

Your Questions:

Please check whether the answer to your question is here before submitting an online enquiry.

I'm interested in going on an exchange – where do I start?

Visit our [step-by-step guide](http://www.adelaide.edu.au/student/study_abroad/apply/). (http://www.adelaide.edu.au/student/study_abroad/apply/)

I am an MBA student. Can I still go on exchange?

Yes. You will need to contact Belinda Kon (Belinda.kon@adelaide.edu.au) at the PG Hub, Professions Faculty. While Adelaide Abroad handles the administration side of student exchanges, the Professions Faculty can assist you with deciding on which university would be a good exchange option for you and should be your first point of contact for any enquiries.

You will still need to submit an application to join the Adelaide Abroad program. As an MBA student, in order to be eligible for the program you must have 12 units on your transcript and be a credit average. Adelaide Abroad is responsible for assisting your formal application to the host university.

When is a good time to go on exchange?

Ideally, in the second semester of the second year of your degree. Most universities require that you have completed at least 24 units of study before we can submit a formal application.

What will I study while I'm on exchange?

Ideally, student will study courses that can be counted as electives – this gives you greater flexibility in choosing a destination. Once you have attended an information session at the Adelaide Abroad Office, and having thought about where you would like to do your exchange, make an appointment to see your Faculty or School course advisor. Together you will look at your study plan and determine what courses/electives you will study overseas. All exchange courses need to be approved by your Faculty/School so that they can be credited toward your University of Adelaide degree upon your return.

Planning ahead is very important. As a rule of thumb – remember it is best to leave your electives to study whilst you are on exchange because it is not always possible to match core courses.

How do I apply for the OS-HELP Loan?

The OS-HELP Loan is a government loan for Australian students studying abroad which becomes part of your HECS debt. In 2011, students are eligible to receive up to \$5,611 per six-month study period. Eligible students may apply for the loan no more than twice (for a total of \$11,222). Other terms and conditions apply so please read the OS-HELP information booklet or visit the OS-HELP website (www.goingtouni.gov.au) for more information.

OS-HELP information booklet and loan forms are available from the front desk of the International Office, Level 5, Oliphant Building. The form is not available electronically.

What is faculty approval?

Before you head overseas, you MUST obtain approval from your faculty for your proposed course of studies. The Study Plan Approval form ([link](#)) is written evidence that the courses you will study at your host university will count for credit towards your degree. If your faculty does not approve your proposal to study overseas, you may not be able to obtain credit when you return. This document is required for Adelaide Abroad to be able to process scholarship payments and OS-HELP Loan forms.

I've been accepted! How to I apply for a visa?

You should only apply for a visa if you have received formal acceptance documents from the host university. Most universities will send us a formal acceptance letter of which we make a copy and then ask you to come and pick up from the Adelaide Abroad office. This letter is to be used in support of your visa application.

Adelaide Abroad is not qualified to give advice on visa applications, consequently, we strongly recommend you contact the nearest consulate and make an appointment (where possible) to discuss/launch your visa application. Visa application forms are usually available on the consulate's website. You should also note that visa applications for some countries can take up to 3 months to process so check with your consulate to see how long you should expect to wait for your visa. A good starting point is the smart traveller website: www.smarttravelor.com.au

How do I enrol at the University of Adelaide while I'm on exchange?

You must enrol at the University of Adelaide even while on exchange. You must enrol in one or a combination of exchange "dummy" courses (to do this, just search "exchange" in the [course planner](https://access.adelaide.edu.au/courses/search.asp) (<https://access.adelaide.edu.au/courses/search.asp>) and select the corresponding exchange course for your faculty).

For example, a Law student going on an exchange for one semester should enrol in "[Exchange Studies for Law Students 12](#)." The "12" indicates that this course is worth 12 units. You need to make sure you enrol in the same number of units as you have been approved for by your faculty. you should consult your School or Faculty about which courses should be used.

If you are going to be away for two semesters (e.g. Semester 2 2010 and Semester I 2011) you may need to enrol online in your Exchange course for the second semester while you are overseas.

For students who have further issues with enrolment, please contact the Student Centre: www.adelaide.edu.au/student/current/enquiries/

What do I do if I decide I'd like to stay for another semester at my host university?

Please get in touch with Adelaide Abroad. We will need to determine that there are places available at your host university as often there are other students already queued to fill the place you were going to vacate.

The next thing to do is discuss your desire to stay with the host university. Ultimately, they will decide if you can stay. If you are using university-provided accommodation, you will need to enquire as to whether there will be a place for you for an additional semester. You will also need to find out if there are any visa implications.

Finally, you will need to organise another Study Plan Approval form and submit it to Adelaide Abroad. You may also need to purchase additional insurance coverage and request another set of OS-HELP Loan forms.

I've applied for the OS-HELP Loan before, now I need to apply for my second loan. How do I get another set of forms?

The OS-HELP Loan forms are government forms on special triplicate paper so there is no electronic version. These forms are also updated every year so it may not be possible to take two sets of forms overseas with you in order to apply using the previous year's forms.

You will need to send an enquiry to Adelaide Abroad containing your overseas postal address. We will then be able to post the current OS-HELP Loan forms to you. When you have completed the forms, you must return them to Adelaide Abroad for processing. Because all this processing takes place through the University of Adelaide's Student Finance department, the turn around it usually not very long, but you should consider postage delays when submitting your application. As with your first loan, funds are not released any earlier than six weeks prior to the start date you put on your OS-HELP Loan form.

IMPORTANT: One of the conditions of the OS-HELP Loan is that you must "have not received any other OS-HELP Loan for a period of that overlaps or coincides with the six month period" of the loan (*OS-HELP Statement of Terms and Conditions booklet, section 2.1.11*). As such, you must put the start date on the application form of your second loan as being six months from the incurral date of your first loan.

I've had an incident while on exchange and need to make an insurance claim. What do I do?

If you have had something lost or stolen, or sustained an injury you will need to contact Thomas Pontt (thomas.pontt@adelaide.edu.au) for a claim form. More information about the University of Adelaide's travel insurance for exchange students is available here:

www.adelaide.edu.au/student/study_abroad/cost/

Please let your host university and Adelaide Abroad know the nature of the incident so we can assist you in any way we can.