

Application for Higher Education International Exchange Program (Outgoing CDU Students)

Application Form



HE111 Last updated January 2018

APPLICANT DETAILS

Personal Details – Please use BLOCK LETTERS to complete your details as they appear in your passport

Title Mr Mrs Ms Miss Dr

Family Name (as shown in passport)

Given Name(s) (as shown in passport)

CDU Student Number Date of Birth (DD/MM/YYYY) / /

Are you an international student? Yes No

Course at CDU Semester and Year

CONTACT DETAILS

Postal Address Number & Street or Po Box

Suburb/Town

State Postcode

Phone number

Email

NEXT OF KIN (must be completed by all students)

Name (as shown in passport)

Relationship

Postal Address Number & Street or Po Box

Suburb/Town

State Postcode

Contact Number

EXCHANGE INSTITUTION

Name of Institution

Country

Proposed CDU study period Semester 1 Semester 2

Deadlines to submit the application to the CDU Exchange Officer

For Semester 1: 01 September of the previous year

For Semester 2: 01 April of the current year

Please return this form to Office of International Services, Charles Darwin University | Email: international@cdu.edu.au
CRICOS Provider No. 00300K (NT/VIC) / 03286A (NSW)

UNIT SELECTION

Exchange University (units proposed to undertake)		Charles Darwin University (equivalent units and teaching period)	
Unit Code	Unit Title	Unit Code	Unit Title

Course Approver Name: Signature: **LANGUAGE PROFICIENCY**

Applicants wishing to attend an overseas institution where the delivery of the units is not in English, will need to show evidence that they are proficient in that language, in both spoken and written language.

Language mode of delivery English Other, please specify _____

REFEREES

An academic Referee Report must be provided by two academic staff of the University who are familiar with your academic performance. Referees should be advised to return the completed reports directly to the Exchange Officer. You may wish to include, with your application, any other relevant reference, eg School Principal or employer.

Referee Forms can be downloaded from http://www.cdu.edu.au/sites/default/files/international/academic_recommendation_form.pdf

Name of Referee 1 Faculty Name of Referee 2 Faculty **FINANCIAL SUPPORT**

Youth Allowance OS-Help Loan Scholarship Austudy/Abstudy Family Personal Funds

STATEMENT

Please provide a specific statement of what you hope to accomplish academically and personally during the exchange program. This statement should be between 150 – 200 words in length. (You may want to attach a separate document for the statement)

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Important information:

You must provide a copy of the unit outline(s) that you intend to study at the host institution, to your course coordinator. (You may get this information from the host university's website).

You must maintain your address details with CDU, whilst you are studying at another university.

You must confirm all your enrolment details **prior** to leaving Australia for the period of exchange. You are not permitted to make any changes to your unit choices **without prior** approval by CDU. Any approved changes must be made prior to the relevant census date for the semester/teaching period you are studying overseas.

Grades submitted by the host institution will be converted to the CDU Higher Education grading schema as per the University's current Assessment Rules.

Check List:

Before submitting your exchange application to the Exchange Officer in the International Office, please ensure that you have completed the following steps and included the following documents:

- Have you completed all relevant items on your application form and signed and dated it?
- Have you distributed an Academic Referee's Report to two academic staff AND reminded them to send it to the Exchange Officer in the International Office?
- Have you provided a copy of your unit outlines to your course coordinator AND obtained the approval for the subjects you wish to take overseas?
- If you are applying to study at a non-English speaking institution, have you provided evidence of proficiency in the language?
- Have you included the 150-200 word Statement?

Please note that your application will not be processed until ALL required documents have been received.