

## Applying for International Exchange at Southern Cross University

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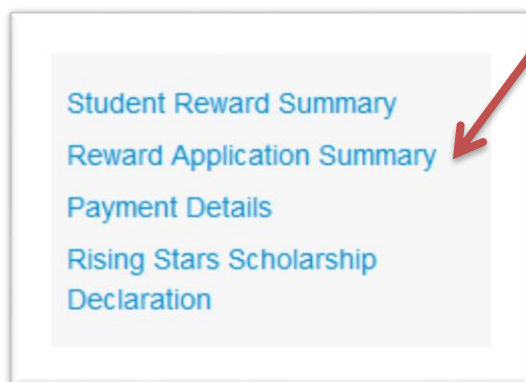
Please read this guide **before** commencing your application.

**STEP 1:** Log into '[My Enrolment](#)'

**STEP 2:** Click on the 'Rewards' tab:



**STEP 3:** Click on 'Reward Application Summary'



**STEP 4:** Click on 'Find a Reward, Scholarship or Prize': Student International Exchange Program.

**Applications for 2018 Session 1 are NOW OPEN.**

Your application is for the Southern Cross University session **1/2018**, however this may change depending on where you will be studying.

**American Partners work in semesters - Fall and Spring**

*Spring* semester commences mid-January 2018 and ends mid-May 2018

*Fall* semester commences late August and ends late December 2018

**European Partners work in semesters - 1 and 2**

*Semester 2* commences mid-January and ends late May 2018

*Semester 1* commences mid-September and ends late December 2018

**Asian Partners work in semesters - Fall and Spring**

*Spring* semester commences mid-March and ends mid-July 2017

*Fall* semester commences mid-September and ends mid-December 2017.

**Important! – Your application will not save correctly if you do not either upload supporting documents OR select 'yes' to submitting a physical copy.**

## STEP 5: Documentation

Five documents are required:

- **Two Academic References** – written by lecturers or tutors who have taught you. They must be submitted on Southern Cross University letterhead and recommend you are a suitable candidate for the exchange program. Three (3) paragraphs will suffice.
- **Evidence of Financial Support** – for students going on exchange to an American partner, it is a requirement to show sufficient financial support. This is also required to obtain a USA student visa. The amount fluctuates with the exchange rate and is currently AUD\$14,000. The OS-Help loan can be included in this amount. You can request a letter from SCU International if this is required.
- **Academic Transcript** - this can be the version you request from 'MyEnrolment'.
- **Host University Application for Admission as an Exchange Student** – this will be sent to you from SCU International. Please select **'YES - I will submit a physical copy of this document in person'**. This is required at a later stage.
- **Reason for fail grade(s)** – if applicable. This does not exclude you from the international exchange program, however you will need to meet with the international student advisor to discuss your supporting document.

If you do not have the required documentation at the time of application, select **'YES I will submit a physical copy of this document in person'** and upload the document at a later stage. Instructions to modify your application are on page 6 of this guide. Alternatively scan it to [exchange@scu.edu.au](mailto:exchange@scu.edu.au) subject line: **Supporting documents for exchange application – SCU Id#** or submit in person to SCU International on your campus.

**STEP 6: You must complete 36 application questions. Mandatory questions must be answered before you can save your application.**

## Application Questions

Number	Question	Mandatory
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### **The Credit Transfer Agreement (CTA)**

This is **the most** important document (eform) for exchange. This is the 'contract' that documents and records approval for the units you are allowed to study whilst on exchange and where on your study plan these units fit in to your Southern Cross degree.

It is **YOUR** responsibility to research the units on offer at your preferred partner institution.

SCU international will point you in the right direction.

Student Advice Team (Client Services) will process this part of your application and forward to your course coordinator for approval.

**This online EForm can be accessed through MyEnrolment – instructions on how to complete this EForm are on page 8.**

Until your CTA is finalised, Application Question number 1 (mandatory question) can be answered as 'In Progress'

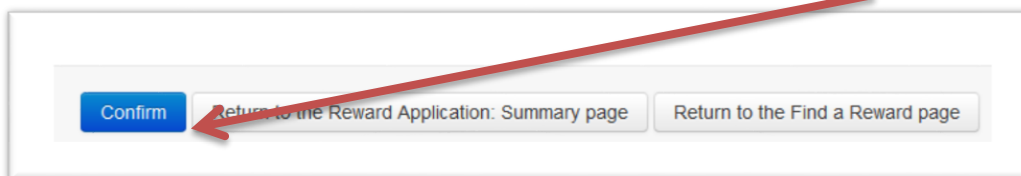
Student Advice Team (Client Services) contact details:

- Gold Coast students - [gcsharedservices@scu.edu.au](mailto:gcsharedservices@scu.edu.au)
- Coffs Harbour students - [chsharedservices@scu.edu.au](mailto:chsharedservices@scu.edu.au)
- Lismore and Online students - [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au)

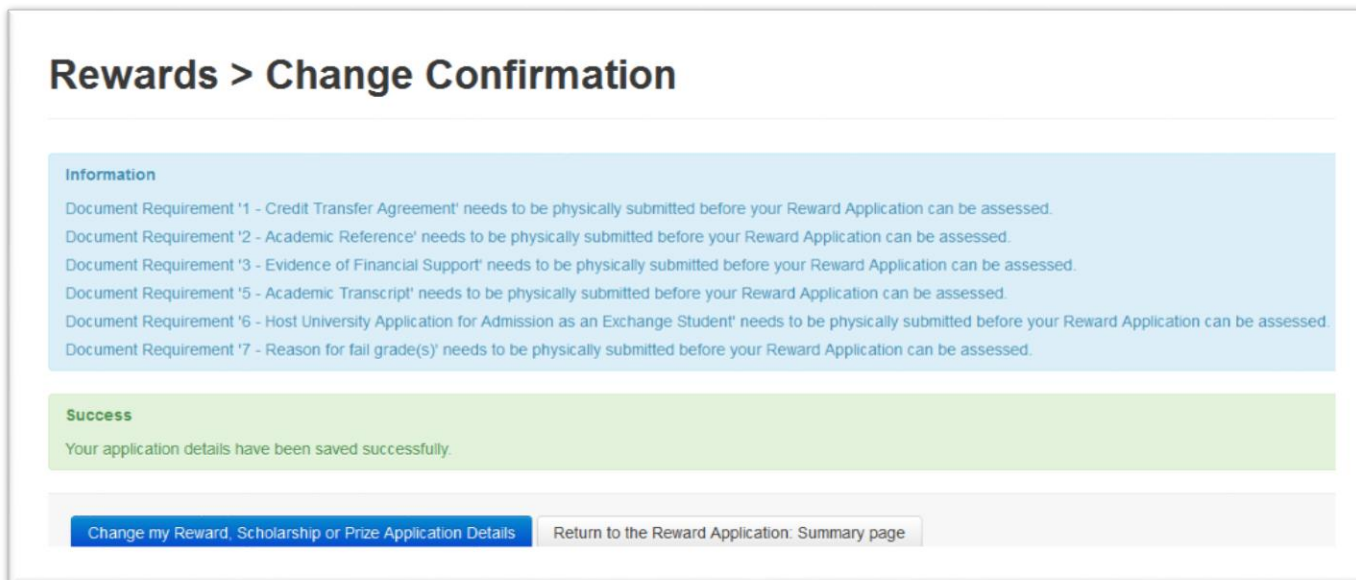
PO Box 157 Lismore NSW 2480 Australia | T: +61 2 6620 3876 | F: +61 2 6620 3227 | E: [exchange@scu.edu.au](mailto:exchange@scu.edu.au) | W: [wwwscu.edu.au/exchange](http://wwwscu.edu.au/exchange)  
CRICOS Provider: 01241G

**It is VERY important you complete question 10 or you will not appear on our list of applicants.**

**STEP 7: When you have answered all the questions select 'Confirm':**

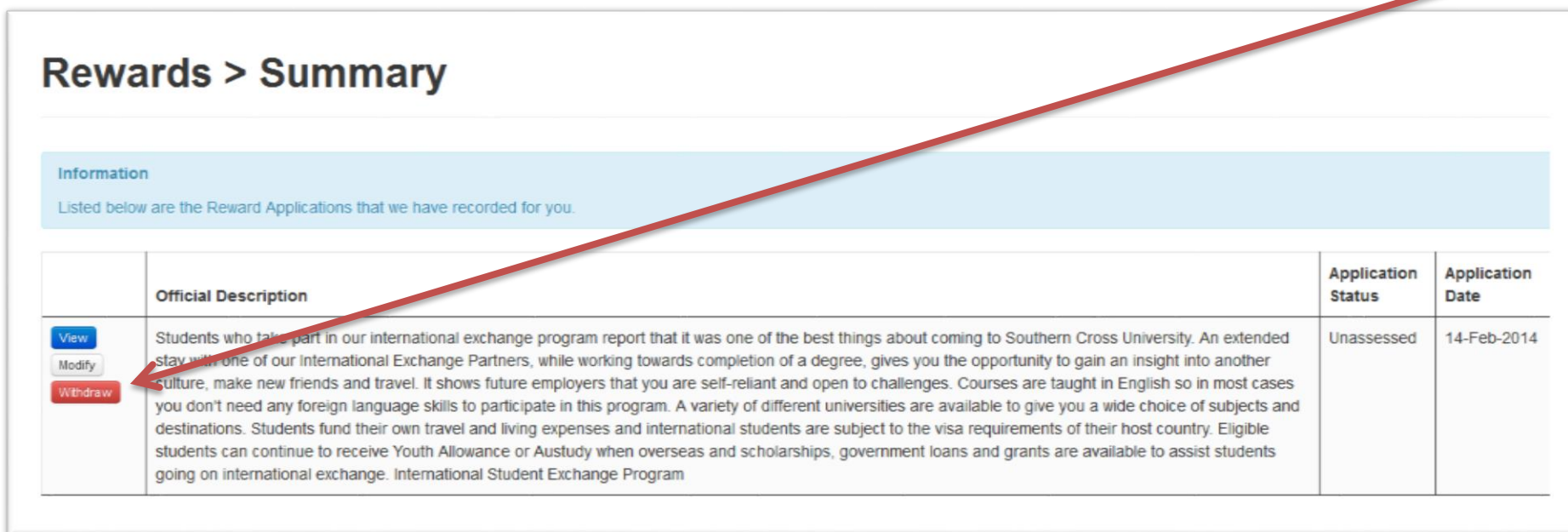


You should get a confirmation page similar to this (depending on how much documentation you uploaded):



If you have any questions or difficulties with the application, contact the team at SCU International (Lismore) [exchange@scu.edu.au](mailto:exchange@scu.edu.au), however we cannot assess your application until all the supporting documentation has been submitted.

To access your application after you have initially submitted it, log back into 'My enrolment', select the 'rewards' tab and then select 'modify':



## Rewards > Summary

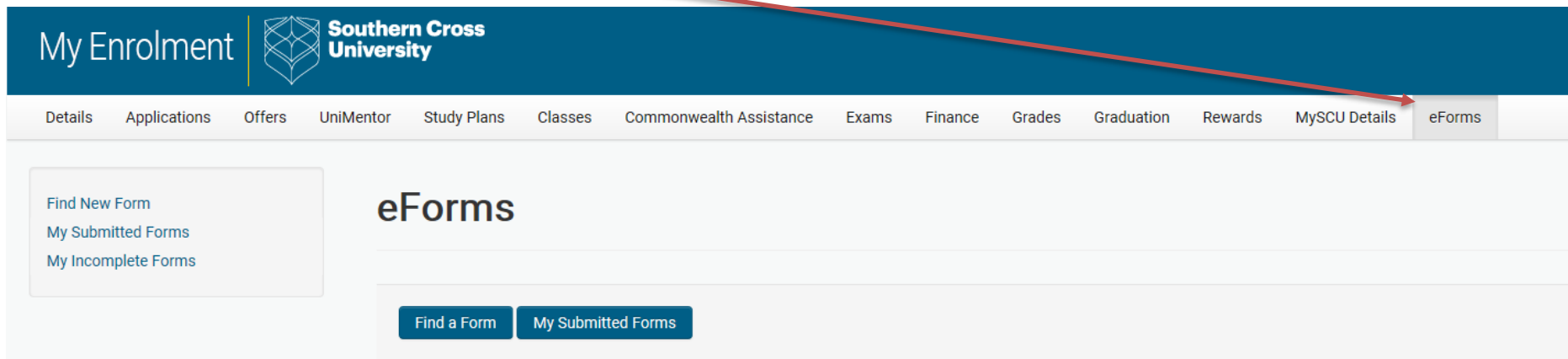
**Information**  
Listed below are the Reward Applications that we have recorded for you.

	Official Description	Application Status	Application Date
<a href="#">View</a> <a href="#">Modify</a> <a href="#">Withdraw</a>	<p>Students who take part in our international exchange program report that it was one of the best things about coming to Southern Cross University. An extended stay with one of our International Exchange Partners, while working towards completion of a degree, gives you the opportunity to gain an insight into another culture, make new friends and travel. It shows future employers that you are self-reliant and open to challenges. Courses are taught in English so in most cases you don't need any foreign language skills to participate in this program. A variety of different universities are available to give you a wide choice of subjects and destinations. Students fund their own travel and living expenses and international students are subject to the visa requirements of their host country. Eligible students can continue to receive Youth Allowance or Austudy when overseas and scholarships, government loans and grants are available to assist students going on international exchange. International Student Exchange Program</p>	Unassessed	14-Feb-2014

On the 'Reward Application Summary' page you can also view the status of your application. It will remain at 'Unassessed' or 'Incomplete' until you have submitted all the required supporting documents. Once assessed, you will see a status of 'Verified'

## eForms

eforms are found here, in MyEnrolment



The screenshot shows the MyEnrolment interface. At the top, there is a dark blue header with the 'My Enrolment' logo and the Southern Cross University logo. Below the header is a navigation menu with various options: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. The 'eForms' tab is highlighted. Below the navigation menu, there is a section titled 'eForms' with a sidebar on the left containing links for 'Find New Form', 'My Submitted Forms', and 'My Incomplete Forms'. At the bottom of the 'eForms' section, there are two buttons: 'Find a Form' and 'My Submitted Forms'.

1. Find a form
2. Search Course Credit Transfer Form
3. Enter E Form

To make changes to your CTA, log into MyEnrolment and select My Submitted Forms

## Course Credit Transfer Form Instructions

International Exchange Applications require applicants to complete this form. Completion of this form should only be attempted after you have done significant research with your Client Services Officer at your relevant campus and the International Office.

This eform is **only part** of the application for international exchange. A completed Student International Exchange Program application is also required.

Use this form to nominate units that you want to study at your host university overseas. Propose units that your research has lead you to believe are equivalent to units that you are required to study in your Southern Cross University course.

Your proposal will be reviewed by Southern Cross and if approved will form an agreement between you, your host university and Southern Cross University .

Most of your personal details will pre populate; see below

Student: \* **SCU ID# and full name**

Course Name: \* **This is your current Southern Cross degree**

Location: \* **Campus you are currently enrolled**

Session: \* **Which Southern Cross session are you wanting to go on exchange in? Session 1 or 2**

I have met with: \* **Tick all appropriate boxes**

- ✓ No SCU Staff Members
- ✓ International Office
- ✓ A Client Services Officer (Southern Cross staff member at campus administration)
- ✓ My Course Coordinator

Select the rewards application \* **If you have completed the online Exchange application a list of dates will be listed below;**

- Exchange Application Submitted on: DD/MM/YY
- Not yet submitted

### Requested Units (Mandatory)

Unit	SCU Unit	Type of Task	Host Unit	Host Unit Name

[Add Row](#)



Requested Units (Mandatory) ✕

**Requested Units (Mandatory)**  
Note: Students who have been approved for more than four units, can only study up to equivalent of four SCU units in one study period at the Host University.

Host University Unit Code

Host University Unit Name

Host University Unit Learning Level

Host University Credit Point Value

Paste a direct link to the host University's description of the unit.

Proposed Equivalent SCU Unit:

SCU Unit (use this if your unit was not found above):

SCU Level of Learning \*  
 ?

Although you will be studying a full time load, pre-approval of at least **6** units must be granted. This will ensure that in the event of units/classes/modules not being available for any reason, you have an approved back up.  
Up to 8 rows can be added.

Submit or Save