

Study Abroad & Incoming Exchange Application Instructions

Contents

Nomination Procedures.....	2
Application Process.....	2
Course Selection	4
Law Students: Important Information.....	5
What happens next... ..	6
Transcripts.....	6
OSHC – Overseas Student Health Cover.....	7
Visas.....	7
Important Dates.....	7
Further Information.....	8
Contact Information	8

Nomination Procedures

1. Please email a list of your nominated students to studyabroad@uq.edu.au. If you are sending both Study Abroad and Exchange students, you may send one list, but **please clearly indicate which students are applying for Study Abroad and which are applying for Exchange**.
2. All Incoming Exchange students must be nominated. Nomination is not mandatory for Study Abroad students, but if you do nominate your students then we do not need the documents to be certified by your office.
3. To ensure we have all necessary information, please use the following format for your nominations:

Family Name	Given Names	Commencing Semester	Duration	Citizenship	Contact E-mail	Cumulative GPA	Major at home university	Proof of English Language	Test Date	IELTS/ TOEFL Overall Score
As listed on passport	As listed on passport including middle name	Sem 1 (Feb-June) or Sem 2 (July-Nov)	(1 or 2 semesters)	As on passport		Average grade or cumulative GPA	Major field of study	IELTS or TOEFL or PTE or Other		

Once you have nominated your students, they can begin the application process. Please provide your students with the application process information below, **as we will not contact them directly**.

Please note that your nominated students must still meet our academic and English language requirements and will not be officially accepted until they have received an offer letter from UQ.

Application Process

- Application instructions are available on our website here: <https://study.uq.edu.au/admissions/study-abroad>

Summary of the application process:

- Register for an account in StudyLink: <https://apply.uq.edu.au/>
 - On the Registration page there is a question that says, "Do you intend to apply for a Higher Degree by Research program, the Doctor of Medicine (Ochsner) program, non-award study, or a study abroad or incoming exchange program?" Please answer **Yes** to this question.
- Once you have registered, you will need to choose a program. You can search for the correct program by typing "Study Abroad" or "Incoming Exchange."
 - Exchange students should select **Incoming Exchange**.
 - Study Abroad students should choose one of the **Incoming Study Abroad** application types. Please note that there are two choices for Study Abroad:
 - Students applying for the standard Study Abroad program who want to take a standard full-time load of 4 courses per semester should choose the **Incoming Study Abroad – 4 Course** application form.
 - Students who do not need credit for 4 courses from their home university may choose the **Incoming Study Abroad – 3 Course** application form. This allows them to take a reduced load of 3 courses for a reduced fee (¾ of the standard 4-course

fee). Although this is not the standard full-time load, it still counts as full-time study for visa purposes.

- Complete the online application.
- Upload the required documents, including:
 - **Official** academic transcript (including an English translation if relevant).
 - Proof of English language proficiency (if applicable).
 - Students currently studying in English in an English-speaking country do not need to provide further proof of English language proficiency. The system may ask them to upload a high school transcript, but this is not required. If they do not have a high school transcript readily available, they can re-upload a copy of their home university transcript.
 - A copy of the ID page of the student's passport.
- Submit the application by clicking the "Submit" button.

Your students must enter the following information in the application form:

- Students should enter their names, including middle names, exactly as printed in their passports.
- The name of your institution must be entered in the **Previous Study** section as the most recent institution.
- Students should have all the required documentation ready to upload when they apply. This ensures a smoother and more efficient assessment and processing of the application. Any additional documentation should also be uploaded through StudyLink.
 - If students upload documents after submitting their application, they must attach the documents to their application, not just upload them to their StudyLink portal. If the documents are not attached to the application, we will not be able to view them.
- If students have scheduled a TOEFL, IELTS or PTE test and do not yet have the results, they can go ahead and apply and then upload the results once they have received them.

Course Selection

- Course choices must be entered into the application, but application assessment and course approvals are separate processes.
- Students should refer to the online course listings on the Programs and Courses website (<https://my.uq.edu.au/programs-courses/>) when selecting their courses, as this is always the most up-to-date source of information.
- Students are not locked into the courses listed on their application and will be able to make changes later, if necessary.
- Course selections will only be assessed once we receive the application. Before students apply, we can only confirm availability for courses marked as PRE-APPROVED in the course description. Students can search for this information on the Programs and Courses website: <https://my.uq.edu.au/programs-courses/>
- Once students have submitted an application, we will process course approvals.
- Tips on how to search are available here: <https://study.uq.edu.au/admissions/study-abroad/choose-your-courses#courses>. Students looking for course ideas can also browse the suggestions listed in our Focus Areas here: <https://study.uq.edu.au/study-options/study-abroad/study-options#focus-areas>
- The course description should have all the information students need to make an informed choice. If more information is required, students can access a detailed course profile by clicking on the red “**Course Profile**” link from the course description page.
- Students should make sure that they have the necessary academic background for the courses they choose. If there are pre-requisites listed, they should have taken equivalent courses at home. They can also check the Course Profile for information about assumed background.
- If students have studies in progress, an updated transcript may be required for some course approvals.
- It is also important to remember that Semester 1 runs from February to June and Semester 2 runs from July to November. **Students should choose courses that will be offered in the semester they plan to be at UQ.**
- Students can enter up to 5 courses in the application. A standard full-time load is 4 courses per semester (and students in the 3-course study abroad program will do 3 courses per semester), so this allows students some flexibility in case any courses are rejected or they want to have alternatives.
- If students are coming for 2 semesters, they should enter courses for their first semester only – not both semesters. The courses they need for their second semester can be discussed with the relevant academics at our Academic Advising Session during Orientation Week.
- It is the student’s responsibility to ensure that the courses they have chosen are approved by their home university (where required).
- It is important to note that:
 - **undergraduate level** course codes generally run from 1000 to 3999 (or in some cases 4999) and **postgraduate level** course codes are 7000 and up. Most 6000 courses are Honours level and are not available to Study Abroad students.
 - Some courses are not available to Study Abroad students. This will be indicated in the online Course Description, which will state that the course is “**Restricted**” to a particular cohort of students.
 - In general, courses in the clinical health sciences are not available to Study Abroad students. Students interested in health-related studies at UQ should consult our Pre-med

and Health focus areas (<https://study.uq.edu.au/study-options/study-abroad/study-options/pre-med-health>) for suggestions of health-related courses that are available for Study Abroad students.

- Courses with **EXCH** codes are placeholder courses for UQ outgoing students. Incoming students should **not** choose these courses.

Law Students: Important Information

- Students wishing to take Undergraduate LAWS courses must be enrolled in the equivalent Law degree at their home university. There are also special requirements for POSTGRADUATE LAW students. If you have LAW students wanting to come to UQ, please direct them to the list here: <https://law.uq.edu.au/study/incoming-exchange-and-study-abroad> to choose their courses. Students must choose Law courses from these lists only.

What happens next...

- Students will receive a notification once their application has been submitted correctly. Once the application is complete, including all required documents, students should receive an outcome within around 10 days. Please note that this may take longer during peak workload periods, especially around the recommended application due dates. Students can check the status of their application in the online application system. If anything is missing or there are any issues, they will receive a notification through the online system.
- Once we have issued the offer, students will need to accept the offer online.
- If payment is required, students will be able to make the payment when they accept their offer.
- If we have an arrangement to invoice the home university rather than the student, no payment will be required from the student before we issue the COE. The home university will be invoiced for all applicable students after the start of the semester.
- Students will see the available payment options in the system when it is time to pay. Please note that the FlyWire option will allow students to pay by credit card or bank transfer (or choose a range of other local payment methods) in their local currency. However, if they use the direct credit card payment option (not through Flywire), they may be subject to an international card surcharge as well as the exchange rate and any additional markup from their bank.
- Once payment is confirmed, we will issue the COE and activate the OSHC (where required).
- **It is important that all information on the COE is correct.** Please ensure students check that all dates, including study and OSHC dates, are correct and that their names and dates of birth are exactly as shown in their passport. This information should be correct before students submit their visa application. If any information is incorrect, the visa application may not work. If a visa is issued with incorrect information, students may need to apply for a new visa.
- Students will receive an **Offer Acceptance Guide** with their offer. This contains information about how to accept the offer, payment of fees, and next steps including visa applications and accommodation. There is also helpful information available on the [Get ready for UQ](#) page on the Study Abroad and Exchange website, as well as on the UQ website here:
<https://my.uq.edu.au/information-and-services/student-support/international-interstate-students>

Transcripts

At the end of the semester, students will receive an e-mail to their UQ student e-mail account allowing them to access their official electronic transcripts in the [My eEquals](#) portal.

- We do not send transcripts directly to our partners.
- It is the student's responsibility to share their transcript with you, either as a secure pdf document or as a link so that you can view the transcript directly within the My eEquals portal. Information for students about how to share documents securely is available here:
<https://www.myequals.edu.au/learner-faqs>

OSHC – Overseas Student Health Cover

Students on a student visa are required to be covered by OSHC for their entire stay in Australia.

Please note: Health/travel insurance from the home country cannot replace OSHC.

- It is recommended that students choose to have UQ organise OSHC on their behalf to streamline the application and visa process.
- If students don't wish UQ to organise OSHC on their behalf, they need to provide us with documentation/evidence of OSHC before we process their acceptance documents. This can be uploaded into the Online Application system. They will also need to provide this when applying for their visa.
- More information and a link to a list of approved providers is available here:
<https://study.uq.edu.au/university-life/getting-prepared-to-come-to-australia/overseas-student-health-cover>
- There are exceptions for students from **Norway, Sweden and Belgium**. For more details, see the link above.
- Students must be covered by OSHC for their entire stay in Australia.
- After receiving their COE, students should receive a separate e-mail from Allianz with their policy number and other details. Usually this is sent to their UQ e-mail address, so they need to log into their UQ e-mail and check there.

Visas

There is one visa for all students: the Student Visa (subclass 500). Study Abroad students fall into the Non-Award category. Students may also be required to answer questions and/or provide further documentation when they apply to confirm their status as genuine students. More information about the Genuine Student requirement is available here: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

Students who are citizens of certain countries may be required to provide additional proof of genuine student status when they apply to UQ. In some cases, they may be requested to apply through an agent.

Please provide citizenship information when you nominate students so that we can inform you promptly if further information is needed.

Students should ensure that they complete **all sections** of the visa application form. If any sections are incomplete, the application will not be assessed. We are not able to give visa advice, so if students have any questions, they should refer to the Australian Government Department of Home Affairs website for comprehensive information: [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement)

Important Dates

- Recommended nomination and application deadlines for **Study Abroad**:
 - Semester 1 admission: 31 October
 - Semester 2 admission: 31 March.

- Recommended nomination and application deadlines for **Incoming Exchange**:
 - Semester 1 admission: 31 October
 - Semester 2 admission: 31 March.
- If you expect to send a large number of students (more than 10) and would like to arrange a **priority processing period** for your students' applications, we can arrange a period before the standard application deadline when your students can apply and we will give their applications priority. This ensures a faster response time for them and also helps us to manage our workload. Please contact us to arrange this.
- Students should apply early to allow plenty of time for their visa application, flights and other arrangements.
- It is recommended that students do not book and pay for anything until they have been granted their visa.
- There will be a due date for acceptance listed on the offer. There is some flexibility, so students who are unable to meet the due date should let us know. We can extend the deadline if necessary.
- **Semester dates:** Please advise students that they need to be in Brisbane from the start of Orientation week through to the end of exams.
 - For Semester 1, 2027, they need to be here from 15 February to 19 June 2027.
 - The full academic calendar is available here: <https://about.uq.edu.au/academic-calendar>If students have other commitments during these dates, they should reconsider applying. Late arrivals may not be permitted.

Further Information

If you or your students need further information, please refer to the Study Abroad and Incoming Exchange website – <https://study.uq.edu.au/study-options/study-abroad>, or the online application itself.

If you have further questions not answered by these resources, please email studyabroad@uq.edu.au

Contact Information

Study Abroad and Incoming Exchange Team

- Clare Scoble – Manager, Global Experiences
- Julie Huberman – Senior Coordinator, Global Experiences
- Karen Fisher – Study Abroad and Exchange Advisor
- General e-mail: studyabroad@uq.edu.au
- Web site: <https://study.uq.edu.au/study-options/study-abroad>