

## Checklist for Study Abroad and Exchange students

### Steps to follow



1. Research universities – What country? What University? What courses? Accommodation options? Location? Surrounding neighbourhood?	
2. Research the visa application process – Have you checked the official government website of the country? Are there visa fees? What documents are required? Average timeframe of visa approval?	
3. Research for expenses required – Flights, visa, travel and health insurance, accommodation?	
4. Contact your program coordinator – You will need to speak to your faculty to arrange your enrolment plan and get advice from the Program Coordinator for the possibility to use electives for your study abroad semester.	
5. Research for courses – You will need to find courses that would match up with your enrolment plan provided to you by your Program Coordinator.	
6. Collect course syllabus/course specifications – You will need course specifications from the host university. If such information is not available, email the Study Abroad Coordinator with the following details so we can request the syllabus from the host university. Please provide us with the following: <ul style="list-style-type: none"> <li>• Name of the university</li> <li>• Course code, course name</li> <li>• Course description</li> </ul> Once we have this information, we will work with you and your faculty to approve the courses for credit. <p><b>Please Note: All students should be enrolled in a full time load (4 courses) while studying overseas.</b> <b>Please nominate at least 7 potential courses per semester.</b></p>	
7. While waiting for the syllabus, obtain all necessary supporting documents: <ol style="list-style-type: none"> <li>a) <b>Statement of Purpose:</b> page long essay</li> <li>b) <b>1 academic references:</b> This could be your formal lecturers and tutors. This also applies to external students. Academic referees can choose to complete Section 10 of the USQ Study Abroad Application form or provide a separate reference letter on USQ letterhead. <i>Please note ISEP applicants: academic referees are required to complete the reference section on the ISEP online application form.</i></li> <li>c) <b>Copy of your Passport</b></li> <li>d) <b>Complete the remaining sections of your application form</b></li> <li>e) <b>Obtain a USQ Official Transcript*.</b></li> </ol> <p><b>* Please note the study abroad office can arrange this for you once you have submitted your completed application form and other supporting documents.</b></p>	
8. Submit your complete application prior to the deadline: <ul style="list-style-type: none"> <li>• Semester 1 intake: 31st August the year before</li> <li>• Semester 2 intake: 31st March of the same year (ISEP applications close on 14th Feb)</li> </ul>	

### Important Information

- It is normal to take at least one month before the host institution advises on the outcome of the application.
- The Host Institution will require you to complete the application forms for their university. Please make sure to read all emails and respond to the host institution accordingly.