Global Learning

Pre-departure guide for University of Adelaide exchange students

adelaide.edu.au
You are about to embark on what we hope will be the adventure of a lifetime. Good planning and managing expectations are important in these final stages of your exchange preparation.

The Pre-Departure Information Session, combined with the material in this guide and on the Global Learning website, will assist you with your departure and while you are on exchange.

You should also use the materials provided by your host university, and their website to finalise your preparations. Good preparation is the key to a successful exchange.

We wish you safe travels and a fantastic time!

*Bon voyage,*

*Global Learning Team.*

"You’ve created for yourself an opportunity to explore a new place, to meet new people, to become a local over the other side of the world. Take every opportunity, and challenge yourself. An exchange is what you make of it."

Jade Cooper, Bachelor of International Studies/Law and Dip.Lang (Japanese), Osaka University, Japan
This guide is designed to ensure you have the best possible exchange and are prepared for all situations!

Contents

Before you go ............................................. 2
Passport and visa
Important documents
Flights and arrival
Insurance
Health and safety
Accommodation
Financial matters
Academic matters
General hints and tips

While you are away .................................. 6
Academic matters
Settling in
How to make your exchange benefit your career
Support while you are overseas
Your health and safety

When you return ...................................... 8
Academic matters
Let Global Learning know that you are back
Get involved

Pre-departure checklist ........................... 9
Before you go.....

Passport and visa

Please ensure that you register with smartraveller: www.smartraveller.gov.au

Make sure the passport you intend to use is current and will not expire while you are on exchange. It should remain valid for at least six months after your return home.

Check your travel responsibilities if you have dual citizenship, particularly if you intend to travel with more than one passport.


Exchange students usually require a student visa or authorisation for entry to your host country. Please be aware that you may be required to present proof of formal acceptance and original certification of finances and health as part of your visa application process. Do not assume that you can convert to other categories of visa e.g. tourist status into student status. Check with consulates and embassies for visa application procedures before you leave Australia.

Make sure you are aware of work limitations on your student visa, if these apply. Certain institutions may also have strict rules on working.

If you intend to travel beyond your host country, it is advisable that you find out about visa requirements for the other countries before you leave Australia. There may be restrictions or time delays if you apply for visas in a country other than your home country.

International students should check with the Department of Immigration and Border Protection (DIBP) to see if anything further is required of them.

Permanent residents must check if their residency status will be affected if they leave Australia. They may need a Resident Return Visa (RRV).

If in doubt about any aspect of the process and your status, please discuss your situation with the International Student Centre.

Important documents

It is a good idea to get together important documents or copies of these documents that you will need to take away with you. We recommend you take several copies of your passport, visa and enrolment information as well as copies of your travel insurance documents, birth certificate, and identity (driver’s licence, proof of age card, student cards etc.) and bank cards. You should photocopy them and keep them in a safe place with you and also leave a copy at home with your family or friends. Alternatively, you could scan them and email them to yourself, that way you keep an electronic copy of these just in case these documents are lost or stolen.

Flights and arrival

You may receive instructions from your host university to arrive on a certain day, and you should attempt to fit in with this as far as possible. Otherwise, you should plan to arrive a couple of days before the orientation period at the start of the semester, in order to settle in.

N.B. Your host university will process your application and send the documents necessary for your visa application with this timetable in mind. If you plan to leave Australia well in advance of your exchange commencement, there are no guarantees that your paperwork will arrive for you to organise a visa early.

You should make your flight booking as soon as possible after hearing of your acceptance from the host university and once you are aware of your visa requirements. Flights fill quickly at certain times of the year. If you wish to start making your flight arrangements prior to official confirmation of your acceptance, you do so at your own risk.

Insurance

University of Adelaide travel insurance

The University of Adelaide extends travel insurance cover free of charge, to all students and staff travelling overseas on University-approved business. This includes students participating in exchange programmes.

There are, however, conditions of which you should be aware.

> The period of overseas travel cannot exceed 180 days for undergraduate or Honours students – this means that students studying overseas for two semesters are not covered after the 180 day period has ceased. You can purchase top-up insurance as an attachment to the University policy before you leave. Information can be found at: www.adelaide.edu.au/legalandrisk/insurance/travel

> Cover will only be provided while you are studying at the host university. Non-study travel will be covered for a limited period. Should you be planning to travel before and after your exchange, you may need to purchase additional insurance.

> Cover may not extend to pre-existing health conditions

> Postgraduate students should refer to the Legal & Risk website. Further information can be found at www.adelaide.edu.au/legalandrisk/insurance/travel including the student travel guide and schedule of benefits for both undergraduate and postgraduate students.

Please note that health insurance and travel insurance are not the same thing and that some countries and host organisations may require you to purchase ‘in-country’ health insurance.

Enquiries may be directed to Tom Portt, Legal and Risk Officer. helpdesklegal@adelaide.edu.au

Health insurance

Due to the high cost of health care in most countries of the world, it is essential that some form of health insurance covers you while you are away.

Before you purchase health insurance in Australia, check if there are requirements outlined in your host university’s acceptance package stating that you must purchase their compulsory health insurance. Some foreign governments and universities will not accept alternative health insurance plans other than those they specify. Investigate this thoroughly before purchasing.

If you wish to apply for a waiver of the overseas health insurance, because you already have health insurance from an Australian provider, make sure that the Australian insurance is recognised by the host university.

If you purchase health insurance in Australia to cover you whilst overseas, ensure you are clear about your coverage. Does it include medical repatriation, access to medical specialists, etc.? Be clear about claim procedures - do you pay up-front, what percentage, are there co-payments, etc.? If you already have private health insurance in Australia and your host university insists that you purchase their policy, ask your Australian insurer if they can suspend your cover for six months/one year without penalty.

If you purchase health insurance from your host university, check that it will cover you for travel during vacation periods and/or outside the host country.

Reciprocal health care arrangements exist between Australia and some other countries. These give you access to the health care systems of these countries in respect of medical conditions which arise during your stay. It is important that you advise medical staff in the country you are visiting that you wish to be treated under the Reciprocal Health Care Agreement with Australia.
Reciprocal health care agreements do not replace the need for private insurance. Also, you may still be required to purchase health insurance from your host university as some reciprocal arrangements may not cover you as a student residing in-country or they may only provide the most basic of medical care.

Keep in mind that reciprocal health care agreements do not cover your travel between Australia and your host country. You will need travel insurance for this.

More information about services for travellers is available at www.humanservices.gov.au/customer/subjects/australians-overseas. For more information, you can email medicare@humanservices.gov.au

**Combined travel/health insurance schemes**

If you decide not to use the University of Adelaide travel insurance you are strongly advised to purchase travel insurance (this is usually packaged as a travel/health insurance scheme) that will last at least until your arrival at your host university. This will usually cover you for loss of luggage, cancellation of flights and any medical situations that may arise during your journey, among other complications.

Determine clearly if the policy meets your anticipated travel needs and covers all destinations. Note that you may not be able to purchase travel insurance once you have left Australia. Make sure you purchase enough travel insurance to cover your exchange period and a little extra for travel and extension of stay.

Further information is available from the Insurance Council of Australia on 1300 728 228 or at this website: http://understandinsurance.com.au/types-of-insurance/travel-insurance

Also, look at the insurance advice on the smarttraveller website when considering insurance options for your travel: www.smarttraveller.gov.au/insurance

**Health and safety**

**Inoculations**

For information on prevalent diseases and inoculations, you should consult your doctor or health clinic. Alternatively, the University’s Student Health Service (University Health, ground floor, Horace Lamb building, North Terrace campus) can offer advice on suitable immunisations and preventative measures.

Further information on travel well-being can be found at www.smarttraveller.gov.au/tips/health.html

Some universities require proof that you have received immunisations against diseases such as polio, tetanus and rubella, and also require a chest x-ray (for tuberculosis). Some institutions will not allow you to move into their accommodation without this proof. The relevant universities will provide information as part of their application procedure.

The Australian Government’s Department of Foreign Affairs and Trade website is a useful source of information on countries and regions generally: www.smarttraveller.gov.au/zw-cgi/view/Advice

It is important that you read the information relevant to your host country as well as any other countries you intend to visit.

**Prescriptions**

If you regularly need to take medication, make sure you take an adequate supply with you and a copy of the prescription in case you need to obtain supplies while you are away. If the medication you take with you is not an over-the-counter drug, make sure that you carry it with you in your hand luggage, in its original packaging, accompanied by a letter from your doctor authorising your use of the drug. Include both the chemical and commercial names of any medication.

You should note that some countries have restrictions on the amount of prescription medicine that you are permitted to bring.


**Accommodation**

Students are responsible for organising all aspects of their accommodation while on exchange. Please research your accommodation options early on and note any deadlines.

If university accommodation is available, make sure you know important details such as the cost and location of the accommodation, whether you are sharing a room with one or more students and whether you can check in on the day that you arrive. Your host university will send you information about how to apply for such accommodation. As there is often great demand for student housing at overseas universities, please make sure that you return the necessary forms by the due date to secure a place.

Although we recommend that students, particularly those studying for a single semester, live in university accommodation, organising your own housing on arrival is another option. Most host universities have an accommodation service or can provide listings of off-campus accommodation to help you find something suitable. Local newspapers and the internet may also provide the same information. Students should be prepared to find accommodation off-campus if on-campus accommodation is not available.

If you have chosen to organise accommodation on arrival, make sure to book a few nights of temporary accommodation in a youth hostel or some other form of accommodation for when you arrive, before you leave Australia. Travel guides or the internet often provide listings of budget accommodation.

Once you have finalised your permanent accommodation, and if at any stage you change your accommodation, please update your contact details on the Access Adelaide website.

**Financial matters**

**Commonwealth Supported Students**

As an exchange student, you do not pay tuition fees to your host university. You will enrol at University of Adelaide and continue to pay your tuition fees to the University of Adelaide in your normal manner of payment.

As you will remain a full-time student of the University of Adelaide while you are away, you will continue to be charged your student contribution during this time.

If you wish to pay upfront, please warn family or friends who are looking after your affairs that this invoice will need to be paid by the census date, otherwise your fees will be deferred to the Australian Taxation Office (providing your TFN has been quoted). If the university does not have your TFN number your enrolment will be cancelled.

**International students**

If you are an international student you will need to remain enrolled at the University of Adelaide when studying at the host institution. This means that you will continue to pay your international student fees while you are away.

**Student Service Fees**

University of Adelaide outgoing exchange students must pay the Student Services Fee as per normal. Some of our partner institutions may also require you to pay a similar fee. Details should be in your welcome pack.

You should be warned that failure to pay the amenities fee will prevent you for applying for graduation.
OS-HELP
You may be eligible for OS-HELP assistance. OS-HELP is a government loan to assist eligible exchange students with overseas study.
Please note that OS-HELP applications must be completed in the original forms. Electronic copies will not be accepted. If you need another loan whilst overseas, contact the Global Learning office with your postal address and we will send it straight out to you.

Student Loan Scheme
You can borrow up to $500 unsecured and up to $2,000 with guarantor from the University’s Student Loan Scheme. There is no interest nor is there any fee BUT the loans must be paid back before graduation.
Applications can be accessed here: www.adelaide.edu.au/student/student_loans/

Small grants - Walter and Dorothy Duncan Trust
Students with above-average academic results participating in an exchange and who can show financial hardship may also access small grants through the Walter and Dorothy Duncan Trust.
These grants are not substantial (usually around $500) but as non-returnable income are often useful to supplement other income sources without adding to a student’s financial burden.
Applications are available from the Education and Welfare Officers at the Student Care Office (ground floor of the Lady Symon building).

Austudy/youth allowance
If you currently receive Centrelink payments you may be entitled to continue to receive it while on exchange. If you are receiving the ‘at home’ Youth Allowance rate, you may even be eligible for an increased allowance for the duration of your time overseas.
Centrelink requires a letter from the University of Adelaide, which confirms that you have permission to study overseas on exchange, and that you will remain enrolled full-time at the University during your absence.
To request a letter, please complete the letter request questionnaire in your application checklist in the Global Learning Application System.

Be aware of the regulations that govern Centrelink. If you work while you are away, you may exceed the qualifying limit and could find yourself having to pay back some money.
If you have any questions or problems, please contact your local Centrelink office.
For enquiries regarding your payments whilst overseas, contact Centrelink International Services as follows:

Beacon Travel Grant
Adelaide based exchange students, who have a status of “Ready to Depart” are eligible to receive a Beacon Travel Grant if on exchange for a Semester or full year. You must submit a 500 word blog post, a 2 minute video testimonial, submit 10 Instagram posts or volunteer at Global Learning event to receive the grant. For more information, visit the Global Learning website at: www.adelaide.edu.au/global-learning/funding
Visit the Global Learning website for additional information about funding your exchange.

Academic matters
Study plan approval
It is of the utmost importance that you receive formal faculty approval for your proposed study before you leave. It is your responsibility to work out your program of study with your faculty/school adviser to ensure that you receive full credit towards your University of Adelaide degree for the courses that you complete overseas.
Faculty Approval is necessary in order for you to receive academic credit for your exchange studies. You must request approval for your specific courses through the Global Learning Application System Questionnaire titled Faculty Approval (Study Plan).

Enrolment at host university
You must enrol in whatever constitutes a normal full-time load at the exchange university. Most students will have arranged with their Faculty to have this transferred back as a full-time Adelaide study load as part of their Faculty approval.

A full-time load at the host university does not mean that you will be taking the same number of courses as you would be taking here – in fact, in some institutions you may have to take a large number of courses (8 or 9) to equal 12 units of status here. It also does not mean that you will be taking the same number of courses as other exchange students at your host university.
Overall, the workload should be the same, even if you have more contact hours. If you find that you are not coping with the workload and would like to reduce it slightly, please remember that you will need to consult both the host university and your own faculty and that there will be deadlines associated with each semester for any changes to enrolment.
Students sometimes negotiate with their faculty to take slightly less than a standard full-time load – this may translate to 9 Adelaide units.
However, you must ensure that you meet the minimum enrolment requirements of your host university.

Enrol at the University of Adelaide
You must remain enrolled as a full-time student at the University of Adelaide for the duration of your exchange. International students should consult the International Student Centre before enrolling in anything less than 12 units at the University of Adelaide.
You enrol in a course or courses called “Exchange…” Some Faculties have “Exchange” courses with varying values and you should consult your School or Faculty about which courses should be used.
If you are going to be away for two semesters over two years e.g. Semester 2, 2016 and Semester 1, 2017 you will need to enrol online in your exchange course for the second semester. You will not be able to do this before you leave Adelaide and it is essential that this be done while you are overseas.
General hints and tips

Travel tips

Packing

Pack light! You are only usually allowed 20 kilograms on an international flight for your checked-in luggage, so use it wisely. Remember, you can buy most things overseas, especially toiletries. Excess baggage charges can be very expensive (sometimes hundreds of dollars, payable on the spot). Check with your airline to see what luggage restrictions they have. Some are more lenient than others.

Pack your most personal and valuable items in your carry-on bag to minimise loss if your baggage is misplaced.

Hand luggage suggestions: passport, plane tickets, cash, credit cards / travel money card, glasses/contact lenses, medications*, prescriptions, some toiletries*, camera, batteries, cables, iPod/mp3 player, pens, paper, snacks for the plane and a good book. If you can fit it in, a change of clothes in case your luggage goes missing.

*There are strict rules for taking liquids, aerosols and gels on flights into and out of Australia for carry on baggage.

You should research your host region and country/continent to which you are going. Check with the Royal Automobile Association (RAA) before driving a vehicle overseas. You can also call a Customs Information Centre on 1300 363 263 or +61 2 9313 3010 from outside Australia.

Entering countries overseas – Be sure you are informed about customs requirements and quarantine restrictions that may apply in the country you are travelling to, especially with expensive items and medication. Bring relevant documentation and receipts to assist with clearing customs, if necessary.

Finances

A credit card is extremely useful for travelling to cover unexpected costs. Take enough cash in local currency with you to cover at least your initial expenses – transport from the airport, meals, temporary accommodation, phone calls, tips. There are usually money-changing facilities at airports; however they typically do not give the best exchange rate. Please be aware that there are often substantial withdrawal fees for international transactions. Also, certain types of cards are unable to be used in different countries.

We advise you to both check with your bank that the card you plan to carry with you will work, and also with a reliable travel guide or website for general information on ATMs in your host country.

If someone will be transferring money from Australia into your bank account overseas, remember that this may take some days to clear and will not be immediately accessible. Another safe money alternative is a Travel Money Card. This is a card pre-loaded with a particular currency, locking in the exchange rate at the time of loading and not attached to your personal bank account. These are available from banks, the RAA, travel agents, and some frequent flyer programs.

Please note that typical services available in Australia may not be used frequently in your host country. Some countries will not use EFTPOS as widely as Australia does. Some may use cheques more frequently. Some may primarily rely on cash. Some automatic teller machines (ATMs) may have restricted hours of operation.

BUDGET, BUDGET, BUDGET! You must exercise some financial planning especially noting the fluctuating exchange rates. Check out the latest exchange rates using the QANDA Classic 164 Currency Converter (www.qanda.com/convert/classic). You can also obtain cheat sheets at this website to assist with exchange rate conversions.

Driving a vehicle overseas

If you intend to drive whilst overseas you can apply for an International Driving Permit (IDP) the Royal Automobile Association (RAA) before you leave.

More information can be found at: www.raa.com.au/travel/international-driving-permits

Discount offers

Check with your travel agent before departure about special deals for travelling around the country/continent to which you are going. Some places offer cheap domestic air and/or rail passes, which can only be purchased in Australia, before departure.

You may like to obtain an International Student Identity Card (available at www.isic.org/get-your-card) which will give your discounts on admission to various museums etc. in countries around the world.

Other Matters

Please ensure that you have tied up all loose ends before you head off for exchange. You may want to ensure that you have sorted out the following:

- University fees and HECS payments
- Electoral matters (e.g. voting)
- Car registration
- Tax returns
- Mail forwards
Academic matters

I have arrived and cannot take the courses approved in my study plan

If on arrival at your host university, you take courses for which you have not received prior faculty approval, contact your Faculty Advisor as soon as possible to check that the new course(s) are acceptable. Do not just assume that “they will be alright”. You may find yourself short on credit when you return, and this may increase the time it takes to obtain your degree.

The appropriate contact persons are as follows:

Faculty of Arts
Kirsty Whitman
Tel: +61 8 83134175
Email: arts@adelaide.edu.au

Faculty of Sciences
Kira Vince
Tel: +61 8 8313 6024
Email: faculty.sciences@adelaide.edu.au

School of Architecture, Landscape Architecture and Urban Design
Clement Low, Student Advisor
Tel: +61 8 8313 5877
Fax: +61 8 8303 4377
Email: clement.low@adelaide.edu.au

Faculty of Professions (Business/Economics/Education)
Ann Nguyen, Global Study Coordinator
Tel: +61 8 8313 4518
Email: goglobal.professions@adelaide.edu.au

School of Business (MBA)
Belinda Kon, International Executive Officer
Tel: +61 8 8313 0331
Fax: +61 8 8313 4521
Email: exchange.pghub@adelaide.edu.au

Faculty of Engineering, Computer and Mathematical Sciences
You need to contact your School Office.

Law School
Corinne Walding, Student Advisor
Tel: +61 8 8313 5062
Fax: +61 8 8313 4344
Email: lawenquiry@adelaide.edu.au

Faculty of Health Sciences
Academic Program Officer(s)
Tel: +61 8 8313 3339
Fax: +61 8 8853 2563
Email: b.healthsci@adelaide.edu.au

School of Psychology
Jessica Venning, Senior Administrative Officer
Tel: +61 8 8313 1540
Fax: +61 8 8313 3770
Email: psychgl@adelaide.edu.au

Elder Conservatorium of Music
Ashleigh Geiger, Senior Administrative Officer
Tel: +61 8 8313 3713
Email: music@adelaide.edu.au

Settling in

It is important for you to attend any orientation sessions that are offered to new international students – at some institutions it is mandatory.

If you have already travelled overseas for an extended period, you will be aware that even in places where English is spoken and the culture appears superficially to be very similar to our own, there are still significant differences in the way people behave and react in certain situations. What is “normal” here in Australia is often not “normal” at all in other cultures.

It does take a while to adjust to these differences, and you will experience feelings ranging from being on a great “high”, seeing everything as a huge adventure and absorbing your new surroundings and experiences with great enthusiasm, to feelings of great frustration at the fact that things are perhaps not done in the way that you are accustomed, or that you find it hard to make yourself understood in the local language.

Do not worry! Such feelings are common among people adjusting to life in a new environment or culture, and you are certainly not alone in having them. Experts have plotted the periods of highs and low on a graph and come up with what they call the “W-curve”. You should imagine that you are starting your exchange program at the top of the left stroke of the “W”. On arrival at your host university you are in high spirits and things are still new, exciting and challenging. After a period of time, however, the novelty wears off, and a sense of frustration, isolation or anxiety may set in, as you try to cope with the differences you encounter in daily life. Even such a simple thing as going to the bank can present different stresses than a trip to the bank in Australia (perhaps there are endless security checks, or a pile of forms to complete, all of which require a special stamp), and what earlier may have seemed to you to be a challenging, amusing experience, can now seem to be just incredibly irritating. You are now at the bottom of the first trough of the “W”, and some depression may set in.
Hang in there - you will get over it. After this period of “cultural irritation”, you will find yourself gradually adjusting to your surroundings and feeling a lot more comfortable in them. The trip to the bank becomes just another part of normal everyday living and you are thoroughly enjoying yourself. You are now at the middle peak of the “W”. But then you have to leave! Your semester or year abroad is coming to an end, and you have to leave all of your newly-found friends, and a place in which you have become accustomed to living. Some depression sets in (the bottom of the second trough of the “W”), but this is soon replaced by the excitement of arriving home and catching up with friends again (the top of the right stroke of the “W”).

If you feel that things are not going well, please don’t hesitate to contact the International Student Centre at the host university. If you haven’t been able to find out who to contact, then email us!! We will be able to put you in touch with the right person.

Of course, not everyone experiences the same extremes of highs and lows – some may not be as affected as others, but it is good to be aware that these feelings may occur, and they are normal. To assist with your adjustment, try not to adopt a critical attitude to your host culture, comparing the ways in which things are done there with the way things are done at home. Instead, expect that things will not be the same as at home, and that certain things are “normal” for that culture.

You may be surprised to know that your cultural adjustment may not end with your return to Australia. A phenomenon known as “reverse culture shock” can occur, in which you have to re-adjust to living in your own country, and perhaps to living with your parents again after a period of independent living. Once again, this is quite normal, and hopefully it should not take too long to settle back into home life again.

Here are some websites with further information about culture shock:

www.worldwide.edu/travel_planner/culture_shock.html

How to make your exchange benefit your career

It is important to keep in mind that your exchange can serve as a tool for you to improve your career opportunities. Listed below are some recommendations to help you optimise your overseas experience.

> Keep a ‘careers focussed’ blog/journal, highlighting any employability skills that you pick up whilst overseas

> Join LinkedIn to keep in touch with people you meet whilst studying overseas. They may well become very influential in the future

> Get involved with your host university community by participating in social and professional clubs

> Speak to as many people as possible - this can change your whole perspective on your career

You should use your exchange experience as a means to set you apart from other job applicants once you return. Employers look favourably upon students who have experienced an exchange as it demonstrates independence, adaptability, cultural knowledge and an ability to work in a global environment. We recommend you visit the University of Adelaide Careers Service upon your return from to assist you in maximising these career benefits:

www.adelaide.edu.au/student/careers/

Support while you are overseas

Being in a foreign environment can be quite emotionally challenging and it can sometimes be difficult to adjust once you arrive back home. It is important to be aware of the support services available to you.

The University of Adelaide offers a professional and confidential Counselling Service to assist with any stress, anxiety, confusion and adjustment issues you may be experiencing while you are overseas and once you return. For more information, please visit:

www.adelaide.edu.au/counselling_centre/

We also recommend that you are aware of the support services made available to you by your host university.

Don’t forget that you are welcome to contact Global Learning at any time

Your health and safety

General well being

You may find that you suffer from some minor health problems soon after your arrival at your destination. Travellers arriving in a new place are usually more vulnerable to upset stomachs, colds and fatigue as their bodies acclimatise to new surroundings (and germs!). If symptoms persist, however, see a doctor.

You are recommended to retain a copy of medical documents and receipts.

You should contact your insurance provider to see if your medical expenses are covered.

Overall Safety

It is essential that you take the advice of your host university’s international student advisers about local safety issues. This will include advice about venues or places that are dangerous or unsafe as well as local tips on social customs and other issues that could lead to problems. Do not hesitate to contact an adviser if you are in any doubt about a situation. No matter what the social customs of a destination it is NEVER acceptable for you to feel threatened or unsafe and you should always seek appropriate assistance. It is also important to be “street-wise”. A very common reaction to arriving in a new place is to feel protected and safe – but be aware that every town and city in the world has some level of crime and be aware of your surroundings at all times.
When you return...

Academic matters

Returnee Questionnaires
At the conclusion of your exchange, you must complete the returnee surveys and reflections that are visible in your GLAS profile. Your transcript will not be released to you and your Faculty for the transfer of appropriate credit until these Questionnaires are complete.

Transcript
Your host university will send the Global Learning Office an official transcript of your results at the end of your exchange program.

Transfer of credit
Your transcript will not be forwarded to your Faculty for credit transfer until you have completed the Exchange Student Evaluation Survey and Returnee Reflection Questionnaires. Once these Questionnaires have been completed, your transcript will be forwarded onto your Faculty Advisor. The Faculty will then formally award credit for the appropriate amount of units towards your Adelaide degree, as agreed in your Faculty Approval (Study Plan) Questionnaire.

The individual courses which you take overseas, and the results which you receive for them, will NOT appear on your University of Adelaide transcript. You will receive a grade of “NFE” (No Formal Examination) on your Adelaide transcript for the international exchange in which you are enrolled, along with a comment indicating that status has been awarded for studies elsewhere.

Let Global Learning know that you are back
Be sure to submit your blogpost, Instagram or video submissions to meet the Beacon Travel Grant requirements. If you have selected to volunteer at an event, the Global Learning office will contact you when your assistance is required. More details are available at: www.adelaide.edu.au/global-learning/funding
You will also need to complete the required returned student questionnaires which will be made available in GLAS. This is your chance to provide the Global Learning Office with feedback about the exchange program and also reflect on your experience.

Get involved with the Adelaide University Exchange Student Network (ESN)
ESN is a student-run organisation, part of the Clubs Association, that helps inbound exchange students settle in and returned exchange students re-engage with the University community through various social activities.

How to get involved?
Check their Facebook page: www.facebook.com/ESNAdeelaide

Photo competition
Every year we ask you to submit your best exchange photos for submission towards our annual calendar. We offer prizes for the best pics so get snapping.
For more information about our photo competition, check out our website: www.adelaide.edu.au/global-learning/get-involved/

Nicholas Marshall studied at the University of Gothenburg
Courtney Clark studied at Colorado School of Mines
Eugene Cullity studied at the University of Sheffield
# Pre-departure checklist

## Before you leave:
- If you received acceptance directly from the host university, have you informed the Global Learning Office via GLAS?
- Is your passport valid for the whole of your exchange (plus six months after your return date)?
- Do you need a visa? Refer to your acceptance package or foreign embassy for more information.
- Have you registered your travel plans with [www.smartraveller.gov.au](http://www.smartraveller.gov.au)?
- Do you have Faculty Approval completed in GLAS?
- Have you had confirmation of your accommodation?
- Have you confirmed your Health Cover & Travel Insurance, and have you made note of contact numbers in case of an emergency?
- Any questions about Uni Travel Insurance should be directed to Thomas Pontt ([helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au))
- Do you know how you will access your money whilst overseas? Open a foreign bank account, ensure domestic debit cards are accepted locally, travel money card, etc.
- Have you registered with Facebook or other social networking sites here and at the host university?
  - Facebook: [facebook.com/GlobalLearningAdelaide](http://facebook.com/GlobalLearningAdelaide)
  - Twitter: [twitter.com/UofAGlobal](http://twitter.com/UofAGlobal)
  - Instagram: [instagram.com/uaglobal](http://instagram.com/uaglobal)
- Have you discussed any inoculations that may be required with your travel agent/doctor?
- Have you made copies of the front page of your passport and birth certificate?
- Have you enrolled in your exchange course? Enrolments for 2016 generally open in early January. As you may have already left Australia please ensure that you enrol through Access Adelaide – if you have any problems contact your School or Faculty – contact details are in the information booklet.
- If you are eligible, have you applied for OS-HELP (if required)?
- If you will be receiving Centrelink payments while overseas, have you requested a Permission Letter from Global Learning (through your application checklist)?
- Have you indicated which Travel Grant submission you’d like to complete (blog, video, instagram, volunteer) in your application checklist?
- Have you submitted your flight details in the Travel Arrangements questionnaire in GLAS?
- Have you organised your method of payment for HECS and other University of Adelaide fees?

## While you are away:
- Have you updated your phone number and current address in Access Adelaide?
- Have you changed courses whilst overseas? Email your Faculty to revise your Study Plan Approval.
- If you are in Germany, if it is required, have you made sure that you have collected the individual schein from each department in which you studied?
- Are you taking amazing photos of exotic destinations to submit to our annual Photo Competition?
- Have you submitted your Travel Grant blog post/video submission to be shared with other students?

## When you return:
- Have you completed the Exchange Student Evaluation Survey and Returnee Reflection Questionnaires?
- Join the Exchange Student Network! [www.facebook.com/ESNAdeelaide](http://www.facebook.com/ESNAdeelaide)

## Important Information
Your transcript of results will be forwarded to the Global Learning Office by your host university. Once you have completed all required returnee questionnaires, this transcript will be sent to your Faculty to allow for credit transfer. If an original copy is sent to us, you will be able to collect it from us once you meet these requirements.