

# International student Study Abroad and Exchange Application form



## Instructions to applicants

**Read these instructions carefully before you complete the application form.**

Complete all questions, sign and date the application form. Please complete this application in English.

- Please use BLOCK LETTERS
- Please tick  the appropriate boxes

All sections of the application must be completed and relevant documentation attached. Should you have any questions regarding this application please email [studyabroad@swin.edu.au](mailto:studyabroad@swin.edu.au)

### APPLICATIONS DUE

Please visit [www.swinburne.edu.au/abroad/arrivals/dates.html](http://www.swinburne.edu.au/abroad/arrivals/dates.html) for application deadlines and semester dates. Late applications will be considered on a case-by-case basis.

### DESIGN, FILM AND TELEVISION STUDENTS

If you are applying for units administered by the School of Design or the Department of Film and Animation you will need to include a portfolio of work with your application. The portfolio should include current work completed at your home institution that demonstrates a high level of technical and creative merit. Work should be of an appropriate standard for the academic level of the units you are applying for. Please go to: [www.swinburne.edu.au/design/courses/portfolio-guidelines.html](http://www.swinburne.edu.au/design/courses/portfolio-guidelines.html)

### MANDATORY HEALTH INSURANCE COVER

Australian Government regulations require that all international students studying in Australia on a student visa take out Overseas Student Health Cover (OSHC). When you officially accept your offer Swinburne will arrange OSHC for you. You will be advised of the cost in your Offer Letter. Under a reciprocal government agreement Swedish, Belgian and Norwegian students are not required to have OSHC.

### STUDY ABROAD CERTIFICATE OF SPECIALISATION

Students wishing to apply for the Study Abroad Certificate of Specialisation must choose a minimum of 2 units from a single discipline area. For more information on requirements please go to [www.swinburne.edu.au/abroad/arrivals/study-options-inbound.html](http://www.swinburne.edu.au/abroad/arrivals/study-options-inbound.html)

### FEES

Under the agreed reciprocal arrangements between Swinburne and partner institutions, approved exchange students have a tuition fee waiver for their study abroad program. Program fees for Study Abroad and Freshman Abroad students can be found on our website [www.swinburne.edu.au/abroad/arrivals/fees.html](http://www.swinburne.edu.au/abroad/arrivals/fees.html)

### PRIVACY STATEMENT

Information collected in this application is for the purposes of selecting participants for Swinburne Education Abroad Programs. Except as required by law, this information will be for Swinburne University of Technology use only. Swinburne collects, uses and destroys your details in accordance with Swinburne's privacy policy which is available on Swinburne's website, [www.swinburne.edu.au](http://www.swinburne.edu.au). If you have any queries in relation to your personal details, please contact Swinburne International on +61 3 9214 8000.

**Please keep this page for your own records.**

International student  
Study Abroad and Exchange  
Application form

Representative/agent stamp

**ieconline GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
www.ieconline.de



**PERSONAL DETAILS**

If previously enrolled at Swinburne University of Technology, please state your Swinburne ID number: \_\_\_\_\_

PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT. Please use BLOCK LETTERS. All fields must be completed.

Title (Mrs, Miss, Ms, Mr etc): \_\_\_\_\_ Gender:  Female  Male Date of birth:   /   /

Family name:   
(as indicated in passport)

Given names:   
(leave spaces between names)

Email address:   
(for applicant)

APPLICANTS **MUST** PROVIDE THEIR PERSONAL EMAIL ADDRESS.  
ALL INFORMATION REGARDING THE PROGRESS OF THE APPLICATION WILL BE EMAILED DIRECTLY TO THE APPLICANT.

Postal address:   
Number/street

Suburb/city

Country Postcode

Residential address:   
Number/street

Suburb/city

Country Postcode

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_ Submission location: \_\_\_\_\_  
(What country were you in when you submitted this application?)

Country of birth: \_\_\_\_\_ Do you hold a valid Australian visa?  Yes  No

If yes, type of visa: \_\_\_\_\_ Visa expiry date:   /   /

Visa Sub Class: \_\_\_\_\_

Have you ever had a visa application rejected?  Yes  No

If yes, when, which country and for what reason? Please provide a copy of the rejection letter or details below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you visited or studied in Australia previously?  Yes  No Have you breached any visa conditions?  Yes  No

Have you ever been refused a visa for entry into Australia?  Yes  No If yes, please provide reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERSONAL DETAILS (CONTINUED)

Please provide details of family immigration history.

Are you married?  Yes  No Date of marriage:   /   /

Is your spouse already in Australia?  Yes  No

What visa does your spouse hold? \_\_\_\_\_

What is the expiry date of your spouse's visa? \_\_\_\_\_

Please provide details on all dependents who will be included in your student visa application, including their date of birth.

Name: \_\_\_\_\_ Date of birth:   /   /

Name: \_\_\_\_\_ Date of birth:   /   /

Name: \_\_\_\_\_ Date of birth:   /   /

Name: \_\_\_\_\_ Date of birth:   /   /

If you have more than four dependents, please attach a separate sheet with any remaining dependents details.

Have you been convicted of any criminal activity?  Yes  No If yes, please provide relevant details:

Do you have a disability, impairment or long term medical condition?  Yes  No

Tick one or more of the following:

Hearing/Deaf  Intellectual  Mobility  Learning  Visual  Mental Illness  Medical Condition

Providing information about a disability or medical condition will not disadvantage your application. However the University needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases the support required may be at a cost to you.

Do you have a medical or health-related issue that may prevent a student visa being issued?  Yes  No

Please refer to [www.border.gov.au/Trav/Visa/Heal/Meeting-the-health-requirement/Health-examinations](http://www.border.gov.au/Trav/Visa/Heal/Meeting-the-health-requirement/Health-examinations)

If yes, please provide details:

## PROGRAM DETAILS

Commencing semester:  Semester 1 (February–June) Year:      Semester 2 (July–November) Year:

Program:  Exchange program  Study Abroad program

Duration:  One semester  Two semesters

Campus:  Hawthorn

Are you applying for the Study Abroad Certificate of Specialisation? (Study Abroad students only)

Yes Discipline area: \_\_\_\_\_

Please note that due to Swinburne's obligations under Australian migration, trade and sanction laws, even if you meet Swinburne's academic entry and selection criteria, it is possible that Swinburne may not be able to offer you a place due to additional non-academic criteria required to meet Swinburne's legal requirements, which are applied at Swinburne's sole discretion. For further information please see:

- (1) Migration Act 1958
- (2) Migration Regulations 1994
- (3) Autonomous Sanctions Act 2011
- (4) Autonomous Sanctions Regulation 2011

Refer to [www.border.gov.au](http://www.border.gov.au)

Refer to [www.dfat.gov.au](http://www.dfat.gov.au)

## ENGLISH LANGUAGE PROFICIENCY

This section is to be completed by students whose first language is not English. You are required to submit evidence of your English Proficiency by attaching your official TOEFL or IELTS test score, evidence that your home institution teaches in English or other evidence as per the agreement between your home institution and Swinburne. For more information about required English proficiency test scores please go to: [www.international.swinburne.edu.au/entry-requirements/english](http://www.international.swinburne.edu.au/entry-requirements/english)

- English is my first language
- English is the language of instruction at my home institution
- My IELTS/TOEFL results are attached
- Letter from Home Institution in support of my English proficiency is attached
- Other evidence as per agreement is attached

## ACADEMIC HISTORY

Home Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Home degree/program: \_\_\_\_\_

Major/s: \_\_\_\_\_

Expected date of graduation:   /

How many years have you completed? \_\_\_\_\_

Have you previously been excluded or suspended from Swinburne or any other educational institution for academic or non-academic reasons?  Yes  No

If yes, institution and reason: \_\_\_\_\_

## STUDY PLAN

Before you complete this section, it is important that you ensure that you meet any prerequisites for units of study that you nominate. Check the prerequisites for any units of study you nominate at [www.international.swinburne.edu.au/courses/unit-search](http://www.international.swinburne.edu.au/courses/unit-search)

You also need to ensure that the units of study you request will be available in your nominated semester/s. Check when the unit of study is available at <https://allocate.swin.edu.au/aplus/timetable/#subjects>

The full-time study load at Swinburne is 50 credit points per semester. The Swinburne academic year is broken up into two semesters. Swinburne Abroad students will be studying in Semester 1 (February–June) or Semester 2 (July–November), or both.

**Please nominate a minimum of 4 and maximum of 6 units of study per semester in order of preference.**

Please note that this will be your only opportunity to nominate units prior to enrolment. Any changes will only be considered during your enrolment session at Orientation.

SWINBURNE UNIT CODE	SWINBURNE UNIT TITLE	DO YOU MEET THE PREREQUISITES?	IS THE UNIT AVAILABLE IN YOUR NOMINATED SEMESTER?
(e.g. HAT110)	(e.g. Australia: A Global Context)	(e.g. Yes)	(e.g. Yes)

If you are planning to study for 2 semesters, indicate your second semester preferences below.

SWINBURNE UNIT CODE	SWINBURNE UNIT TITLE	DO YOU MEET THE PREREQUISITES?	IS THE UNIT AVAILABLE IN YOUR NOMINATED SEMESTER?
(e.g. HAT110)	(e.g. Australia: A Global Context)	(e.g. Yes)	(e.g. Yes)

## LIVING COSTS

Please visit the following website for a guide to living costs: [www.international.swinburne.edu.au/plan-your-arrival/living-in-melbourne/living-expenses](http://www.international.swinburne.edu.au/plan-your-arrival/living-in-melbourne/living-expenses)

Please visit the following website for a guide to tuition fees: [www.international.swinburne.edu.au/study-at-swinburne/in-coming-exchange-students](http://www.international.swinburne.edu.au/study-at-swinburne/in-coming-exchange-students)

Do you understand the costs associated with studying in Australia?  Yes  No

(including the cost of tuition, living expenses, overseas student health cover and return airfares etc.)

How do you intend to fund your study and living costs? Choose more than one if applicable.

Self-funded  Sponsored by family/government/institution/employer  Bank loan  Other (e.g. employer)

## CHECKLIST

Please make sure the following are attached (if applicable):

- Certified academic transcripts with grading system
- English translations where applicable
- Certified English proficiency test results where applicable
- Statement of purpose
- Curriculum vitae (résumé)
- Referee reports
- Portfolio, for students who are applying for design and film & TV units
- Copy of passport (photo page and relevant visa page if applicable)

## DECLARATION

### Applicant's declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2. I acknowledge that failure to disclose my academic record may result in the University revoking an offer or terminating my studies at any stage.
3. I authorise the University to seek verification of my academic and professional qualifications, and work experience. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that the University reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of progressing my application.
7. I acknowledge that I have read and understand the description of the program/s that I am applying for on Swinburne's website.
8. I authorise the University to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
9. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements, ([www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant](http://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant))
10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
11. I declare that my signature is true and correct and matches the signature in my passport.

### Declaration by applicant

I (insert full name) \_\_\_\_\_,

understand all of the requirements for the course and visa application and confirm that all of the information provided is true.

Signature of applicant: (as in passport signature page): \_\_\_\_\_

Date:   /   /

### Education Abroad Advisor/Agent's declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by Australian immigration authorities and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine temporary entrant and a genuine student.
2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
4. I recommend the University proceed with the assessment for admission of this applicant.
5. I confirm the student has signed this application form.
6. I have provided the student's personal email address and residential address, as disclosed to me by the student.

University/Agency name: \_\_\_\_\_

University/Agency branch office: \_\_\_\_\_

University/Agent staff member name: \_\_\_\_\_

Email address: \_\_\_\_\_

**ieconline GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
[www.ieconline.de](http://www.ieconline.de)

Signature of Education Abroad Advisor/Agent: \_\_\_\_\_

Date:   /   /

## SENDING YOUR APPLICATION

If applying through your home institution or an agent, your representative must lodge your application on your behalf.

Electronic applications can be sent via email:

[studyabroad@swin.edu.au](mailto:studyabroad@swin.edu.au)

Hard-copy applications can be sent by post to:

Swinburne Abroad  
Swinburne University of Technology  
PO Box 218  
Hawthorn VIC 3122  
Australia