

Applying On-line for an Exchange Place

The University has introduced some new software to enable students to apply on-line for exchange places. When you want to apply it takes information from the student management system and pre-populates a lot of your details to make things easier, faster and more accurate for students and staff.

Note by completing this application, this does not mean you will be going to your first preference, it is only the first step in the process. Once approved by your faculty, in the following weeks and months you will be contacted by Melbourne Global Mobility about nominating you to an institution. You will be required to complete that institution's application which may include providing academic references, proof of funding, etc. Melbourne Global Mobility will provide guidance in this process. This is the second step in the process.

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Screen 1 – from the partner institution brochure page

The easiest way to apply is from the brochure page of the institution which you are interested in spending time at for a semester or year. Click on the “Apply Now” button.



ANNOUNCEMENTS

Applications for Exchange Beginning in Semester 1, 2015 are NOW LIVE

[View All](#)

Programs > > Brochure

Hide Tips
Programs : Brochure

? This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

List All Simple Search Advanced Search Featured Programs Map Search

University of Latvia

Riga, Latvia (Exchange Program)

Program Terms:	Sem 1 & Sem 2, Sem 2 & Sem 1, Semester 1, Semester 2	Apply Now	Print
Homepage:	Click to visit	Save This Share This	
Restrictions:	UoM applicants only		

Dates / Deadlines:

Term	Year	App Deadline	Faculty Approval Date	Start Date	End Date
Semester 1	2015	04/07/2014	01/12/2014	01/01/2015	30/06/2015
⚡ NOTE: Melbourne Semester 1 = Latvia Semester 2 (early February to late June)					
Sem 1 & Sem 2	2015	04/07/2014	01/12/2014	TBA	TBA
⚡ NOTE: Melbourne Semester 1 & 2 = Latvia Semester 2 & 1 (early February to late January)					

Fact Sheet:

<p>? Program Type: Exchange</p> <p>? Level: Graduate, Undergraduate</p> <p>? Sem 1, 2015: 5</p> <p>Anticipated Places:</p>	<p>? Agreement Type: General</p> <p>? Language of Instruction: English (limited classes in some areas), Lettish</p>
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Screen 2

The system tells you that you are about to lodge an application and asks you if you do intend to that. If you confirm that, it will take you to the log-in page.

Log in using your normal university log in details.

[Home](#) | [Programs](#) | [Deadlines](#) | [Login](#)

Security > > Login (existing user)

Security : Login (existing user) Hide Tips

 To login, please enter your username and password in the form provided below.



ANNOUNCEMENTS

← →

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Please log in:

Username:	<input type="text"/>	<input type="button" value="New User Registration"/>
Password:	<input type="password"/>	
<input type="button" value="Login"/> Forgot your password?		<p>New Administrative User:</p> <p>If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:</p> <p>Recommender Reviewer Staff</p>

UoM Applicants, use Secure Login.

Browser Requirements:

- You must have JavaScript enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.

Screen 3

It will then ask you to confirm for how long you want to go on exchange, in this case for one semester beginning in semester 1, or two semesters.

Applicant [Home](#) | [Programs](#) | [Deadlines](#)

[Logout](#) | [Applicant Home](#) | User: Melody Moonlight

Your Home Page > > Available Program Terms

Your Home Page : Available Program Terms Hide Tips

 Please select a term for which you intend to apply from the following list. By clicking Apply, you will create an application for the requested term. This is the first step in the application process. The page that follows will provide instructions on how to complete your application.

Available Terms

- Semester 1, 2015
- Sem 1 & Sem 2, 2015

Screen 4

This is the actual application form for your first preference, in this case, the University of Latvia. The details are listed on the screen for you to check.

Program Application Page (Pre-Decision)

Hide Tips

 This page shows current and required elements of your application. Unless otherwise indicated, all 'Received' boxes on the right-hand side of the page must be ticked for your application to be considered complete.

Melody Harmony Moonlight

Program:	University of Latvia
Term/Year:	Semester 1, 2015
Deadline:	04/07/2014
Dates:	01/01/2015 - 30/06/2015

NOTE: Melbourne Semester 1 = Latvia Semester 2 (early February to late June)

Announcements

Applications for Exchange Beginning in Semester 1, 2015 are NOW LIVE

New exchange partner: Bogazici University, Turkey

The University of Melbourne has reached an agreement with Bogazici University in Istanbul, Turkey, to begin exchanging students from semester 1, 2015. For more information look at the partner list.

[View All Announcements](#)

Application Instructions

This application will be complete when all the boxes next to each section are ticked, including submission of your reference by your referee. Once each section has been submitted, you will be sent an email confirming that the application is complete.

Application

Click the following section headings to view and complete. You may begin a section and save it for later completion, but note that you must click 'Submit' in order for it to be logged as complete and ready for review.

Title	Received
1. Attended a myWorld First Step Session	<input type="checkbox"/>
2. My other exchange destination preferences	<input type="checkbox"/>
3. Other languages I speak	<input type="checkbox"/>
4. My disability or chronic illness	<input type="checkbox"/>
5. My exchange essay	<input type="checkbox"/>
6. Financial Plan	<input type="checkbox"/>
7. My Study Plan and credit I hope to receive from my studies	<input type="checkbox"/>
8. The details page of my passport	<input type="checkbox"/>
9. Contacting me	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
Exchange Student Declaration	<input type="checkbox"/>

Name of the institution, semester you want to go there and when the application is due

Each of the questions you must complete are listed on the screen. When you have completed them and submitted that section, they will have a tick in the box next to them. Your application will not be considered complete until ticks appear in each box. Once you have submitted a section, you can't go back and make changes to that section.

Questions

Program Application Page (Pre-Decision) Hide Tips

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Melody Harmony Moonlight	
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5. My exchange essay	<input type="checkbox"/>
6. Financial Plan	<input type="checkbox"/>
7. My Study Plan and credit I hope to receive from my studies	<input type="checkbox"/>
8. The details page of my passport	<input type="checkbox"/>
9. Contacting me	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
Exchange Student Declaration	<input type="checkbox"/>

Your signature document agreeing to the terms and conditions.

Screen 5 – Attended a myWorld First Step Session

List here the date on which you attended a myWorld First Step Session. When you are certain of the detail, press the “Submit section” button at the bottom of the screen to mark that question as complete on your application.

[Logout](#) | [Applicant Home](#) | User: Melody Moonlight

[Your Home Page](#) > [Applications](#) > [Application](#) > [Application Questionnaire Form](#)

Application Questionnaire Form

Hide Tips



Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time.

1. Attended a myWorld First Step Session

Applicant Name:	Melody Harmony Moonlight
Program:	University of Latvia in Riga, Latvia
Term of Study:	Semester 1, 2015

WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

1. Attended a myWorld First Step Session:

(*) Indicates the question is required.

1. First Step Session Attendance (*)

It is compulsory to attend a myWorld First Step session. Select the date on which you attended the session.

(Format: dd/mm/yyyy)

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.

< Cancel -

- Save -

- Submit section >

Once you have submitted a section, you can't go back in and make changes. A tick will now appear next to this section on your application home page.

Screen 6 – My exchange destination preferences

This question asks about your exchange destination preferences. Question one asks you to confirm your first preference, in this case the University of Latvia. Please ensure you are listing the same university in this question for which you have submitted the application. The other two can be any destination for which you meet the requirements of that destination. Questions two, four and six are seeking further information about your preferences where you list partners with multiple campuses so we know which campus you prefer.

2. My exchange destination preferences:

Instructions:
List the three exchange destinations for which you would like to be considered for exchange in order of preference.

(*) Indicates the question is required.

1. Exchange Preference 1 (*)
Select the name of the exchange destination for which you are applying with this application.

University of Latvia

2. Further clarification for Preference 1
If you chose one of the following exchange partners, list the specific member university for GE3 or campus for the others that you want to attend:
- Global E3 Engineering
- Institute of Political Science (Sciences Po), Paris (EP)
- University of British Columbia or
- University of California
If you did not choose one of these partners, you may leave this blank.

4000 characters left

3. Exchange Preference 2 (*)
Select the name of the second exchange destination you would like to attend if a place at your first preference is not possible.

Institute of Political Science (Sciences Po), Paris (EP)

4. Further clarification for Preference 2
If you chose one of the following exchange partners, list the specific member university for GE3 or campus for the others that you want to attend:
- Global E3 Engineering
- Institute of Political Science (Sciences Po), Paris (EP)
- University of British Columbia or
- University of California
If you did not choose one of these partners, you may leave this blank.

Institute of Political Science (Sciences Po), Paris (EP) - Nancy

3935 characters left

5. Exchange Preference 3 (*)
Select the name of the third exchange destination you would like to attend if a place at your first or second preference is not possible.

University of British Columbia

6. Further clarification for Preference 3
If you chose one of the following exchange partners, list the specific member university for GE3 or campus for the others that you want to attend:
- Global E3 Engineering
- Institute of Political Science (Sciences Po), Paris (EP)
- University of British Columbia or
- University of California
If you did not choose one of these partners, you may leave this blank.

University of British Columbia - Okanagan

3959 characters left

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.

Screen 7 – Other languages I speak

This is for us to get an idea if you speak the local language well enough to study in it or whether you must have subjects in English.

3. Other languages I speak:

(*) Indicates the question is required.

1. Native language (*)

What is your native language?

2. Other Languages (*)

What other languages do you speak and what is your level of proficiency (basic, medium, fluent)? If you speak no other languages, simply write 'None'.

3985 characters left

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.**

< Cancel - > Save - > Submit section >

Screen 8 – My disability or chronic illness

This is to find out if you might need assistance in preparing for your exchange because of a disability or chronic illness you have experienced in the past. It is intended only so we can help you be better prepared.

If you respond 'no', it will move you back to the list of questions in the application.

4. My disability or chronic illness

Applicant Name:	Melody Harmony Moonlight
Program:	University of Latvia in Riga, Latvia
Term of Study:	Semester 1, 2015

Do you have any chronic illnesses or disabilities, or do you suffer from anxiety or depression?

Yes No

If you respond 'yes' then a screen of further questions arises.

Screen 9 - My disability or chronic illness cont'd

4. My disability or chronic illness:

Instructions:

Our aim in asking these questions is not to prevent you from going but to smooth the way for your exchange.

(*) Indicates the question is required.

1. Illnesses/disabilities/depression (*)

As you indicated that you suffer from a chronic illness or disability, or you suffer from anxiety or depression, are you registered with the Disability Liaison Unit (DLU)?

Yes

2. Tell the partner (*)

Do you think we need to tell the partner institution about your condition so that you can get help should you need it during your exchange? If yes, someone from MGM will contact you to discuss this further.

Yes

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.**

Screen 10 – My exchange essay

Here you need to explain why you want to go on exchange, what you hope to get out of it and why you have chosen the destinations you have. Some partner institutions ask for this also so this can be a good first draft. You can create your essay as a word document and copy and paste the text into the box below.

5. My exchange essay:

(*) Indicates the question is required.

1. Exchange Essay (*)

Your exchange essay should be no more than 600-700 words long and outline your reasons for applying for exchange, such as:
Why you want to go on exchange;
What you hope to gain from the experience; and
Why you want to go to the destination you have chosen.

Font Size Format

B *I* U abc x₂ x² ← → [List Icons] [Color Icons]

|

body

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.**

Screen 11 – Financial Plan

This screen has a series of questions designed to make you think about where you will be getting your funds and how you think you will spend them while on exchange.

The first half of the questions ask you to indicate from where you will get your funds.

6. Financial Plan:

Instructions:

Developing a financial plan is an essential step in preparing for an exchange. A suggested minimum is \$13,000 for one semester and \$19,000 for one year, but this varies according to your destination. Scholarships are available, but do not rely on anticipated scholarships when budgeting.

Do not underestimate the cost of living abroad. You can borrow funds from Student Financial Aid if necessary. No additional funds are available from the University of Melbourne should your own funds run out before your return.

(*) Indicates the question is required.

1. Estimated Available Funds (*)

List your current savings

(numeric data only: 0-9 and decimal point)

2. Future Savings (*)

Amount you will save between now and when you leave

(numeric data only: 0-9 and decimal point)

3. Family/other contribution (*)

Amount contributed by family or others

(numeric data only: 0-9 and decimal point)

4. Youth Allowance (*)

Youth Allowance you will receive during your exchange

(numeric data only: 0-9 and decimal point)

5. Other Funding (*)

Any other source of funding, list the amount and the source of the funding.

4000 characters left

6. Total Estimated Income (*)

Total your estimated income from all sources and list here.

(numeric data only: 0-9 and decimal point)

The second half asks what you think will be the cost of your exchange, what the difference is and how you will make up that difference if the expenses are greater than the income you have.

7. Estimated Expenses (*)
You need to research potential expenses and living costs at the partner institution and give an estimate below. Research sources for your financial plan include: <ul style="list-style-type: none">- Partner institution websites (see the brochure pages here)- Websites for cost of living in the city or country- Returned exchange students- Students studying at Melbourne from partner institutions
These are estimates only but you should try to be a realistic as possible. Remember you can save and return to these questions later when you have more information.
Airfare
<input type="text"/> (numeric data only: 0-9 and decimal point)
8. Visa (*)
Visa
<input type="text"/> (numeric data only: 0-9 and decimal point)
9. Travel and Medical Insurance (*)
Travel and medical insurance
<input type="text"/> (numeric data only: 0-9 and decimal point)
10. Accommodation (*)
Accommodation
<input type="text"/> (numeric data only: 0-9 and decimal point)
11. Living Expenses (*)
Living costs (food, bills, transport, etc)
<input type="text"/> (numeric data only: 0-9 and decimal point)
12. Spending Money (*)
Spending money
<input type="text"/> (numeric data only: 0-9 and decimal point)
13. Total Estimated Expenses (*)
Total Estimated Expenses
<input type="text"/> (numeric data only: 0-9 and decimal point)
14. Difference (*)
Do your estimated expenses exceed estimated available funds? If yes, how will you make up the difference?
<input type="text"/>
4000 characters left
You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.
<input type="button" value=" < Cancel -"/> <input type="button" value=" - Save -"/> <input type="button" value=" - Submit section >"/>

Note that while we do not require you to prove the figures you list some partner institutions and host country governments do ask you to provide evidence of having sufficient funds to support yourself financially while on exchange. You will be notified about any specific host institution requirements when you are nominated.

Screen 12 – My Study Plan and credit I hope to receive from my studies

This series of question is to enable your student centre to get an idea of what you credit you hope to receive from your studies on exchange. It is an indication only. You must also tell us when you submitted your study plan to your student centre or if you haven't, why you haven't done so.

Please note that your application is not considered complete without a study plan submitted to your student centre. For more information on how to put together a study plan and to download a blank study plan, please visit the following link:

<http://www.mobility.unimelb.edu.au/outbound/exchange/application-process.html#plan>

7. My Study Plan and credit I hope to receive from my studies:

Instructions:
You can download a study plan form from the MGM website by copying and pasting this url into your browser address bar: http://www.mobility.unimelb.edu.au/outbound/resources/mgm_study_plan.pdf

(*) Indicates the question is required.

1. Credit Load (*)
What credit would you ideally like to receive from your studies on exchange? For example: 37.5 points of Science and 12.5 points Arts breadth. Your response to this is indicative only and can be changed at a later date.

Arts 12.5, Dip Lang 25 & Business breadth 12.5

2. Study Plan Submission (*)
Have you submitted your completed study plan to your faculty advisor for approval? If 'yes', on what date did you do that? If 'no', you must do so before the application deadline or explain to the faculty advisor, and in this space, why you cannot.

Yes, I submitted it with two supporting emails attached on Friday 9 May to the Faculty of Arts.

3905 characters left

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. Please note that your application question is not considered complete and cannot be reviewed until you click the **'Submit'** button.

< Cancel - - Save - - Submit section >

Screen 13 – The details page of my passport

Scan the details page of your passport and upload it into this screen.

8. The details page of my passport:

(*) Indicates the question is required.

1. Passport Details Page (*)

Upload a copy of the details page of the passport. If you have more than one citizenship, please include the details page of the passport you have for each citizenship and indicate on which passport you intend to travel for your exchange. If you require a student visa because you are not a citizen of your exchange host country, the expiry date of your passport MUST be later than six months after the end of your proposed exchange. For example if you plan to go on exchange in semester 2, 2015 for a semester and the exchange will end on 23 December 2015 then your passport must not expire before 23 June 2016, six months later. If it does, you must renew your passport as soon as possible. If you are doing so at the time of submitting this application, please make a note of that here and submit the copy of the details page when the new passport arrives.

To upload the scanned details page, click on the folder icon (called the "Document Center") in the toolbar below. You should get a pop-up menu allowing you to select a file from your computer's hard drive. The file can be no more than 10 MB or 10,000 KB in size.

Font Size Format

B *I* U abc x_2 x^2

[Details page of my passport.docx](#)

body a

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.**

Screen 14 – Contacting me

The last question asks for permission to pass on your details to other students going on exchange at the same time as you or in the future wanting to hear from you about your experience. Just as you can contact students now who have given their permission in the past to ask them for details, ideas, impressions, etc, this will enable future students to benefit from your experience.

9. Contacting me:

(*) Indicates the question is required.

1. Contact Details Permission (*)

Do you authorise University of Melbourne staff to supply your name and email details to other students associated with or interested in the mobility program?

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application question is not considered complete and cannot be reviewed until you click the 'Submit' button.**

Screen 15 – Exchange Student Declaration

This is the last section of the application. It requires you to read the privacy statement and confirm to the student declaration.

Exchange Student Declaration
Semester 1, 2015

Print Close

Privacy Statement
Information collected in this application is for the purposes of selecting participants for student exchange by Melbourne Global Mobility and the awarding of Melbourne Global Mobility funding in conjunction with Melbourne Scholarships. Except as required or authorised by law, this information will be for Melbourne Global Mobility (tel: 03 8344 7452) and Melbourne Scholarships (tel: 03 8344 8747) use only and will be protected against unauthorised access and use. In some cases it may be necessary to forward details such as your name, date of birth, citizenship, email address and intended area(s) of study to a partner institution as part of the nomination process. If this is not done, you may not get the full benefit of the Melbourne Global Mobility program.
The University has a Privacy Officer whose website is at www.unimelb.edu.au/unisec/privacy/. It contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime. If you have an enquiry about how the University deals with personal information or wish to access any personal information the University holds about you, please contact the University's Privacy Officer (email: privacy-officer@unimelb.edu.au).

Student Declaration
I declare that the information presented in this application and the accompanying documentation is true and complete. I acknowledge that the University of Melbourne may terminate my application or nomination for the Melbourne Global Mobility Exchange Program or Melbourne Global Scholarship if I have misrepresented my past and/or present circumstances. I authorise staff of the University to make relevant enquiries to verify my application and, should I be approved to go on exchange, to provide the necessary information to partner institutions for the purpose of arranging my exchange

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name: Melody Harmony Moonlight
Date: 09/05/2014

CLICK HERE TO SIGN DIGITALLY

When you click to sign digitally, a further screen pops up asking you to confirm that you understand what you are doing is the same as signing by hand.

Electronic Signature

? I understand that I am signing a legal document. By clicking "Accept", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

Accept Cancel

Screen 16 –Application Completed

With ticks in all the boxes down the right hand side of the page, this application is now complete. In the following couple of hours the student will receive an email acknowledging that it is finished.

If after this stage you discover you have missed something or made an error, you can contact MGM and ask to change that section of the application.

Logout | Applicant Home | User: Melody Moonlight

Your Home Page > > Applications > > Application > > Program Application Page (Pre-Decision)

Program Application Page (Pre-Decision)
Hide Tips

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Melody Harmony Moonlight

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Announcements

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