

Exchange Application Instructions

Semester 1 & 2 2019

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Nomination & Application

APPLICATION REQUIRED DATES

Semester 1 2019 (Feb-Jun): 1 October 2018

Semester 2 2019 (Jul-Nov): 15 Mar 2019

Please note that these dates are set to enable the timely processing of an offer and related documents.

EXCHANGE NOMINATIONS

All home institution coordinators must officially nominate their exchange students on the La Trobe University [Online Nomination Form](#). Please advise your coordinator as soon as possible if your institution is unable to nominate before the nomination deadline. Nominations are mandatory for exchange students only – this is not required for Study Abroad (fee-paying) students.

We encourage home University coordinators to check on the balances and the possible numbers with the relevant LTA coordinator, priori to finalising your selection process.

If you are unsure if you are an exchange or study abroad student, please speak with your home institution coordinator before beginning your online application.

ACADEMIC TRANSCRIPT

Your Official Academic Transcript is to be submitted directly to La Trobe Abroad by the home institution coordinator. This should be provided by email in the form of a scanned copy of the original transcript, signed and dated by your home institution coordinator declaring they have seen your original transcript.

ENGLISH LANGUAGE REQUIREMENTS

For students where English is their first language, or for students from a non-English speaking background who have been studying at the home institution completely in English for at least 1 year, proof of English proficiency is not required. English language proficiency results are required for all other students.

La Trobe University accepts a number of English language tests. The most common, with the required level of results, are listed below*. For a list of all accepted English language tests, please refer to our [English Language Requirements website](#).

Results must be no more than 2 years old at the time of submission. **Only** a scanned copy of the original results (not the unofficial electronic email results notification), signed and dated by your home institution coordinator declaring they have seen your original results will be accepted.

Undergraduate Students

TEST	SCORE
IELTS Academic	A minimum overall score of 6.0 with no individual band less than 6.0.
TOEFL Paper-based	A minimum score of 550 with a score of 5 or better in the Test of Written English.

TOEFL Internet-based	A minimum score of 64 with minimum overall with 13 in Reading, 12 in Listening, 18 in Speaking and 21 in Writing.
Cambridge Certificate of Advanced English (CAE)	A minimum score of 169 with no less than 169 in any component.
Cambridge Certificate of Proficiency in English (CPE)	169 with no less than 169 in any component.

Postgraduate Students

TEST	SCORE
IELTS Academic	A minimum overall score of 6.5 with no individual band less than 6.0.
TOEFL Paper-based	A minimum score of 575 with a score of 5 or better in the Test of Written English.
TOEFL Internet-based	Overall 79 with 13 in Reading, 12 in Listening, 18 in Speaking and 21 in Writing
Cambridge Certificate of Advanced English (CAE)	176 with no less than 169 in any component.
Cambridge Certificate of Proficiency in English (CPE)	176 with no less than 169 in any component.

ONLINE APPLICATION SYSTEM - ISIS

The ISIS Student Portal Guide is attached to assist you in completing your online application. You can access ISIS via the link on the [Exchange Website](#), directly via [this link](#).

The first step in the online application process is to register for a username and password. Ensure you record your login details so you can complete your application. You can save and return to your application at any stage before the application deadline.

It is essential when creating your account in ISIS that your name appears **exactly** as it does in the machine-readable section of your passport (located at the very bottom of the bio-data page). The system does not recognise any accents on letters, so please do not use these.

- For students nominated for an **exchange place**, please select **'Incoming Exchange'** as the program type when completing your application.
- For students nominated for a **study abroad place**, please select **'Study Abroad'** as the program type when completing your application.

All students (exchange and study abroad) are required to upload the following documents to their ISIS application under the "Misc." tab. **Any applications missing documents will not be processed.** More information is provided below about each document.

- English Language proficiency results (excluding students' whose first language is English)
- Personal statement
- Academic reference

- Passport

To submit your application, you must click the orange “Lodge Application” button on the right-hand side. Your application will not be received until this step has been completed. If you have missed completing any sections you will receive an automatic prompt from the system. You must ensure you upload the below documents to the “Misc.” tab before you click “Lodge Application” otherwise your application will not be submitted.

Personal Statement

Your Personal Statement should address your personal, academic and professional motivations for undertaking exchange; why you have chosen La Trobe; and what you hope to gain from the experience. This should be around 500 words, and no more than 1 page.

Academic Reference

If you submitted an academic reference as part of your home institution application, you can submit this with your La Trobe application. If not, you can ask one of your professors to write a recommendation letter. This should cover how long they have known you, how they know you, their opinion on your academic ability, and your suitability for the exchange program. There is no specific form students are required to use, however you can refer to the [Academic Reference for Student Exchange](#) form that La Trobe students use.

Passport

Clear copy of the bio-data page of your passport. It is important that you check the expiry date of your passport, as it must have at least 6 months validity after the date you intend to leave Australia. If there is less than 6 months validity, you will need to apply for a passport renewal.

If you do not yet have a passport, or need to apply for a passport renewal, please advise us in the “Messages” section on your application under the “Misc.” tab in ISIS student portal. Ensure that you begin the process of applying for a passport as soon as possible.

Searching for Subjects

There are two ways to search for subjects – the Handbook or the Subject Search website. It is important to check that the subjects you want to list on your application are available in the correct semester at the correct campus. Students can only take classes at one campus. Students **must list at least 8-10 subjects** on their application. However, you will only be required to enrol into a maximum of 4 subjects.

Students will need to refer to the 2019 Handbook and subject information. Generally, subjects that contain either a “4” or “5” are for postgraduate students, and undergraduate students will not normally be approved for these. Undergraduate students are required to select subjects with a “1”, “2” or a “3” numeric in the subject code.

- LTU Semester 1 = February to June
- LTU Semester 2 = July to November

HANDBOOK

Students can use the [Handbook](#) to look at the overall degree structure for each of the programs offered at La Trobe. For each program this lists the subjects a student would normally take to complete that degree, and can be a good guide for students to find subjects related to their area of study/ degree at their home institution.

When looking at the programs offered for a study area, ensure you look at the campus the program is offered – you need to look at programs at either the Melbourne, Bendigo or City Campus campuses. Please do not select subjects for multiple campuses. You can only choose subjects at one campus as immigration and visa limitations apply.

Each program page outline all of the subjects students take as part of that program. Each subject code will take you to the subject information located on the Subject Search Website, where you can find a description of the subject. When looking at subjects in the handbook it is important to check the “Teaching Period” it is offered – TE-SEM-1 is La Trobe Semester 1; TE-SEM-2 is La Trobe Semester 2.

SUBJECT SEARCH WEBSITE

When using the [Subject Search website](#) it is not recommended to use any of the available filters other than “Campus”. You may select key discipline words to search for subjects.

When looking at individual subjects, there are a few important expandable sections that must be read carefully:

Subject Outline

This must state “yes” next to “Available to Study Abroad Students” / “Exchange Students”.

Subject Particulars

Check the “Prerequisite” information carefully. If any prerequisites are listed, you must check that you have completed (or are currently completing) a similar subject at your home institution.

Subject Options

At the bottom of this section there will be a list of where, when and how this subject will be offered. Ensure the subject will be offered at your intended campus (Melbourne, Bendigo or City Campus), in the correct semester (Semester 1 or Semester 2), and the correct mode (Day = face-to-face classes; Blended = both face-to-face classes and online components; Online = wholly online delivery)

Online subject limitations will apply as part of your student visa conditions. A student taking a 4 subject load may only take one online subject.

Processing Timelines

Exchange applications will only be sent for assessment after the application deadline. ONLY completed applications will be taken in for assessment. Applications take approximately 6-8 weeks to be processed. This timeframe will be delayed if the application is incomplete or insufficient subjects are submitted with the initial application. Once an application has been assessed, the La Trobe Offer Letter will be issued and sent directly to the student and home institution coordinator from your La Trobe Abroad Coordinator. The email sent with the Offer Letter will contain important information about the next steps, and how to complete your Offer Acceptance.

If a student requires additional subject approvals after their Offer Letter has been issued, they will be able to do this in consultation with the subject coordinator upon their arrival. We are not able to send an application back to the College to consider additional subjects for approval after an Offer Letter has been issued.

Please ensure that you select at least 8-10 subjects and that you follow all the subject search instructions when selecting these subjects.

Accepting Your Offer

All students will be provided with a partially pre-populated Offer Acceptance Form attached to the email with their Offer Letter. Students will need to complete their Offer Acceptance Form and pay for their Overseas Student Health Cover (OSHC), and study abroad tuition fees where applicable, in order to accept their Offer. Only once these have been received can a students' acceptance be processed, and their electronic Confirmation of Enrolment (eCoE) be issued in order for them to apply for their visa.

It can take 2-3 weeks after acceptance documents are received for the eCoE to be issued. Students are **strongly encouraged** to submit their acceptance documents as early as possible to avoid any delays in applying for their visa.

OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is a **compulsory requirements for all student visas**, and all students entering Australia for study on a student visa must have approved OSHC. OSHC provides medical and hospital covers for international students while in Australia. Only a limited number of Australian health insurance providers are approved by the Australian Government to issue OSHC – no overseas medical insurance is an acceptable replacement.

If you are a Swedish, Norwegian or Belgian student you may be exempt from this requirement as you will be covered through your home university policy. But you need to provide a copy of your existing insurance arrangement. Please speak to your home coordinator if you do not have this information.

Students can arrange their OSHC directly through La Trobe University, with our approved provider. Simply answer "yes" to the question "Do you want La Trobe University to organise Health Insurance for you" on page 2 of your Offer Acceptance Form and answer the other OSHC questions.

La Trobe University has an agreement with [OSHC by Allianz Global Assistance](#) for the provision of OSHC. The OSHC rates are set by our provider Allianz, and the current **costs listed below are subject to change for 2019**. If there are any adjustments, these will be included in your Offer Letter. We encourage students to review the [OSHC Essentials Policy](#) offered through La Trobe University by Allianz Global Assistance.

OSHC CONTRIBUTION RATE 2018

One semester	AUD \$376
Two semesters	AUD \$717

*Rates are subject to change

Important Dates

Please check the dates listed in the [Academic Calendar](#) carefully. Please note that "end of semester" refers to classes finishing, and as most students will have exams for their subject it is essential that you take note of the examination period end date.

Students should plan to leave La Trobe **after the end of the examination period**. The draft examination timetable will be released approximately 4 weeks prior to the examination period each semester, with the final examination timetable released approximately 2 weeks prior to the examination period.

ARRIVAL & ORIENTATION

Students are expected to arrive in time to settle in and be ready to attend Orientation. Students will be required to arrive during the week prior to Orientation, however **the exact arrival date is to be confirmed.**

Semester 1 2019 Orientation – 25 Feb to 1 Mar 2019 (students will be required to arrive by the 20 Feb for registration and enrolment)

Semester 2 2019 Orientation – 22 Jul – 26 Jul 2019 (students will be required to arrive by the 17 Jul for registration and enrolment)

EXAMINATION PERIOD

Semester 1 2019 – 07 June to 27 June 2019

Semester 2 2019 – 02 November to 22 November

Accommodation

ON-CAMPUS ACCOMMODATION

Students have a number of options for [On-Campus Accommodation](#) at both the Melbourne and Bendigo campuses. Students should read the [Accommodation Fees](#) information carefully, as it includes important information about fees, contract dates, and payment of accommodation fees. Note, fees are revised every year and new fee structure will be in place for 2019.

We recommend students apply for the on-campus accommodation as soon as they received their Offer Letter to give them the best chance of being offered a place. Students are encouraged to review the information on [How to Apply](#) early to ensure they understand the process.

Any on-campus accommodation enquires should be directed to [Accommodation Services](#).

OFF-CAMPUS ACCOMMODATION

For students who are interested in off-campus accommodation, there is a range of resources available on our [Off-Campus Accommodation website](#). This website includes an off-campus accommodation database, along with important information about the rules and regulations around tenancies in Australia.

Contacts

Students are encouraged to contact La Trobe Abroad (specific La Trobe Abroad Coordinator whenever possible) with any questions they may have. Students can also contact us through one of the following methods.

Email – studyabroad@latrobe.edu.au

Phone – +61 3 9479 2112

Website – <http://www.latrobe.edu.au/study/exchange-and-study-abroad>

Facebook Group – Search “La Trobe University Study Abroad and Exchange Group” and request to become a member of the group.