

## Apply to go on exchange to one of UTAS' formal partners

[www.international.utas.edu.au/static/StudentMobility/PartnerInstitutions.php](http://www.international.utas.edu.au/static/StudentMobility/PartnerInstitutions.php)

### UTAS Eligibility to apply for exchange

- Be currently enrolled as a full-time student at UTAS for the period of exchange
- Completed at least one full year of study at UTAS
- Achieved good grades - Credit average or above

### UTAS closing dates

For exchange students the closing dates are:

- 15 March for commencing August/September
- 1 August for commencing January

### Please note Western Washington University application deadline for an August (spring) intake:

Applications must be received by 14 February for an exchange commencing in August (spring).

### Application procedure

The whole procedure from application to confirmation and departure can take up to 6 months. All applicants will be notified of their application status three weeks after the closing date.

Research the institutions on the UTAS website to make your choice. Speak to your Course Coordinator about course selection and any compulsory subjects that you will need to take. They may also be able to make suggestions of a good match for an exchange.

The process is as follows:

1. Application approval and ranking by Faculty
2. Provisional approval by host institution (exchange is not guaranteed because of agreement requirements)
3. Application to the host institution including subjects preferred for the exchange period
4. UTAS Course Approval form completed
5. Application for accommodation
6. Formal acceptance by the host institution for study period and accommodation
7. Visa application and flight bookings

### Application checklist

#### Documentation to include with your application:

- One official academic transcript obtained from Student Administration
- A Curriculum Vitae (Resumé)
- Personal statement (maximum 500 words) explaining why you wish to go on exchange to your first preference institution
- One written academic reference

This form should be sent by email, in person or post to:

Email: [Student.Mobility@utas.edu.au](mailto:Student.Mobility@utas.edu.au)

In person: International Services  
2nd Floor Hytten Hall

Post: International Admissions & Exchanges  
International Services  
Private Bag 38  
Hobart 7000

### Accommodation

You will be provided with advice on accommodation options from the host institution when your application has been approved by them.

### Visas

You will be provided with further advice from the host institution on the appropriate visa and process.

Students will need to apply for a student visa unless you have dual citizenship for the country of your study period. You cannot apply for a visa until you have received formal notification of acceptance from the host institution.

### For further information go to the website:

<http://www.international.utas.edu.au/static/StudentMobility/ExchangeforUTASstudents.php>

or contact Study Abroad & Exchange Coordinator  
at International Services

Phone: +61 3 6226 2706

Email: [Student.Mobility@utas.edu.au](mailto:Student.Mobility@utas.edu.au)

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# Exchange Application Form



## PROGRAM DETAILS

Note: Exchange applications must be with one of UTAS' formal partners:  
[www.international.utas.edu.au/static/StudentMobility/PartnerInstitutions.php](http://www.international.utas.edu.au/static/StudentMobility/PartnerInstitutions.php)

## PERSONAL DETAILS (as it appears on your passport)

NAME UTAS STUDENT ID:

\_\_\_\_\_  
Title (Mr/Mrs/Miss/Ms)

\_\_\_\_\_  
Family Name

\_\_\_\_\_  
Given Name(s)

DATE OF BIRTH: (DD/MM/YY)

GENDER:

Male

Female

COUNTRY OF BIRTH:

CITIZENSHIP:

PRESENT ADDRESS

\_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City & Country

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Email (UTAS email address)

ADDRESS FOR CORRESPONDENCE (if different to above)

\_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City & Country

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Email (UTAS email address)

## INSTITUTION PREFERENCES

Your first preference institution will be contacted initially. If you are unsuccessful there we will contact the second preference so think carefully about your choices.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**DURATION (please tick)**

**1 semester**

**2 semesters**

**COMMENCEMENT**

**January**

**August/September**

**YEAR**

**20**\_\_\_\_

## CURRENT DEGREE

DEGREE:

CURRENT YEAR OF STUDY:

CAMPUS:

## ACADEMIC REFEREES & STATEMENT OF PURPOSE

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Please list the names and contact details of two people who are willing to act as academic referees. You need to include one written reference only.

Name: _____	Phone: _____
Email: _____	Phone: _____

Name: _____	Phone: _____
Email: _____	Phone: _____

Please attach a statement of purpose of your intended exchange period (no more than 500 words). You need to outline why you wish to have this exchange experience and what benefits you expect to gain at a particular institution.

## DECLARATION & SIGNATURE

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- I understand that acceptance by the UTAS Exchange program is subject to the acceptance of the proposed host institution
- I understand that I am required to study full time for my exchange period and that I will maintain a full enrolment at UTAS for the term of my exchange
- I agree to abide by the rules and regulations of the host institution to which I am accepted
- I understand that if I withdraw from the exchange program without appropriate authorisation I will liable to repay all or part of any grants awarded to me
- I understand that if I vary my enrolment I will seek approval for these changes. If I do not get approval I may not be granted credit for my studies while on exchange
- I understand that UTAS can withdraw my application should I not fulfil the conditions outlined
- I understand that I may be required to provide a written report to International Services upon the completion of my exchange period and that this report may be published on the exchange website and/or forwarded to prospective exchange students
- I certify that the information I have provided in this application is accurate in every detail
- I have submitted a complete application

Signed: \_\_\_\_\_ Date: \_\_\_\_\_