STUDENT EXCHANGE – STEPS TO STUDY

Follow the journey from exchange application to arrival on the Sunshine Coast by completing the steps below. We hope this guides you easily through the exchange admissions process. If you have any questions email us at **study@usc.edu.au**

		USCi	International Office	Student
1	Contact USC International (USCi) to confirm the availability of an exchange place. If no exchange place is available please refer to the Study Abroad steps to study guide.	■	☐	■
2	If an exchange place is available USCi will confirm via email and send the exchange nomination form.	☐	■	■
3	International Office returns the nomination form.	■	☐	■
4	USCi place the student onto our system and send the partially completed exchange application form to the Student CC International Office.	☐	■	■
5	The Student completes the form and returns it to their International office.	■	■	☐
6	The International Office sends the completed application form and a copy of the applicant's official transcript, passport and evidence of English proficiency (if not first language) to study@usc.edu.au **PLEASE NOTE:** USCi will accept an unofficial transcript providing it is sent via the International Office verifying that the grades reflected on the unofficial transcript are correct. Passports are preferred however not necessary to submit an application.	■	☐	■
7	USCi will assess the application and make an offer accordingly. The offer will be sent via email to the student cc international office.	☐	■	■
8	USCi will assess the student's eligibility for their chosen courses and notify the Student CC International Office of the outcome.	☐	■	■
9	Student signs and dates the Response to Offer form (included in their Letter of Offer) confirming they wish to accept the offer and returns a scanned copy to study@usc.edu.au	■	■	☐
10	USCi will create the Confirmation of Enrolment (COE) and issue the USC Central login details to the student.	☐	■	■
11	Student can apply for their Student Visa and enrol in their courses on USC Central (providing course enrolment is open at time of acceptance). Open enrolment dates are provided with the login details.	■	■	☐
12	Student needs to organise accommodation, airport transfers and flights to Australia. Accommodation and Airport Transfers: www.usc.edu.au/learn/international-students/before-you-arrive#accommodation	■	■	☐
13	USCi will issue an invoice for the student's OSHC to the International Office.	☐	■	■