



This form is for students participating in a non-exchange program, also known as Study Abroad.

More information about the Study Abroad (non-exchange) program is available at westernsydney.edu.au/globalmobility/goglobal/home/apply_to_go/semester_study_abroad. Short term exchange programs are listed at westernsydney.edu.au/globalmobility/goglobal/home/short_programs.

When you have completed this form, please save it for future records.

INSTRUCTIONS

1. Complete this form, Overseas Academic Approval Form (non-exchange), and provide supporting documentation about your course to your Academic Course Advisor (ACA) or Director of Academic Program (DAP)
2. When you complete this form, keep the agreement for future records
3. On return from overseas, apply for Advanced Standing for recognition of your studies: westernsydney.edu.au/advancedstanding

IMPORTANT INFORMATION

Advanced Standing: To apply for Advanced Standing (academic credit), you will need to provide your Academic Course Advisor (ACA) or Director of Academic Program (DAP) with supporting documentation for your intended overseas course (for contact details for your ACA or DAP, visit your School website and see the 'Contact' section).

The information should include:

- Name of the course
- Objective
- Number of hours
- Textbooks used
- Methods of assessment

Find out more about overseas academic calendars and credit points at: westernsydney.edu.au/globalmobility/goglobal/home/before_i_go/comparison_of_credit_points_and_academic_calendars

Enrolment and fees: Non-exchange students pay tuition fees directly to the overseas university or host organisation. You will not be enrolled in Western Sydney U's special exchange 'holding courses' and consequently will not incur any Western Sydney U tuition fees.

OS-HELP: OS-HELP is a deferred HELP debt loan for commonwealth supported students who are Australian citizens. You can receive up to \$7700. Academic recognition (Advanced Standing) is required and you must have completed 80 units of study and have 10 units remaining on return from your exchange.

Students studying overseas for two six-month periods (that is, two semesters) may apply for a second loan. Supplementary OS-HELP Asian languages study (not for credit) may also be available (an additional \$1,000) if you undertake relevant and endorsed Asian language study in preparation for your study in Asia.

Note: If you are applying for OS-HELP, we recommend you complete this form and the OS-HELP Loan Application Form at the same time. When filling out the OS-HELP form, complete question 3b and 4. **Do not** complete question 3a. More information is available at: westernsydney.edu.au/oshelp

Before you go:

- Update your contact details in MySR: westernsydney.edu.au/central
- If you are participating in a Semester Study Abroad (not short-term)
 1. Withdraw from any Western Sydney U units for the period: westernsydney.edu.au/droppingunits
 2. Apply for a Leave of Absence: westernsydney.edu.au/leaveofabsence
 3. Pay any debts to Western Sydney U (e.g. SSAF, library fines) as non-payment will affect your enrolment

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. You must complete one form for each session you will be abroad.

1 - PERSONAL AND COURSE DETAILS

Student ID number Student name

Western course code Western course name

Host university

Western session of exchange SESSION/YEAR Returning to Western in SESSION/YEAR Overseas study session begins MONTH/YEAR

Full time study load at the host university is (number/measure e.g. 12 US)

I plan to enrol in the equivalent credit point (CP) value of: 10CP 20CP 30CP 40CP

Duration of exchange: One session Two sessions Short course

ATTENTION STAFF:
This student is participating in a non-exchange. They will pay tuition fees directly to the overseas university/ host organisation. They should not be enrolled in Western Sydney U's special exchange 'holding courses' or incur any Western Sydney U tuition fees.

If this credit point equivalency changes, negotiate your Exchange Academic Approval Form with your Academic Course Adviser (ACA)/Director of Academic Program (DAP).

2 - PROPOSED STUDY PLAN CREDIT DETAILS

Host university unit				Equivalent Western Sydney University unit (unit details must be completed)			
Unit reference number	Unit level: UG 1, 2,3 or 4 or PG	Unit name	CP value	Unit code	Unit name	CP value	Core/Elective
1.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
2.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
3.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
4.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
5.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
6.							<input type="checkbox"/> Core <input type="checkbox"/> Elective

3 - STUDENT DECLARATION

I confirm that the information on this form is true and correct. I agree to the release of personal information for the purpose of assessing this application.

Student's signature X SIGN HERE Date D D / M M / Y Y Y Y

4 - ACADEMIC COURSE ADVISOR/DIRECTOR OF ACADEMIC PROGRAM DECLARATION

I endorse the unit selections above:

COMMENTS

ACA/DAP name NAME ACA/DAP signature X SIGN HERE Date D D / M M / Y Y Y Y