

Swinburne University of Technology

Application form – Instruction sheet

Swinburne Abroad Programs

APPLICATION INSTRUCTIONS

USE THIS APPLICATION FORM TO APPLY FOR:

Study Tour / Short-term Program	Students undertake a Swinburne Study Tour Program, or an independent Short-term Program at a host institution.
International Exchange Program	Students undertake one or two semesters of study at an overseas partner institution, remaining enrolled at Swinburne with fee-waiver enrolment at host institution.
Independent Study Abroad	Students seeking approval to undertake an independently arranged study program usually at a non-partner institution, paying tuition fees at the host institution.
International Work Experience	Students undertake a work placement or internship sourced through or related to an overseas partner institution and/or Swinburne Abroad.
Overseas Research	Students undertake research overseas at (or collaborate internationally on a research project with) an overseas partner institution, including Co-Tutelle dual-PhD arrangements.

APPLICATION STEPS

Step 1	Research overseas program opportunities relevant to you, and choose your program type.
Step 2	Refer to application instructions for your chosen program.
Step 3	Check that your chosen program requires submission of this application form. (Note: some Faculty and School Study Tours use different forms)
Step 4	Develop your Proposed Study Plan where applicable.
Step 5	Gain appropriate School or Faculty approvals.
Step 6	Complete the application form and source required supplementary forms from the Swinburne Abroad website www.swinburne.edu.au/abroad or your Faculty/School, depending on your chosen program.
Step 7	Gather supporting documentation and attach to the application form.
Step 8	Submit your application by the relevant deadline.

INSTRUCTIONS – ALL PROGRAM TYPES

ENSURE ALL RELEVANT DOCUMENTS ARE ATTACHED TO YOUR APPLICATION

Documents required for all program types	<ul style="list-style-type: none"> ■ Application for Swinburne Abroad Program – complete all sections. ■ Official Current Result Certificate – provide an original for submission to host institution. (Obtainable from Student Information Centre) ■ Personal statement – detail your overseas study intentions, why you should be selected/approved for the overseas program, and why you have chosen your host institution (Maximum: 1 typed page) (Not applicable for Study Tours / Short-term programs unless stated) ■ Brief resume – detail academic achievements, work history and referee contact details. (Not applicable for Study Tours/Short-term Programs unless stated) ■ Current passport – Photocopy of first page with photograph.
Submit applications to Swinburne Abroad	<p>Mail: Swinburne Abroad, PO Box 218, Hawthorn, Vic, 3122</p> <p>In person: Swinburne Abroad office at your campus: Hawthorn – SPW Level 1 Pahran – PK Level 2 Lilydale – LA120b</p> <p>Email / Fax: exchange@swin.edu.au / (03) 9818 3645</p>
Submit applications for Faculty-led and School-led Study Tours / Programs directly to your Faculty or School	<ul style="list-style-type: none"> ■ Ensure the application has all Faculty or School approvals and signatures as required before submission to Swinburne Abroad. ■ Check your Study Tour or Short-term Program documentation for submission details.

DO NOT INCLUDE THIS INSTRUCTION SHEET WITH YOUR APPLICATION

1. STUDY TOURS AND SHORT-TERM PROGRAMS

Host	If you are applying for a Swinburne program, write title of program. If you are applying for a Short-term Program at a partner or non-partner institution, list the institution. For some programs, you may need to fill out both sections. ie: Study Tour (title): Global Leadership in Boston Partner Institution: Northeastern University
Application Deadlines	All programs have different deadlines. Students should check individual Study Tour/Short-term Program documentation and relevant website.
Additional Supporting Documents Required	<ul style="list-style-type: none"> ■ Proposed study plan signed by Faculty/School – if applicable (see relevant program documentation). ■ Receipt for payment of deposit – attached – if applicable (see relevant program documentation). ■ Additional specific documentation – check relevant program documentation for further requirements.

2. INTERNATIONAL EXCHANGE PROGRAM

Host Institution Selection	Choose your host institution by referring to the Swinburne Abroad website and seeking advice from a Swinburne Abroad Adviser. Partner list: http://courses.swinburne.edu.au/Partners/BrowseExchangePartners.aspx Partner search: http://courses.swinburne.edu.au/Partners/BrowseInstitutions.aspx
Study Plan Development	Develop your Proposed Study Plan by listing the units you intend to undertake at your host institution. Refer to instructions on the Study Plan form for more detailed guidelines. Seek approvals and signatures from relevant academic and administrative staff in your Faculty or School. Students applying for a pre-approved Education Abroad Program (EAP) should use the Study Plan form specifically designed for their EAP.
Application Deadlines	Students should check for relevant deadlines at www.swinburne.edu.au/abroad/international-exchange/how-to-apply
Additional Supporting Documents Required	<ul style="list-style-type: none"> ■ Proposed Study Plan – completed with signed approvals (Supplementary Form 1) ■ Two Academic References – from former or current academic staff (Supplementary Form 2) ■ Degree Planner ■ Folio (Design students only)

3. INDEPENDENT STUDY ABROAD

Host Institution Selection	Choose your own non-partner institution through independent research.
Study Plan Development	Develop your Proposed Study Plan by listing the units you intend to undertake at your host institution. Refer to instructions on the Study Plan form for more detailed guidelines. You will, however, be subject to the usual policies for exemptions and must submit applications for these upon return.
Application Deadlines	Students should be mindful of host institution deadlines (non-partner institutions).
Additional Supporting Documents Required	<ul style="list-style-type: none"> ■ Proposed Study Plan – completed with signed approvals (Supplementary Form 1). ■ Host Institution Profile – a statement of information on your chosen non-partner host institution including relevant institutional contact details (maximum: 1 page).

4. INTERNATIONAL WORK EXPERIENCE

Host Institution and Host Company	For Question 1 of Section A of the Swinburne Abroad Programs application form, you should list both the host institution that is facilitating the work placement, and the host company (if applicable). Students who have not yet been sourced a host company through a partner institution program should leave the host company field blank.
Application Deadlines	Students should be mindful of host institution deadlines, if applicable.
Additional Supporting Documents Required	<ul style="list-style-type: none"> ■ Host company profile – a statement of information on your host company including relevant contact details (max: 1 page). ■ Host-specific documentation or forms – if applicable.

5. OVERSEAS RESEARCH

Host Institution	If a host institution is facilitating research activities at an external organisation or research centre, for Question 1 of Section A of the Swinburne Abroad Programs application form, students should list both the host institution that is facilitating the research placement, and the external host in the 'host company' field. Students who have not yet been sourced a host company through a partner institution program can leave the host company field blank.
Application Deadlines	Students should be mindful of host institution deadlines, if applicable.
Additional Supporting Documents Required	<ul style="list-style-type: none"> ■ Research statement – a brief statement detailing your intentions for your overseas research, including relevant institutional or research centre contact details. ■ Host-specific documentation or forms – if applicable.

DO NOT INCLUDE THIS INSTRUCTION SHEET WITH YOUR APPLICATION

- Study Tours and Short-term Programs
- International Exchange Program
- International Work Experience through a partner institution
- Overseas Research through a partner institution
- Independent Study Abroad

SECTION B: PERSONAL DETAILS

1. Personal Information

Date of Birth / / Gender Female Male

Title: (Mr, Mrs, Miss, Ms)

Family Name/Surname

Given Names

Swinburne Student ID

2. Address

Number and street

Town/Suburb

State Postcode

Country

3. Contact Details

Home telephone number

Work telephone number

Mobile telephone number

Email address

Emergency contact Name:

Relationship: Contact no:

4. Citizenship

Country of Birth

Passport Number Expiry /

Australia Australian citizen (includes Australian citizens with dual citizenships) Permanent resident

Other countries Citizen of country other than Australia

Country of citizenship

Type of visa

Visa sub-class number (from your passport)

5. Knowledge of Languages other than English

Language	Level of proficiency (please tick)		
	Beginner	Intermediate	Advanced
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: CURRENT ENROLMENT

Course code Course title

Course level TAFE Undergraduate Postgraduate

Study mode Full-time Part-time

Majors and minors (if applicable)

Enrolling Faculty or TAFE School

Campus

Academic average for current course (average of all grades out of 100):

Course commenced: /

Expected completion date: /

SECTION C: PROGRAM DETAILS

1. Proposed Program (Please tick)

Program Type	<input type="checkbox"/> Study Tour or Short-term Program <input type="checkbox"/> International Exchange Program (partner institution) <input type="checkbox"/> Independent Study Abroad <input type="checkbox"/> International Work Experience – sourced through a partner institution / Swinburne Abroad <input type="checkbox"/> Overseas Research – sourced through a partner institution
Duration	<input type="checkbox"/> One Semester <input type="checkbox"/> Full Year <input type="checkbox"/> Other (number of weeks or months):
Host	<input type="checkbox"/> Swinburne Study Tour / Short-term Program (title): <input type="checkbox"/> Partner Institution: <input type="checkbox"/> Non-partner Institution: <input type="checkbox"/> Company: <input type="checkbox"/> Other / No host (explain):
Country/ies	

2. Proposed Program Intake (commencement of program)

Select one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Intake (Swinburne teaching period)	Semester 1 (Feb-June)	Semester 2 (Aug-Dec)	Summer Term (Dec, Jan, Feb)	Winter Term (June, July, Aug)	Other Period

Dates of Program – If dates not finalised, please enter anticipated or estimated dates, ensuring Month and Year are included.

Start / /

End / /

3. International Exchange Program – applications for multiple semesters

Students who are applying for *two consecutive semesters* of Exchange at two different partner institutions, please indicate your program details here:

First semester of study overseas:

Semester Year

Host Institution Country

Second semester of study overseas:

Semester Year

Host Institution Country

SECTION D: FINANCIALS AND SCHOLARSHIPS

1. Program Fee

Program fees are normally only applicable for Study Tours and Short-term Programs.

Program fee payable to Swinburne University of Technology: \$

Program fee payable to a host organisation or institution: \$

I understand the cost inclusions and exclusions of this program fee, as outlined in the Study Tour documentation.

Deposit amount payable at point of application: \$

I have attached a copy of receipt of the deposit paid.

If your chosen program has provided PACKAGE OPTIONS for program fees, please indicate details of your specific package here (ie, land-only package / all-inclusive package)

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2. Financial Planning

To be eligible for Swinburne Abroad programs you must provide proof that you will have sufficient funds during your overseas program. A suggested minimum is \$9,000 for one semester and \$15,000 for one year, but this varies according to your destination. Do not rely on anticipated scholarships when budgeting. You may be required to provide documentary evidence of finances which will be used for your host institution application.

Estimated available funds in Australian dollars

Personal savings to date	\$ <input type="text"/>
Further savings anticipated on departure	\$ <input type="text"/>
Other contributions (family, approved loan)	\$ <input type="text"/>
Government funding (i.e. Youth Allowance)	\$ <input type="text"/>
Approved scholarship or travel grant	\$ <input type="text"/>
Other: please specify	\$ <input type="text"/>
Total available funds	\$ <input type="text"/>

Estimated expenses in Australian dollars

Airfare	\$ <input type="text"/>
Visas / passport fees	\$ <input type="text"/>
Travel / medical insurance	\$ <input type="text"/>
Accommodation	\$ <input type="text"/>
Living expenses and other (i.e. food, transport, bills, travel)	\$ <input type="text"/>
Program fee (may incorporate airfare and accommodation)	\$ <input type="text"/>
Total anticipated expenses	\$ <input type="text"/>

Where would you seek additional funding if you incurred any unexpected expenses during your program?

3. Scholarships and Loans

Please indicate which scholarships and loans you are applying for (Note: Please check eligibility and application process before completing this section)

- Endeavour Student Exchange scholarships
- Swinburne Abroad Fund scholarships
- Vice-Chancellor's Swinburne Abroad scholarship
- Faculty or School specific scholarships
- OS-HELP loan
- Other scholarship types
- Other student loan: (source)

NOTE: Please ensure you submit your scholarship and/or loan applications in addition to this Swinburne Abroad Program application form, with all supporting documentation as required. See www.swinburne.edu.au/abroad/scholarships

SECTION E: APPLICANT'S DECLARATION

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic, employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- My information may be disclosed to relevant government agencies and bodies (e.g. DEEWR, Office of Skills Victoria) and in some cases other non-government bodies, agencies or other third parties to enable Swinburne to confirm my identity, eligibility to government support, to verify my entitlement to become an enrolled student and to otherwise progress my application.
- Confirmation of study and results from previous or current study for the purpose of determining eligibility may be undertaken.
- Swinburne collects, stores and uses personal information in accordance with Swinburne's Privacy Policy, which can be accessed at www.swinburne.edu.au/corporate/registrar/ppd/docs/Privacy.pdf
- The University will correspond with me by electronic means.

Signature of applicant: Date: / /

