



UniSA Global Opportunities Student Checklist

APPLYING FOR A SEMESTER EXCHANGE

Once you've been accepted for entry into the exchange program and have been allocated to a host university, you're ready to start the application process. The Global Opportunities team are available to help throughout this process.

- Attend a compulsory Acceptance Workshop run by the Global Opportunities team
- Receive confirmation that you've been nominated into your host university (may come from the Global Opportunities team or it may come directly from the host)
- Submit your application for your exchange semester to your host university, including all relevant supporting documentation
- Complete a [Course Approval Form](#), have it signed by your Program Director, and submit it to the Global Opportunities team
- Once you've received your letter of acceptance, make sure the Global Opportunities Team receives a copy (via [email](#) is fine)

APPLYING FOR A SHORT TERM PROGRAM

Once you've been approved for participation in the program (and for short term exchange students, have been approved to apply for an exchange place with a partner university), you're ready to start the application process. The Global Opportunities team are available to help throughout this process.

- Check the application requirements for the host and prepare accordingly (this may mean financial statements, health checks, personal references, etc.)
- Short term exchange only* – Receive confirmation that you've been nominated to the host university (this may come from the Global Opportunities team, or it may come directly from the host)
- Submit your application to your host, including all relevant supporting documentation
- Once you've received your letter of acceptance, make sure the Global Opportunities Team receives a copy (via [email](#) is fine)

APPLYING FOR A STUDY TOUR

Study Tours are generally arranged by the Academic Unit directly. Each tour group may have a specific set of application and pre-departure tasks. Make sure you follow any and all instructions given to you by the tour leader.

PREPARING TO GO

Passport and Visa

- If you don't have a passport, head [here](#) to apply for one online immediately (for Australian citizens)
- Make sure your passport has at least six months validity **after** your planned date of return
- Apply for your visa (if applicable)
- Check visa requirements for any country you may be visiting or transiting through

UniSA Pre-Departure Tasks

- Complete UniSA's online Pre-Departure Modules (these will be sent to you as part of your Pre-Departure tasks)
- Attend the mandatory Pre-Departure workshop (Semester Exchange students only)
- Complete the [UniSA Business Travel Request](#) (BTR) form
- Download the Healix International Mobile App (Emergency Support Provider)

Travel Arrangements

- Confirm travel (and health) insurance for the duration of your anticipated travel
- Investigate travel arrangements. *Do not book your flights until you have your host acceptance and visa*
- Make arrangements for temporary accommodation once you arrive
- Plan how you will get from the airport to your accommodation & pre-book if needed

Documents to Take with You

- Acceptance letter from your host university (if applicable)
- A list of important contact numbers in Australia and your host country (saved in your phone and also hard copy if possible)
- The phone number of nearest the [Australian Embassy](#)
- Photocopies (and/or digital scans) of the ID and visa pages of your passport. Leave one copy of each at home and take one with you.
- Extra passport-sized photographs
- Copies of your airline tickets and itineraries
- Copies of your medical/vaccination documents (particularly if they were required for your visa application)
- Any prescriptions or support letters from your doctor
- Copies of all insurance policies - health, travel etc
- International Student ID Card

Packing Your Suitcase - Lightly!

- Check carry-on *and* check-in luggage restrictions with the airline
- Suitcase or large backpack and small daypack
- Medication, prescriptions, and first aid kit
- Toiletries and personal items
- Portable Charger
- [Travel adapter](#) (or two) and multi-outlet powerboard
- Camera and memory cards
- Climate-appropriate clothing, including one set of good clothes
- DO NOT agree to carry parcels for anyone

Money

- Prepare a [budget](#) for the duration of your time abroad
- Apply for ongoing Centrelink payments
- Notify your financial institution that you'll be overseas
- Arrange how you'll access your money
- Take a small amount of cash in local currency
- Apply for an [OS-HELP loan](#) (if eligible)

Health

- See a travel doctor for any vaccinations you may need at least two months before you leave
- Visit your doctor, dentist and optician for a check-up
- Confirm that your health insurance meets host requirements and covers any planned high-risk activities (e.g. scuba diving or skiing)
- Mental Health plan and/or strategies to cope (if relevant)

Tying up loose ends

- Arrange to store your belongings if needed, including your car
- If giving up a place in a rental, arrange for final inspections and return of bond
- Have your mail forwarded to someone you trust
- Notify gym/club that you'll be overseas and suspend membership fees
- Advise utilities providers – gas, phone, electricity – of the date you will be leaving
- If leaving employment, be sure that your final pay amount is going into an account you can access
- Deal with any outstanding Medicare claims or unpaid bills
- Return UniSA library books and materials and pay any moneys due

WHILE ABROAD

Communication with home

- Update your contact details in the 'my UniSA' student portal
- Organise your local phone data set-up
- Organise how you'll contact people back home
- Contact home as soon as you can and give your family and friends your new contact details
- Check your UniSA email and clear your inbox regularly while you're away
- Share your exchange experiences on Instagram and tag the UniSA Instagram [@unisaoverseas](https://www.instagram.com/unisaoverseas)

Staying safe

- Download the Healix International Mobile App
- Update your details in the Healix International Mobile App
- Save emergency contact numbers in your phone and always keep the UniSA (and your host) emergency contact details with you
- Immediately report any incidents to your host university's International Centre and any relevant local authorities. Follow this up by contacting the UniSA Global Opportunities Team as soon as you can
- Familiarise yourself with the security at your Host Institution or Mobility Experience Provider
- Consult with reliable people (i.e. friends or teachers) about the safety, what to look out for and regions/cities to avoid but don't forget to also do your own research and be aware at all times

Settling In & Support

- Alert the Global Opportunities team ASAP if your courses have changed or are no longer available as we will give you advice on the next steps
- Attend any orientation or welcome events and activities
- Join a club, society or language exchange to meet new people
- Establish a routine and incorporate healthy daily practices
- Keep your career in mind and take up any professional experiences that are presented

COMING HOME

Travel and Living

- Confirm your flight/s home and the airport check-in time
- Organise how you will get you and your luggage to the airport
- Re-check luggage and carry-on baggage requirements
- Check [Australian customs requirements](#), in case some of your souvenirs are not allowed back into Australia
- If your accommodation requires inspection before you leave, try to arrange it for a day or two before you leave
- Pay any rent and other bills
- Change your contact in [MyUniSA student portal](#) back to your Australian address! This is extremely important for both Insurance and Graduation purposes

Grades and Credit

- Let the Global Opportunities Team know if you intend to graduate soon after returning home
- Arrange for your academic transcript to be sent to the UniSA Global Opportunities Team. If it is sent directly to you, forward a copy to UniSA Global Opportunities Team.
- Complete your [UniSA Returned Student Report](#)
- Have your course recognised (either via credit or via a grade next to your enrolment). The Global Opportunities team will process this for you once all requirements are met