact your exchange coordinator at [education-abroad@deakin.edu.au](mailto:education-abroad@deakin.edu.au).

# HOW TO APPLY – COMPLETING APPLICATION QUESTIONNAIRE

# San Diego State University



Requirements 10

Program Info


## Instructions

Thank you for applying to a trimester exchange program.

Please be aware that we will be in contact with you regarding the outcome of your application within 4-6 weeks after the application deadline. We really appreciate your patience during this time.

You must complete all the below steps for your application to be considered.

If you have any questions about your application please contact your exchange coordinator at [education-abroad@deakin.edu.au](mailto:education-abroad@deakin.edu.au).



Get Started!

## Online application

1. Application Fee

2. Length of proposed exchange

3. Outgoing Study Plan

4. Personal Statement of Motivation

5. Do you currently have a Learning Access Plan in place?

6. Do you have a disability, medical and/or mental health condition?

7. University Preference

Compulsory Information Session

Financial declaration

Student Agreement

Non-refundable \$110 application fee, paid at time of application – paid once per application cycle

1 or 2 Trimesters

Upload an approved OSP by the application deadline

- Why do you want to go on an Exchange?
- Why have you chosen your preferred destination?
- What makes you a good Deakin ambassador?

Click here to begin

**\*\*Ensure all sections of the application are completed**  
**Contact Deakin Abroad if you have any questions.**

# HOW TO APPLY – TOP TIPS

Book your initial exchange appointment with Student Central to get started!

- Exchange appointments with Student Central are only available at certain times throughout the process, ensure you review the relevant dates on our website before booking an appointment.

Exchange application timeline for Trimester 1 2026				
February – June 2025	31 March – 13 June 2025	15 April 2025	15 July 2025	Mid July – October 2025
Attend a compulsory <a href="#">Deakin Abroad information session</a>	Book an <a href="#">initial exchange appointment</a> with a student adviser to discuss your eligibility and outgoing study plan.	Deakin Abroad application portal opens.	Deakin Abroad application portal closes.	Assessment of applications.

- Discuss with a Student Adviser how a Trimester Exchange will work in your degree.
- We recommend students, where possible, use electives on exchange for the most flexible experience in terms of unit selection and host university option.
- When you attend the initial exchange appointment with Student Central, you will be allocated a Student Adviser. You will remain in contact with them throughout the process.
- Contact Deakin Abroad if you are struggling with the application process so that we can assist: [education-abroad@deakin.edu.au](mailto:education-abroad@deakin.edu.au)





Burwood campus

Building B, Room 2.26

Student drop-in times

Tues to Thurs, 10am to 4pm

Geelong Wairn Ponds campus

Building JB, Room JB2.301

Monday & Thursday

Geelong Waterfront campus

John Hay Building, Room D2.136

Tuesday 9am-3pm

[www.deakin.edu.au/abroad](http://www.deakin.edu.au/abroad)

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



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