

Exchange Application Instructions

Semester 1 2023

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Before you apply

APPLICATION REQUIRED DATES

Semester 1 2023 (February - June) - 1 November 2022

Semester 2 2023 (July -November) - 15 March 2023

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 LaTrobe Abroad 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. **_ PLEASE ENSURE THAT YOUR STUDENT KNOWS IF THEY ARE EXCHANGE (TUITION FREE) OR STUDY ABROAD (FEE PAYING).**

We encourage home University coordinators to check on the balances and the possible numbers with the relevant LTA coordinator, prior 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.

CHECK THAT YOU MEET THE ENTRY REQUIREMENTS

To be eligible for study abroad or incoming exchange, you'll need to meet **English requirements** and academic requirements.

As a general guide, La Trobe requires a C average for entry into our incoming exchange programs (GPA 2.5). Individual subjects may have their own prerequisites which you'll also need to meet.

If you're currently completing your last year of secondary/high school or have already graduated but haven't enrolled in a university, the requirements are a bit different.

You'll need to meet the minimum academic requirements for the undergraduate degree that best matches your study abroad program, and you'll only be eligible for first-year subjects or subjects with no prerequisites.

CHOOSE YOUR SUBJECTS

We offer a wide range of subjects so you can choose a study plan that matches your interests. Please see a link to the university handbook below. Also refer to our Subject Search guide attached on this email.

STUDY LOAD

Most La Trobe subjects last for one semester and are worth 15 credit points. A standard full-time study load at La Trobe is four subjects (60 credit points) per semester, and the minimum load is three subjects (45 credit points).

As an incoming exchange student, you can enrol in either three or four subjects per semester. If your home university requires you to do more than a full-time study load to keep up with your degree, we can arrange permission for you to overload to a maximum of five subjects (75 credit points) per semester.

We do not recommend an increased study load and, if approved, additional fees could apply.

FINDING SUBJECTS

To find subjects, you can:

- search the online **University Handbook**

Choosing the right subjects for your program

When choosing subjects, it's important that you:

- check that the subject is available for study abroad and incoming exchange students
- make sure you meet any specific prerequisite requirements for the subject
- **confirm that the subject is offered during the semester you intend to study (Semester 1 goes from end February/early March to June and Semester 2 goes from end July/ early August to November). You can find when units are offered in the drop down menu 'Select an Instance' in the subject page of our handbook.**
- check that the subject is offered at the same campus as your other subject choices
- confirm that your home university approves of your subject preferences before you apply.

Important: You are only allowed to enrol in one online subject per semester due to student visa regulations. Blended subjects are not counted as online subjects.

How to Apply

Applications can be lodged via Study Link which is our **International Online Application System:** <https://student-latrobe.studylink.com>

After you access the online system and enter and submit your details, you'll receive an email with your username and password to log into the Student Portal and start your online application.

You will be required to scan and upload all required documentation before your application can be considered.

If you forget your password, you can click "Forgot my password" to re-set your password with your email address which is also your username.

In general, the following documents will be required for an Incoming Exchange application:

- Choose your preferred subjects for pre-approval (ideally six to eight per semester)
- A nomination confirmation from your home university.
- An official certified transcript from your home university (please also provide an English translation if your transcript is not in English). We can also accept your transcript by email if it is sent to us directly by your Study Abroad Coordinator.
- A list of any subjects you are currently completing that aren't listed on your transcript.

- Evidence of your English proficiency if you're from a non-English speaking country. (See our language requirements page for our list of accepted countries where English is the primary language of instruction)
- A copy of your passport ID page (your passport must be valid until at least six months after your semester in Australia ends).
- A personal statement that addresses your personal, academic, and professional motivations for studying abroad; 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.

Please note that due to citizenship restrictions, some applicants are unable to lodge their application online. If you register for a username and password and receive a notification that you are unable to lodge your application online, please email the Study Abroad team for an application form.

PROCESSING TIMELINES

Only completed applications will be taken in for assessment. Applications may take approximately 8-10 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 or agent (if applicable), and home institution coordinator from the 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.

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 to accept their Offer. Only once these have been received can a student's acceptance be processed, and their electronic Confirmation of Enrolment (eCoE) be issued 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 requirement 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.

2022 OSHC Rates - effective 1st May 2022			
Duration	Comprehensive		
(Mth)	Single	Couple / Single Parent Family	Family
7	\$375.05	\$1,407.00	\$2,244.05
14	\$758.65	\$2,811.00	\$4,462.65

HOW TO PAY

Your letter of offer contains important information, including annual indicative tuition fees. Once you've accepted your offer, you can pay via our **International Online Application System**.

If you choose to pay using our online application system, you will be able to pay for your OSHC and your tuition fees in one payment.

If you are having any issue logging onto the International Online Application System or you would like to make multiple payments you can also access our ePayments portal separately from here:

<https://latrobe.onestopsecure.com/OneStopWeb/LTInt/menu>.

This portal is a secure online service that allows you to make your tuition fees and Overseas Student Health Cover payments. You can use VISA/Mastercard, Western Union Business Solutions or Flywire (in your local currency, where available).

We automatically receive a notification once you've successfully made the final payment. This gives you certainty of the final cost and will speed up how soon you receive your Confirmation of Enrolment, helping you apply for a visa sooner.

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**.

Accommodation

ON-CAMPUS ACCOMMODATION

Students have a number of options for [On-Campus Accommodation](#) at both the Melbourne and Bendigo campuses.

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

You can email us through the online application system. For enquires that are not related to your application you can contact La Trobe Abroad with any questions they may have.

Email: studyabroad@latrobe.edu.au

Phone: +61 3 9479 2112

Website: [Study abroad and incoming exchange](#)

Facebook Group: Search “La Trobe Abroad Overseas” and request to become a member of the group.

Student guides and resources

Check out the guides below to support you in your studies at La Trobe:

- [Acceptance and Pre-departure Guide](#)
- [My Life at La Trobe Guide](#)