



Pre-Departure Guide

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Pre-Departure Checklist

- ☐ Obtain approval for any new subjects you wish to take.
- ☐ Enrol in Exchange subjects as instructed by your student centre.
These are the (EXO) and attendance (Internal) modes.
- ☐ Collect your host university acceptance documents from your Exchange Officer.

Scan and save electronic copies.

- ☐ Apply for visas for host country and countries you travel through (if necessary).
- ☐ Apply for accommodation (if applicable).
- ☐ Obtain a copy of your official UTS transcript/s from your student centre (often required when applying for changing subjects at your host university).
- ☐ Forward your UTS email to your personal email address.

Your UTS email is the official method of communicating with you.

- ☐ **Check your email regularly.**
- ☐ Update your contact details on UTS My Student Admin (**including emergency contact details**).
- ☐ Accept scholarships you have been awarded.
- ☐ Scan all documents and keep as electronic files.
- ☐ Pay library or other fines.
- ☐ **Have a medical and dental check-up.**
- ☐ Read over partner university website.
- ☐ Register on the SMART TRAVELLER website
<http://www.smartraveller.gov.au/>
- ☐ **Register for ISOS Safety Travel Tracker - Download the Phone App.**
- ☐ Read partner university information on UTS website.
- ☐ Read student feedback reports on UTS Online.
- ☐ Join BUiLD <http://www.ssu.uts.edu.au/beyonduts/index.html>

Visas & Documents Checklist

- ☐ Check the expiry date of your passport. **Ensure** that your passport is valid for 6 months longer than your intended return date.

My passport number is: _____

My passport expiry date is: _____

- ☐ Apply for a visa / residence permit (if necessary) in plenty of time!
- ☐ Research visa conditions and other restrictions that apply when arriving at your destination, during your stay and when leaving your destination.
- ☐ If you travel through other countries, check if you need a visa.

If you have queries, please contact the relevant consulate/embassy.

Consular/embassy locations are on the DFAT website:
<http://www.dfat.gov.au/embassies.html>

- ☐ Organise hardcopies and electronic copies of:
 - 'Letter of Offer' / 'Letter of Invitation' / 'Acceptance Letter'
 - Letter issued by UTS verifying you are on Exchange
 - Tax File Number
 - Vaccination Records
 - UTS Transcript
 - Passport / Visa / Birth Certificate
 - Information received at Pre-Departure Workshop
 - Leave copies of important documents in a folder with a contact person in Australia.
- ☐ Store important phone numbers in your wallet, diary and phone. These include:
 - ISOS Emergency contact + 612 9372 2468
 - UTS emergency number 1800 249 559
 - Credit card company's hotline number: _____

Department of Foreign Affairs and Trade - Smart Traveler

- ☐ Register on the SMART TRAVELLER website
<http://www.smartraveller.gov.au/>

The Australian Embassy contact details in my host country are:

For more information see: <http://www.dfat.gov.au/embassies.html>

- ☐ Read the travel warning for the countries you will be travelling to
<http://www.smartraveller.gov.au/>
- ☐ Contact your Exchange Officer if your destination has a level 4 or 'do not travel' warning.

International SOS – Emergency Assistance

It is a condition of exchange that you register with ISOS Travel Tracker

If you do have a medical or major emergency please contact ISOS, the UTS emergency assistance provider.

Consult with your host University's Exchange Office for emergency assistance and advice.

Save the telephone number of the nearest ISOS regional centre into your phone:

- Sydney +612 9372 2468
- London +44 (0)20 8762 8008
- Singapore +65 6338 7800
- Philadelphia +1 215 942 8226

Quote the UTS ISOS Membership number: **12AYCA000095**

ISOS will contact UTS Exchange to seek advice and provide assistance.

UTS 24 Hour security emergency number –

Outside Aust. +612 9514 1192

Inside Australia 1800 249 559

UTS Insurance Policy

The UTS Insurance Policy covers you for the dates stated on your insurance certificate.

Please note: if you are an International Studies student, you must return to Australia before starting an exchange semester in order to be covered by the UTS Insurance Policy. The policy only covers students for a maximum of 365 consecutive days.

UTS: International will issue you with an insurance certificate after you register for ISOS Travel Tracker, and prior to the commencement of your exchange semester.

Safety and Emergencies

- Attend your host University Orientation and always ask your host University on how to be safe and where is safe in your host destination city and environs.
- Place a copy of the ISOS Emergency Assistance Card in your wallet.
- **Download the ISOS App to your smartphone for easy access.**
- **Program important numbers into your phone when you get to your host country **Remember to transfer these if you use another SIM****
- Register for ISOS Safety Travel Tracker
<http://www.internationalsos.com/MasterPortal/>
- Read and understand details about the UTS Insurance Policy and arrange additional cover if you are unsure about the coverage.
- Consult UTS Insurance about policy cover when making claims for all activities, but especially lost and stolen items.
<http://www.fsu.uts.edu.au/insurance/index.html>
- Refer to DFAT booklet on Sexual Assault overseas.

Always maintain up-to-date 'next of kin' and contact details on UTS My Student Admin

UTS will always contact you using your UTS Email Account. Please ensure it is active and check it often, or redirect it to your active Email Account while on exchange.

Medical

- ☐ Have a medical check-up and dental check-up before you leave. Be aware that only dental emergencies are covered by UTS insurance.
- ☐ Get vaccinations and take electronic and paper copies of your medical documents.
- ☐ Fill any prescriptions for medication that you may need while away and bring copies of any prescriptions.
- ☐ Some countries may have restrictions on bringing certain medications, especially codeine and ephedrine based ones. The contraceptive pill may not be available in all countries.
- ☐ Pack all medication in your carryon luggage in case your luggage gets lost however be mindful of any restrictions for carrying fluids as hand luggage.

Enrolment: UTS

- You will receive instruction from your Faculties/Student Centre on how to enrol in your exchange subjects.
- Most students enrol by submitting an 'E-request' asking to enrol in exchange subjects.
- Ensure that your study and attendance modes are the following:

Study Mode: "EXO"

Attendance Mode: "I" (Internal)

Enrolment: Host University

- Enrolment instructions are provided with your acceptance pack and/or during orientation. If none have been given, seek assistance from the International Office of your host university.
- Enrol in the subjects offered by the host university. Refer to your UTS subject approval form for the subjects you are approved to take.

Changing Subjects: For Exact Subject Matching

Formal approval is given for a specific set of subjects for you to study on exchange. The **subject approval form** indicates that your faculty has agreed to credit the subjects completed while on Exchange to your degree.

If any of your approved subjects are not available, you may need to seek approval for new subjects.

When notifying your Faculty/Student Centre of subject changes:

- Download the 'Changes to Study Plan Form': <http://www.uts.edu.au/current-students/opportunities/global-exchange/preparing-exchange>
- Complete and return the form along with relevant subject outlines to your Student Centre.
- When approval is given, you will be notified and the form will be retained in your file. It is your responsibility to keep all records of new subject approvals.
- Amend your exchange enrolment with your Student Centre if required.
- This will serve as reference for when your transcript is received from your Exchange Partner University and your marks are updated.

Changing Subjects: For Electives

As long as you select academic subjects relevant to your studies, are for sufficient credit points and do not duplicate subjects in your degree you are *not required* to contact your Faculty / Student Centre about new subject choices.

Finances & Budgeting

- ☐ Don't get caught short - **Create a budget before you go!**

Search cost of living in your host city. Advice is usually provided on partner university web pages and student feedback reports.

- ☐ Apply for Centrelink payments while in Australia (if eligible) – you will find a letter to present to Centrelink in the Pre-departure pack.
- ☐ Check with your bank if they have affiliated banks in your host country.
- ☐ Arrange access to different sources of funds: **cash + debit cards + credit cards.**
- ☐ Phone your bank & credit card company to notify them of your travel destination and dates.
- ☐ Check the CIRRUS network and charges for withdrawing cash from an ATM overseas with your bank / credit card.
- ☐ Take a reasonable amount of the local currency for your first couple of days.
- ☐ Settle taxation matters in Australia.
- ☐ Be aware of scholarship payment dates and for OS-Help Loan applications.

Trip Planning

Update a trusted family member / friend with your travel plans and leave a copy of your itinerary and your contact details with them.

Update your next of kin and contact details on My Student Admin at UTS.

Provide your host university with your arrival details.

Book temporary accommodation - if necessary.

Double check travel arrangements including accommodation, transfers from the airport and contact details of your host university.

Check Sydney airport restrictions for carry-on luggage on:
<http://www.sydneyairport.com.au/SACL/default.htm>

Never accept or carry unknown parcels for anyone.

Be cautious about accepting food and drink from strangers.

Be aware of the laws, customs & restrictions in your host country before you go!

Travel Well

Get a good night of sleep the night before your flight.

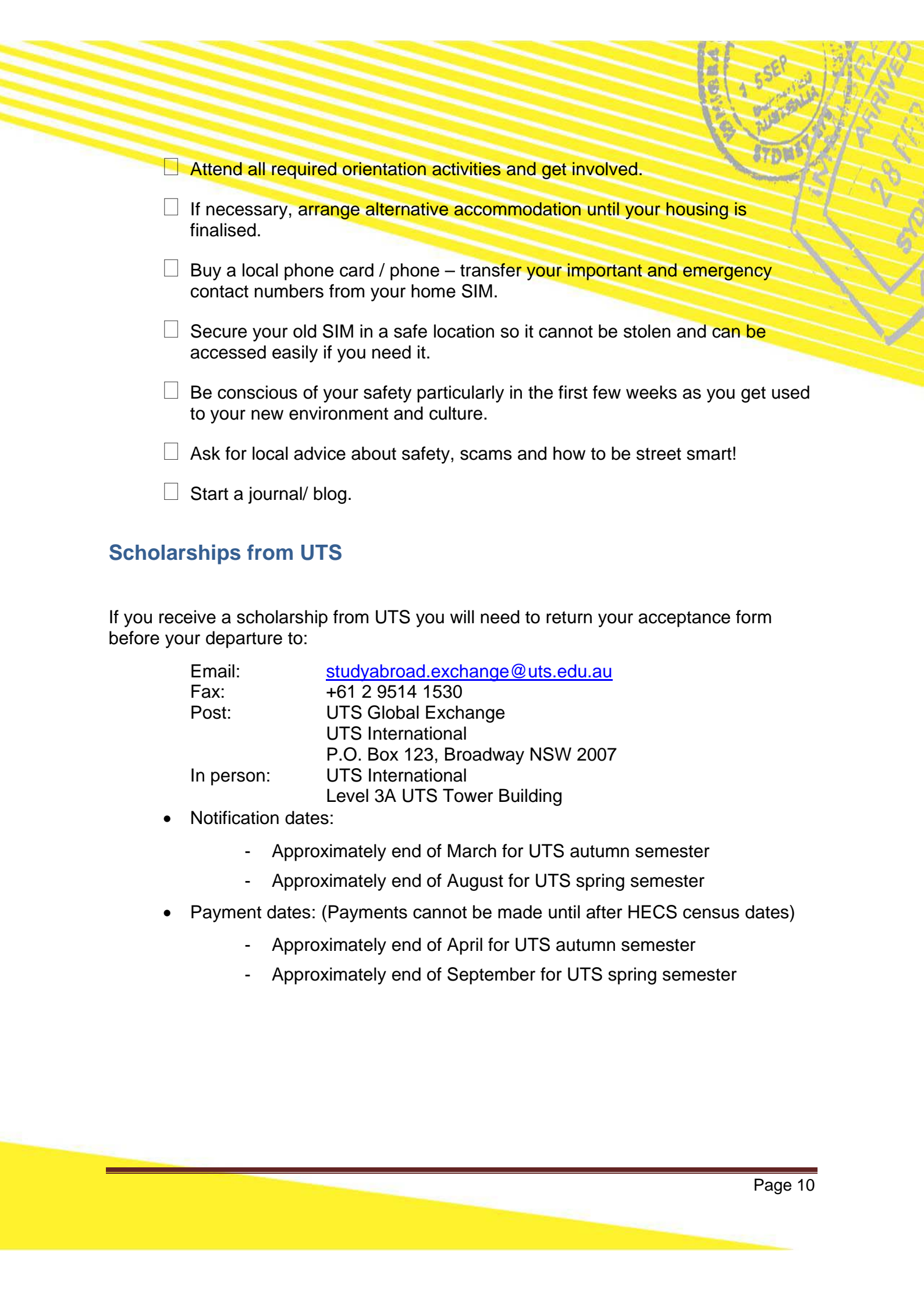
During your flight:

- Drink plenty of water
- Exercise and stretch regularly – remember DVT can strike anyone
- Eat small meals and limit alcohol consumption

When you arrive, settle in, then take a brisk walk or get out in the sunshine to reset your body clock, lessen jet-lag, and help you sleep better that night.

Arrival at a Host Destination

- ☐ Plan your trip from the airport to your destination. Check what time of day it will be.
- ☐ Be aware of your check in time for your accommodation.
- ☐ **Notify friends and family at home immediately of your arrival.**

- 
- ☐ Attend all required orientation activities and get involved.
 - ☐ If necessary, arrange alternative accommodation until your housing is finalised.
 - ☐ Buy a local phone card / phone – transfer your important and emergency contact numbers from your home SIM.
 - ☐ Secure your old SIM in a safe location so it cannot be stolen and can be accessed easily if you need it.
 - ☐ Be conscious of your safety particularly in the first few weeks as you get used to your new environment and culture.
 - ☐ Ask for local advice about safety, scams and how to be street smart!
 - ☐ Start a journal/ blog.

Scholarships from UTS

If you receive a scholarship from UTS you will need to return your acceptance form before your departure to:

- | | |
|------------|--|
| Email: | studyabroad.exchange@uts.edu.au |
| Fax: | +61 2 9514 1530 |
| Post: | UTS Global Exchange
UTS International
P.O. Box 123, Broadway NSW 2007 |
| In person: | UTS International
Level 3A UTS Tower Building |
- Notification dates:
 - Approximately end of March for UTS autumn semester
 - Approximately end of August for UTS spring semester
 - Payment dates: (Payments cannot be made until after HECS census dates)
 - Approximately end of April for UTS autumn semester
 - Approximately end of September for UTS spring semester

OS-Help Loans

Please refer to the guidelines online for the application process at:

- <http://www.ssu.uts.edu.au/globalexchange/grants/oshelp/index.html>
- Payment dates
We will endeavour to make loan payments in the 6 week period after commencing at your host university.
- Application closing dates
 - 30 May for following UTS Spring semester
 - 22 September for following UTS Autumn semester
 - Late applications will be assessed on a case by case basis by contacting Studyabroad.exchange@uts.edu.au
- A complete application involves:
 1. Attending an application workshop
 2. Filling out the online application form
 3. Filling out the Debt Confirmation Form on My Student Admin
<http://forms.uts.edu.au/index.cfm?FormId=484>
- If you do not complete and submit both forms you will not receive payment.

Students Completing Their Final Semester on Exchange

If you are in your last semester while on exchange you have some additional tasks:

- Inform your Faculty/Student Centre that it is your final semester and find out the latest possible date to provide results by.
- Clarify with your host university if your transcripts can be issued earlier.
- **Students not issued transcripts on time may have to defer graduation at UTS.**

International Students

The following conditions apply to international students on exchange:

- Fulfil full-time study load (equivalent to 24 UTS credit points)
- Comply with the conditions of your Australian student visa including those relating to academic progress.
- Refer to the government web-pages for more information:
http://www.immi.gov.au/business-services/education-providers/third_country_exchanges.htm
- Contact the embassy/consulate of host country well in advance to research visa or residence permit application processes and for advice. This may be different than for Australian Citizens.
- Present letter issued by UTS verifying the exchange to the Australian Department of Immigration and Citizenship (DIAC) office at least 28 days before departure.

Student's responsibilities while on exchange overseas; the student must:

- Complete their course within the expected course duration as per National Code Standard 9 requirement,
- Comply with visa condition 8202 which relates to attendance and satisfactory academic performance, and
- Comply with condition 8517 which requires the student to maintain adequate arrangements for the education of school-aged dependents - those who are allowed to be left behind in Australia where the student is outside Australia for 6 months or less.

It is the student's responsibility to ensure that their visa will remain valid during the period of the exchange. Students can either check their visa label for their visa expiry date or use the department's Visa Entitlement Verification Online (VEVO) service.

Continuing / Extending Your Exchange

Many exchange students love the experience so much that they want to extend their exchange. If places are available, and your course permits, you may be able to remain on exchange for a further semester.

Applying for a second semester at the same university

- Contact your Global Exchange Officer, UTS International.
- Your Exchange Officer will also need to contact your host university to confirm if you can extend your enrolment. This cannot be guaranteed, as some destinations may not allow you to extend, or there may be too much demand for a place where you are.
- If allocated a place, complete the Changes to Study Plan Form with details of proposed study plan and return to the Exchange Officer along with relevant subject outlines.
- Once Faculty approval is granted, await instructions from your Student Centre on how to finalise UTS enrolment.
- Apply for a visa extension if required. The host university international office will be the starting point for providing documentation to extend your student visa.
- Remember to extend your UTS / private insurance.
- Unfortunately, we are not able to offer extensions for the US and the UK.

Applying for a second semester at a different university

- Contact Global Exchange Officer, UTS International well before you leave to discuss and make plans as this requires additional effort.
- Nomination depends on availabilities at each university.
- If allocated a place, complete the subject approval form with details of proposed study plan and return to the Exchange Officer along with relevant subject outlines.
- Once Faculty approval is granted, await instructions on how to finalise UTS enrolment.
- Apply for a visa if required.
- Extend your UTS / private insurance.

Re-Entry Checklist

When you return to Australia and UTS your Exchange doesn't end there. Firstly there are a number of important formalities to complete:

- ☐ Complete and submit the Global Exchange feedback form
Transcripts received by UTS International will be forwarded to you and your Faculty/Student Centre upon receipt of your feedback.
- ☐ Attend the UTS: Welcome Back Workshop
- ☐ Submit your competition photos or activities to studyabroad.exchange@uts.edu.au
- ☐ **Attend a Global Exchange Information Session** to talk about your exchange experience.
- ☐ Sign up for other UTS Exchange promotion activities to share your experience with others and encourage others to have a life changing exchange
- ☐ Join the Exchange and Study Abroad Club (ESAC) to welcome others to UTS and Sydney

Your Notes:

Good luck and have an amazing Exchange!

Contact UTS: Global Exchange

Study Abroad and Exchange Team – General Assistance

Ph +61 2 9514 7915

Studyabroad.exchange@uts.edu.au

www.ssu.uts.edu.au/globalexchange

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Contact UTS: General & Services

UTS Counsellors & Student Services

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UTS Insurance Office

Email: insurance@uts.edu.au

Fax: +61 2 9514 2880

UTS Security Emergency Contacts:

Outside Australia +61 2 9514 1192

Inside Australia – 1800 249 559