

Applying for International Exchange at Southern Cross University

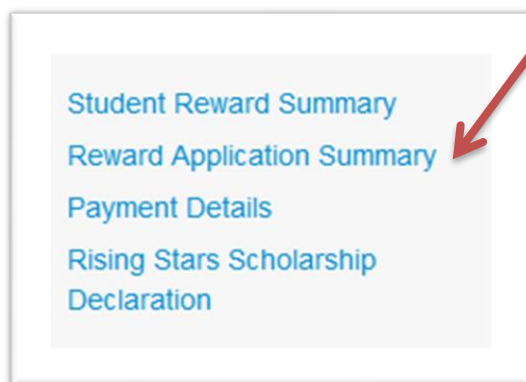
Please read this guide **before** commencing your application.

STEP 1: Log into '[My Enrolment](#)'

STEP 2: Click on the 'Rewards' tab:



STEP 3: Click on 'Reward Application Summary'





STEP 4: Click on 'Find a Reward, Scholarship or Prize': Student International Exchange Program.

Depending on the location of your exchange, you will be studying at differing times of the year.

This is a rough guide.

American Partners work in semesters - Fall and Spring

'Fall' semester commences late August and ends late December

'Spring' semester commences mid-January and ends mid-May

European Partners work in semesters - 1 and 2

'Semester 1' commences mid-September and ends late December

'Semester 2' commences mid-January and ends late May

Asian Partners work in semesters - Fall and Spring

'Fall' semester commences mid-September and ends mid-December

'Spring' semester commences mid-March and ends mid-July

Important! – Your application will not save correctly if you do not either upload supporting documents OR select 'yes' to submitting a physical copy.

STEP 5: Documentation

Five documents are required:

- **Two Academic References** – written by lecturers or tutors who have taught you. They must be submitted on Southern Cross University letterhead and recommend you are a suitable candidate for the exchange program. Three (3) paragraphs will suffice.

|| E: exchange@scu.edu.au | W: www.scu.edu.au/exchange
CRICOS Provider: 01241G

- **Evidence of Financial Support** – for students going on exchange to an American partner, it is a requirement to show sufficient financial support. This is also required to obtain a USA student visa. The amount fluctuates with the exchange rate and is currently around AUD\$14,000. The OS-Help loan can be included in this amount. You can request a letter from Southern Cross Global if this is required.
- **Academic Transcript** - this can be the version you request from 'MyEnrolment'.
- **Host University Application for Admission as an Exchange Student** – this will be sent to you from SCU International. Please select '**YES - I will submit a physical copy of this document in person**'. This is required at a later stage once your nomination has been accepted.
- **Reason for fail grade(s)** – if applicable. This does not exclude you from the international exchange program, however you will need to meet with the international student advisor to discuss your supporting document.

If you do not have the required documentation at the time of application, select '**YES I will submit a physical copy of this document in person**' and upload the document at a later stage. Instructions to modify your application are on page 6 of this guide. Alternatively scan it to exchange@scu.edu.au subject line: **Supporting documents for exchange application – SCU Id#** or submit in person to Southern Cross Global on your campus.

STEP 6: You must complete 36 application questions. Mandatory questions must be answered before you can save your application.

Application Questions

Number	Question	Mandatory

The International Exchange Unit Request

This is **the most** important document (eform) for exchange. Think of it as a 'contract' that documents and records the approval for the units you are allowed to study whilst on exchange . It also maps out where these units fit in to your Southern Cross degree.

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It is STUDENT responsibility to research the units available at your preferred partner institution.

If you have trouble locating the units at partner institution, the exchange team will point you in the right direction.

The Client Services Team will process this part of your application and forward to your course coordinator for approval.

This online eForm can be accessed through MyEnrolment – instructions on how to complete this EForm are on page 8.

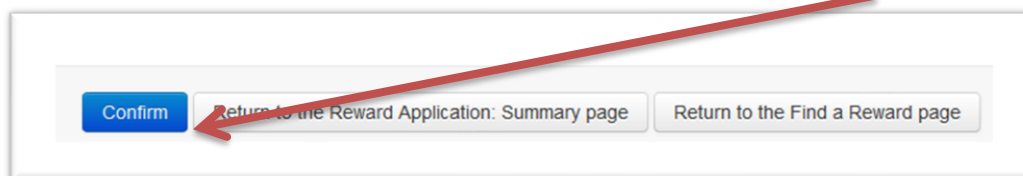
Until your International Exchange Unit Request is finalised, Application Question number 1 (mandatory question) can be answered as 'In Progress'

The Client Services contact details:

- Gold Coast students - gcsharedservices@scu.edu.au
- Coffs Harbour students - chsharedservices@scu.edu.au
- Lismore and Online students - enquiry@scu.edu.au

It is ESSENTIAL you complete question 10 or you will not appear on our list of applicants.

STEP 7: When you have answered all the questions select 'Confirm':



You should get a confirmation page similar to this (depending on how much documentation you uploaded):

|| E: exchange@scu.edu.au | W: www.scu.edu.au/exchange
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Rewards > Change Confirmation

Information

Document Requirement '1 - Credit Transfer Agreement' needs to be physically submitted before your Reward Application can be assessed.
Document Requirement '2 - Academic Reference' needs to be physically submitted before your Reward Application can be assessed.
Document Requirement '3 - Evidence of Financial Support' needs to be physically submitted before your Reward Application can be assessed.
Document Requirement '5 - Academic Transcript' needs to be physically submitted before your Reward Application can be assessed.
Document Requirement '6 - Host University Application for Admission as an Exchange Student' needs to be physically submitted before your Reward Application can be assessed.
Document Requirement '7 - Reason for fail grade(s)' needs to be physically submitted before your Reward Application can be assessed.

Success

Your application details have been saved successfully.

[Change my Reward, Scholarship or Prize Application Details](#)

[Return to the Reward Application: Summary page](#)

If you have any questions or difficulties with the application, contact the exchange team at exchange@scu.edu.au , however we cannot assess your application until all the supporting documentation has been submitted.

To access your application after you have initially submitted it, log back into 'My enrolment', select the 'rewards' tab and then select 'modify':

Rewards > Summary

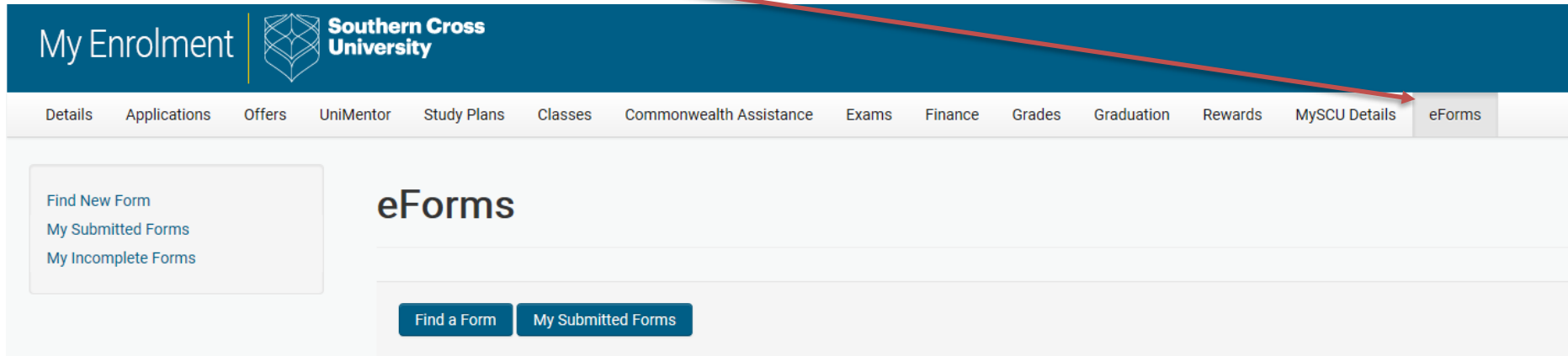
Information
Listed below are the Reward Applications that we have recorded for you.

	Official Description	Application Status	Application Date
View Modify Withdraw	<p>Students who take part in our international exchange program report that it was one of the best things about coming to Southern Cross University. An extended stay with one of our International Exchange Partners, while working towards completion of a degree, gives you the opportunity to gain an insight into another culture, make new friends and travel. It shows future employers that you are self-reliant and open to challenges. Courses are taught in English so in most cases you don't need any foreign language skills to participate in this program. A variety of different universities are available to give you a wide choice of subjects and destinations. Students fund their own travel and living expenses and international students are subject to the visa requirements of their host country. Eligible students can continue to receive Youth Allowance or Austudy when overseas and scholarships, government loans and grants are available to assist students going on international exchange. International Student Exchange Program</p>	Unassessed	14-Feb-2014

On the 'Reward Application Summary' page you can also view the status of your application. It will remain at 'Unassessed' or 'Incomplete' until you have submitted all the required supporting documents. Once assessed, you will see a status of 'Verified'

eForms

eforms are found here, in MyEnrolment



The screenshot shows the MyEnrolment interface. The top navigation bar includes the Southern Cross University logo and the text 'My Enrolment'. Below this is a horizontal menu with various options: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. The 'eForms' tab is highlighted. On the left side of the page, there is a sidebar with three links: 'Find New Form', 'My Submitted Forms', and 'My Incomplete Forms'. The main content area is titled 'eForms' and contains two buttons: 'Find a Form' and 'My Submitted Forms'.

1. Find a form
2. Search International Exchange Unit Request form
3. Enter E Form

To make changes to your International Exchange Unit Request, log into MyEnrolment and select My Submitted Forms

The International Exchange Unit Request Form Instructions

The International Exchange Applications require applicants to complete this form. Completion of this form should only be attempted after you have done significant research with your Client Services Officer and the exchange team at Southern Cross Global.

Use this form to nominate units that you wish to study at your host university overseas. Please propose units that you believe are equivalent to units that you are required to study in your Southern Cross University degree

Your proposal will be reviewed by the client service team and the Course Coordinator The outcome will be communicated to you by the client service team.



Most of your personal details will pre populate; see below

Student: * SCU ID# and full name

✓ Course Name: * This is your current Southern Cross degree

✓ Location: * Campus you are currently enrolled

✓ Session: * Which Southern Cross session are you wanting to go on exchange in?
Session 1 or 2

I have met with: * Tick all appropriate boxes

1. No SCU Staff Members
2. International Office
3. A Client Services Officer (Southern Cross staff member at campus administration)
4. My Course Coordinator

Select the rewards application * If you have completed the online Exchange application a list of dates will be listed below;

- Exchange Application Submitted on: DD/MM/YY
- Not yet submitted

Requested Units (Mandatory)				
Unit	SCU Unit	Type of Task	Host Unit	Host Unit Name
Add Row				

Requested Units (Mandatory) ✕

Requested Units (Mandatory)

Note: Students who have been approved for more than four units, can only study up to equivalent of four SCU units in one study period at the Host University.

Host University Unit Code

Host University Unit Name

Host University Unit Learning Level

Host University Credit Point Value

Paste a direct link to the host University's description of the unit.

Proposed Equivalent SCU Unit:

SCU Unit (use this if your unit was not found above):

SCU Level of Learning *

Although you will be studying a full time load, pre-approval of at least **6** units must be granted. This will ensure that in the event of units/classes/modules not being available for any reason, you have an approved back up.

Submit or Save

