UQ Study Abroad
Study Abroad
Application Instructions

THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Contents

Nomination Procedures

1. 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**.

2. 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.

Study Abroad
Application Instructions

Application Process

- Application instructions are available on our webiste here:
  https://study.uq.edu.au/admissions/study-abroad

A summary of the process:
- 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:
  1. 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.
  2. 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). Although not a standard full-time load, this still counts as full-time study for visa purposes.
- Complete the online application.
- Upload the required documents, including:
  1. **Official** academic transcript (including an English translation if relevant).
  2. 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.
  3. A copy of the ID page of the student's passport.
- Submit the application by clicking the "Submit" button.

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.

Study Abroad Application Instructions

THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

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.
- It is also important to remember that Semester 1 runs from February to June and Semester 2 runs from July to November. **Students should choose courses that will be offered in the semester they plan to be at UQ.**
- Students should also make sure that they have the necessary academic background for the courses they choose. If there are pre-requisites listed, they should have taken equivalent courses at home. They can also check the Course Profile for information about assumed 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.
- Please note that the course listings for 2025 are not available yet, so 2025 students should look at the 2024 course offerings and choose courses available in the appropriate semester. They will be able to make changes later if necessary. 2025 course listings should be available in September/October 2024.
- 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 (or in some cases 4999) and **postgraduate level** course codes are 7000 and up. Most 6000 courses are Honours level and are not available to Study Abroad students.

Study Abroad
Application Instructions

THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

- o 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.
- o In general, courses in the clinical health sciences are not available to Study Abroad students. Students interested in health-related studies at UQ should consult our Pre-med and Health focus areas (https://study.uq.edu.au/study-options/study-abroad/study-options/pre-med-health) for suggestions of health-related courses that are available for Study Abroad students.
- o Courses with EXCH codes are placeholder courses for UQ outgoing students. Incoming students should not choose these courses.

Law Students: Important Information

- Students wishing to take Undergraduate LAWS courses must be enrolled in the equivalent Law degree 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.

Study Abroad
Application Instructions

THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

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, students 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

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 eQuals 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 eQuals portal. Information for students about how to share documents securely is available here: https://www.myequals.edu.au/learner-faqs

Study Abroad
Application Instructions

**THE UNIVERSITY
OF QUEENSLAND**
AUSTRALIA

CREATE CHANGE

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 to 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. Sometimes this is sent to their UQ e-mail address, so if they don't receive it at the address they used to apply, they should log into their UQ e-mail and check there.

Visas

There is just one visa 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 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)

Study Abroad Application Instructions

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Important Dates

- Recommended nomination and application deadlines:
  - ➢ Semester 1 admission: 31 October
  - ➢ Semester 2 admission: 31 March.
- If you expect to send a large number of students (more than 10) and would like to arrange a **priority processing period** for your students' applications, we can arrange a period before the standard application deadline when your students can apply and we will give their applications priority. This ensures a faster response time for them and also helps us to manage our workload. Please contact us to arrange this.
- 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.
  - o For Semester 2, 2024, they need to be here from 15 July to 16 November 2024.
  - o For Semester 1, 2025, dates will be available here:
    https://www.uq.edu.au/events/calendar_view.php?category_id=16&year=2025&month=&day=01 when confirmed.

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

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 email studyabroad@uq.edu.au

Study Abroad students who would like to ask questions in person can sign up for individual Zoom consultations using this link: https://calendly.com/uqstudyabroad/study-abroad-consultation

Contact Information

Study Abroad Team
- **Anthony Craig**, Regional Manager, Europe, the Americas and Study Abroad
- **Julie Huberman**, Manager, Study Abroad – all Incoming Study Abroad applications
- **Karl Sha**, Country Development Coordinator – assisting with Study Abroad enquiries and applications
- General e-mail: studyabroad@uq.edu.au
- Web site: https://study.uq.edu.au/study-options/study-abroad