

Study Abroad Application Instructions

Nomination Procedures

- Please email a list of your nominated students to the Study Abroad Advisor – Julie Huberman. If you do this, we do not need the documents to be certified by your office. If you are also sending Exchange students you can just send one list, but **please indicate which students should be applying as study abroad and which as exchange.**
- In order to make sure that we have all the information that we need, please use the following format for your nominations:

Family Name	Given Names	Commencing Semester	Duration	Citizenship	Contact E-mail	Cumulative GPA	Major at home university	Proof of English Language	Test Date	IELTS/TOEFL Overall Score
As listed on passport	As listed on passport including middle name	Sem 1 (Feb-June) or Sem 2 (July-Nov)	(1 or 2 semesters)	As on passport		Average grade or cumulative GPA	Major field of study	IELTS or TOEFL or PTE or Other		

Once you have nominated your students, they can begin the application process. Please provide your students with the application process information below, **as we will not contact them directly.**

Please note that your nominated students must still meet our academic and English language requirements and will not be officially accepted until they have received an offer letter from UQ.

Application Process

- Application instructions are available on our website here: <https://study.uq.edu.au/admissions/study-abroad>
- Create an account in the Online Application system: <https://apply.uq.edu.au/>
- Choose one of the **Incoming Study Abroad** application types. Please note that there are now two choices for Study Abroad:
 - Students applying for the standard Study Abroad program and wanting to take a standard full-time load of 4 courses per semester should choose the **Incoming Study Abroad – 4 Courses** application form.
 - Students who do not need 4 courses-worth of credit from their home university may choose the **Incoming Study Abroad – 3 Courses** application form. This will allow them to take a reduced load of 3 courses for a reduced fee (¾ of the standard 4-course fee).
- Complete the online application.
- Upload the required documents, including:
 - Official** academic transcript (including an English translation if relevant).
 - Proof of English language proficiency (if applicable). Students currently studying in English, in an English-speaking country, do not need to provide any further proof of English language proficiency.
 - A copy of the ID page of the student's passport.
- Submit the application by clicking the "Submit" button.

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Your students must enter the following information in the application form:

- Students should enter their names, including middle names, exactly as printed in their passports.
- The name of your institution must be entered in the **Academic Qualifications** field as the most recent institution.
- If you have access to a **Partner Portal** in the Online Application System, please ensure that your students enter the **agent/partner code** so that you can see their applications in your portal. (If you start or complete the application from within your portal, this will be entered automatically.)
- If you are not using a Partner Portal, then the **agent/partner code** field is not required, and students should leave this blank and continue with their applications.
- Students should have all the required documentation ready to upload when they apply. This ensures a smoother and more efficient assessment and processing of the application. Any additional documentation should also be uploaded through the on-line application system.
- If students have scheduled a TOEFL or IELTS test and do not yet have the results, they can go ahead and apply and then upload the results once they have received them.

What happens next...

- Students will receive notification once the application is submitted correctly, and once it is complete (including all the required documents) they should have an answer within around 10 days. Please note that this won't always be the case during peak workload times – especially around the recommended application due dates. Students can check the status of their application in the online application system. If there is anything missing or any issues, they will receive a notification through the online system.
- Once we have issued the offer, they will be able to accept the offer online.
- We can then issue the invoice for tuition fees and/or OSHC where required.
- If we have an arrangement to invoice the home university rather than the students, then no invoice will be issued to the student and we will issue the COE right away. The home university will be invoiced for all applicable students after the start of the semester.
- Students should make their payments online through [Flywire](#). There is information about this at the bottom of the invoice and in the Online Application portal.
- Once this is done and payment confirmed, we will issue the COE and activate the OSHC (where required).
- It is imperative that all information on the COE is correct, so please ensure the students check that all dates (both study and OSHC) are correct and that names and birthdates are exactly as in their passport. This information should be correct at the time of submitting the visa application. If there is incorrect information the visa application may not work – or if the visa is issued with incorrect information, in some cases students may need to apply for a new visa.
- A link to the [Get ready for UQ](#) page on the Study Abroad website is issued with the COE, and students should refer to this for next steps. It contains links for the Visa application, enrolment tips and how to add courses, etc. There is also helpful information available on the UQ website here: <https://my.uq.edu.au/information-and-services/student-support/international-interstate-students>

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Course Selection

- The application assessment and course approvals are separate processes.
- Students are not locked into the courses listed on their application and will be able to make changes later, if necessary.
- Course selections will only be assessed once we receive the application. We can't advise on whether students can take courses or not prior to the application process other than courses that are indicated in the course description as PRE-APPROVED. They can search for this information on the Programs and Courses website: <https://my.uq.edu.au/programs-courses/>
- Some tips on how to search are available here: <https://study.uq.edu.au/admissions/study-abroad/choose-your-courses#courses> and students looking for ideas should browse the suggestions listed in our Focus Areas here: <https://study.uq.edu.au/study-options/study-abroad/study-options#focus-areas>
- The course description should have all the information students need to make an informed choice. If more information is required, students can access a detailed course profile by clicking on the red "Course Profile" link from the course description page.
- Once students have submitted an application, we will process course approvals.
- It is important that students refer to the online course listings on the Programs and Courses website (<https://my.uq.edu.au/programs-courses/>) when selecting their courses. This is always the most up-to-date source of information.
- Students should make sure that the selected course is available for the semester when they will be at UQ and that they have the necessary academic background.
- If studies are in progress, then an updated transcript may be required for some course approvals.
- Students can enter up to 5 courses in the **Incoming Study Abroad – 4 Courses** application. A standard full-time load is 4 courses per semester, so this allows students some flexibility in case any courses are rejected or they want to have alternatives.
- Students applying for the 3-course program using the **Incoming Study Abroad – 3 Courses** application will be able to enter only 3 courses. They will be able to make changes to their course choices later on if necessary, but will not be able to enrol in more than 3 courses.
- If students are coming for 2 semesters, they should enter courses for their first semester only – not both semesters. The courses they need for their second semester can be discussed with the relevant academic at our Academic Advising Session during Orientation Week.
- If students are coming in Semester 2, 2023, they should **choose only courses that are available in Semester 2**. Students coming in Semester 1, 2024 should choose only courses that are available in Semester 1.
- Please note that the course listings for 2024 are not available yet, so 2024 students should look at the 2023 course offerings and choose courses available in the appropriate semester. They will be able to make changes later if necessary. 2024 course listings should be available in September/October 2023.
- It is the student's responsibility to ensure that the courses they have chosen are approved by their home university (where required).
- It is important to note that:
 - **undergraduate level** course codes generally run from 1000 to 3999 and **postgraduate level** course codes are 7000 and up. Most 4000 and 6000 courses are Honours level and are not available to Study Abroad students.
 - some courses are not available to Study Abroad students. This will be indicated in the on-line Course Description, which will state that it is "**Restricted**" to a particular cohort of students.

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Law Students: Important Information

- Students wishing to take Undergraduate LAWS courses must be enrolled in the equivalent LLB at their home university. There are also special requirements for POSTGRADUATE LAW students. If you have LAW students wanting to come to UQ, please direct them to the list here: <https://law.uq.edu.au/study/incoming-exchange-and-study-abroad> to choose their courses. Students must choose Law courses from these lists only.

OSHC – Overseas Student Health Cover

Students are required to be covered by OSHC for their entire stay in Australia.

Please note: Health/travel insurance from the home country cannot replace OSHC.

- It is recommended that students choose to have UQ organise OSHC on their behalf to streamline the application and visa process.
- If students don't wish for UQ to organise OSHC on their behalf, they need to provide us with documentation/evidence of OSHC before we process their acceptance documents. This can be uploaded into the Online Application system. They will also need to provide this when applying for their visa.
- More information and a link to a list of approved providers is available here: <https://study.uq.edu.au/university-life/getting-prepared-to-come-to-australia/overseas-student-health-cover>
- There are exceptions for students from Norway, Sweden and Belgium. For more details, see the link above.
- If organising their own OSHC, students should purchase health cover from 1 February up to and including 31 July (for Semester 1) OR from 1 July to 31 December (for Semester 2). If students are travelling to Australia outside of these dates, they will need to advise us when applying or extend the policy directly with ALLIANZ if we have already issued the acceptance. Students must be covered by OSHC for their entire stay in Australia.
- Until we receive payment for OSHC or proof of cover, the application can't be finalised as we need to include the policy information in the Confirmation of Enrolment.
- After receiving their COE, students should receive a separate e-mail from Allianz with their policy number and other details.

Important Dates

- Recommended nomination and application deadlines:
 - Semester 1 admission: 31 October
 - Semester 2 admission: 31 March.
- It is important that students apply early to have plenty of time to apply for their visa, flights etc.
- It is recommended that students do not book and pay for anything until they have been granted their visa.
- There will be a due date for acceptance listed on the offer. There is some flexibility, so students who are unable to meet the due date should let us know.
- Please advise students that they need to be in Brisbane from the start of Orientation week through to the end of exams.
 - For Semester 1, 2024, they need to be here from 12 February to 15 June 2024.
 - For Semester 2, 2024, they need to be here from 15 July to 16 November 2024.

If students have other commitments during these times, then they should reconsider applying. Late arrivals may not be permitted.

UQ Study Abroad

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Visas

There is just one visa category for all students – Student Visa (subclass 500). Study Abroad students fall into the Non-Award category. Students are also required to supply further documentation when they apply to confirm their status as genuine students. More information about the Genuine Temporary Entrant requirement is available here:

<https://study.uq.edu.au/sites/default/files/2020-03/genuine-temporary-entrant-guide.pdf>

Students who are citizens of certain countries may be required to provide additional proof of genuine temporary entrant status when they apply to UQ. In some cases, they may be requested to apply through an agent. ***Please provide citizenship information when you nominate students so that we can inform you promptly if further information is needed.***

Students should ensure that they complete **all sections** of the visa application form. If any sections are not completed, the application will not be assessed. We are not able to give visa advice so if students have any queries, they should go to the Australian Government's Department of Home Affairs website for comprehensive information: [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/subclass-500-student-visa)

Transcripts

At the end of the semester, students will receive an e-mail to the UQ student e-mail account allowing them to access their official electronic transcripts in the [My eEquals](#) portal.

- We are no longer sending transcripts directly to our partners.
- It is the student's responsibility to share their transcript with you, either as a secure pdf document or as a link so that you can view the transcript directly within the My eEquals portal. Information for students about how to share documents is available here: <https://www.myequals.edu.au/learner-faqs>

Further Information

If you or your students need further information, please refer to the Study Abroad and Incoming Exchange website – <https://study.uq.edu.au/study-options/study-abroad>, or the online application itself. If you have further questions not answered by these resources, please direct your query to studyabroad@uq.edu.au

Contact Information

Study Abroad Team

- **Anthony Craig**, Regional Manager, Europe and Americas
- **Julie Huberman**, Manager, Study Abroad – all Incoming Study Abroad applications
- **Karl Sha**, Future Students Officer – assisting with Study Abroad enquiries and applications
- General e-mail: studyabroad@uq.edu.au
- Web site: <https://future-students.uq.edu.au/study/study-abroad>

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