OUTGOING STUDENT EXCHANGE APPLICATION FORM

ELIGIBILITY
For Australian citizens, permanent residents, New Zealand citizens and international students. AusAID students are NOT eligible for exchange.

Undergraduate students must:
• have completed at Curtin University at least 100 credits at time of application and 200 credits at time of departure
• be in ‘Good Standing’ at Curtin with no failed units and a course weighted average of 60% or better
• be able to study the equivalence of a full-time load whilst overseas
• satisfy host institution’s and host country’s entry requirements
• be a good ambassador for Curtin
• have no academic misconduct

Postgraduate students must:
• have results/transcripts for any previous study (i.e. bachelor degree)
• be studying a Curtin degree with a minimum remaining duration of 12 months
• have successfully completed 75 credits as a postgraduate student (this can be negotiated if you hold a Curtin bachelor degree)
• be in ‘Good Standing’ at Curtin with no failed units and a course weighted average of 60% or better
• be able to study the equivalence of a full-time load whilst overseas
• satisfy host institution’s and host country’s entry requirements
• be a good ambassador for Curtin

WHAT TO SUBMIT / CHECKLIST

❏ This Application Form – all sections completed clearly and legibly in block letters
❏ Unit Approval Form
❏ Official Academic Transcripts (please note this will be ordered on your behalf)
❏ Academic Reference
❏ Portfolio of Work – art, design and architecture applicants only
❏ Photocopy of passport details page

SECTION ONE – PERSONAL INFORMATION

Q1a PERSONAL DETAILS
Student Number ________________________
Title (Dr, Mr, Mrs, etc.) ________________________ Male Female
Family Name ________________________
Given Names ________________________
Name as shown in your passport ________________________
DD MM YY
Date of Birth ________________________
Nationality
Australian Citizen New Zealand Citizen/Permanent Resident
Australian Permanent Resident International Student – it is your responsibility to ensure your Australian student visa is not cancelled whilst you are on exchange
If international, which country?
Are you currently receiving a scholarship? N Y If yes, name of scholarship:

Q1b PERMANENT ADDRESS (RESIDENTIAL ADDRESS IN HOME COUNTRY) Note: A Post Office Box number is not acceptable.
Address ________________________
Suburb ________________________ Postcode ________
Telephone ________________________ Mobile ________

EMERGENCY CONTACT (E.G. FAMILY MEMBER)
Full Name ________________________
Relationship ________________________ Telephone ________
Address ________________________
Suburb ________________________ Postcode ________
Email ________________________ Mobile ________
Q1c **MEDICAL / DISABILITY NEEDS**

Do you have any physical or medical conditions?  
- Y  
- N  
If yes, indicate the nature of the condition/s:  

Do you need to take any special medication?  
- Y  
- N

**SECTION TWO – ACADEMIC DATA**

**Q2a CURTIN COURSE DETAILS**

- **Course name**
- **Major/Stream**
- **Course code**
- **Credits completed at time of application**
- **Credits left to complete your degree at time of application**
- **Intended graduation date**  
  - Month/Year

*Note: if you are undertaking exchange in your last semester of study results may not be submitted in time to meet graduation deadlines.*

**Q2b EXCHANGE DETAILS**

- **Preferred host institution**
- **Alternative host institution**
- **Year of exchange**  
  - Australian semester of exchange

**Q2c HAVE YOU ATTENDED AN EXCHANGE INFORMATION SESSION**

- Y  
- N  
Reason for not attending

**SECTION THREE – INTERNATIONAL EXPERIENCE**

**Q3a HOW DID YOU BECOME AWARE OF AND INTERESTED IN THE CURTIN EXCHANGE PROGRAM?**

**Q3b PREVIOUS EXCHANGE PROGRAM DETAILS**

- **Institution**
- **Country**  
  - Date
- **How did you become aware of and interested in the exchange program?**

Have you studied, travelled or worked abroad?  
- Y  
- N  
If yes, please indicate where and when:

- **Studied:**
- **Travelled:**
- **Worked:**
STATEMENT OF PURPOSE

Please provide a written Statement of Purpose (250 words – space provided on facing page) addressing the following questions:

• What kind of cultural differences do you expect to encounter during your proposed study abroad?
• What effect do you think these differences will have on you, now and in the future?
• What advantages and disadvantages do you see study exchange bringing to your life?

CBS Travel Grant applicants only:
• Why do you think you are a good candidate for the scholarship?

In considering the above questions, try to draw on previous experience that you have had, whether it be a cultural change you have experienced, a study or travel experience that has affected you, or knowledge that you gained from others who have influenced you.
SECTION FOUR – EXCHANGE APPROVAL

Q4a COURSE CONTROLLER DETAILS (PLEASE TAKE THIS SECTION TO YOUR COURSE CONTROLLER/S TO COMPLETE)

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Position Title</th>
<th>Email</th>
<th>Telephone</th>
<th>Exchange Approved</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Controller’s Signature: ____________________________ Date: __________

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Position Title</th>
<th>Email</th>
<th>Telephone</th>
<th>Exchange Approved</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Controller’s Signature: ____________________________ Date: __________

SECTION FIVE – APPLICANT’S DECLARATION

Q5a APPLICANT’S DECLARATION AND SIGNATURE

As a participant of the Curtin University Study Exchange Program, I hereby agree that I will:
- ensure that the units in which I enrol at the host institution will be credited towards my Curtin degree as electives, options or required units before I depart on exchange. If I change my unit selection after I arrive at the host institution, I acknowledge that I am responsible for ensuring that I receive credit towards my degree as electives, options or required units. I also acknowledge that I will be retrospectively charged full fees for any units that I do not receive full credit for.
- maintain a full-time enrolment as per the enrolment regulations at both Curtin and the host institution.
- notify the Student Exchange Office of any changes to my final enrolment within two weeks of the start of classes at the host institution.
- notify the Student Exchange Office immediately if my circumstances change.
- check OASIS on a weekly basis.
- attend the pre-departure information session for outbound exchange students.
- acknowledge that the individual units I study at the host institution will not appear on my Curtin transcript. Instead, my transcript will show International Study (Student Exchange) PASS or FAIL (the outcome is based on whether or not the host institution would award credit for the units you studied).
- authorise Curtin to release my personal contact details to my next of kin, guardian or other nominated person (as detailed below) in an emergency, and to contact that person on my behalf.
- settle all debts with the host institution before I leave to return to Perth.
- abide by the rules and regulations of the host institution at all times.
- provide a testimonial about my exchange experience to the Student Exchange Office upon my return.

I further acknowledge that:
- Curtin has informed me of the need to take out adequate travel, medical and hospital insurance cover, and work insurance cover, if applicable. I am aware that it is my responsibility to arrange such cover.
- Curtin will not be liable in any way for any loss, injury, sickness or damage that I may suffer while participating in the program, or which results in any way from my participation in the program, other than arising from or as a consequence of any negligent act or omission of Curtin or its officers, employees or agents.
- as an exchange student, I am a representative of the University. I will maintain an appropriate standard of behaviour, and am aware that any adverse behaviour will not only reflect poorly on myself, but also on Curtin and future participants in the exchange program.
- it is my responsibility to organise my own accommodation, whether it be directly with the host institution housing department or making my own independent housing arrangements.
- it is my responsibility to make my own enquiries regarding visa requirements, and to comply with, any legal obligations arising under Australian or overseas law which are relevant to my personal involvement in the program.
- the student exchange office will access and order an Official Academic Transcript on my behalf.

I declare that the information presented in this application and the accompanying documentation is true and correct.

I understand that the Curtin Student Exchange Office may terminate my application or nomination for the exchange if I have misrepresented my past and/or present circumstances. I authorise Curtin staff to make relevant enquiries to verify my application, and should I be approved to go on exchange, to provide the necessary information to partner institutions for the purpose of arranging my exchange.

Signature of Applicant: ____________________________ Date: __________

Please return this form to:
Student Exchange Office Bldg 102
International Office
Curtin University
GPO Box S1512
Perth 6845 WA

For further information:
Student Exchange Office
Tel: +61 8 9266 4059/4950
Email: studyabroad@curtin.edu.au
Web: www.studyabroad.curtin.edu.au

CRICOS Provider Code 00301J. Curtin University is a trademark of Curtin University of Technology.