



THE UNIVERSITY OF
MELBOURNE

MELBOURNE GLOBAL MOBILITY EXCHANGE APPLICATION FORM

- Please read the accompanying Melbourne Global Mobility brochure before completing this form.
- Submit this application form and supporting documentation to your Faculty.
- Due dates:
 - For travel in semester 1, 2010: **Monday, 29 June 2009** (California - Friday, 19 June, 2009)
 - For travel in semester 2, 2010 - **Monday, 7 December 2009** (California - Friday, 27 November, 2009)
- See note on page 10 of brochure
- There is one round of Melbourne Global Mobility Exchange selection per semester. Exchange applicants are automatically considered for a Melbourne Global Scholarship. There is no need to complete a separate Melbourne Global Scholarship application form.
- Students in receipt of AusAID funding are ineligible to apply for Melbourne Global Mobility Exchange.

SECTION A – Applicant to Complete

Student Number: _____ Title: Mr Ms Miss Mrs Other _____

Family name: _____

Given name(s): _____

Male Female _____ Date of birth: Day _____ Month _____ Year _____

Citizenship: _____

Native Language: _____

What other languages do you speak? _____

Proficiency? _____

Attach one recent passport photograph of yourself. Write your name and student ID number on the back.

Enrolment Details

Are you enrolled in a single or combined degree? Single Degree Combined Degree _____

Please list the degree(s): _____

What is the length of your present course? _____ How many years have you completed to date? _____

Expected completion date of your course? Month _____ Year _____

To what year level will your exchange studies be credited? _____

If you are enrolling in a combined degree are you applying for this exchange through more than one discipline area? Yes No If yes, please list the disciplines in which you are seeking credit for your exchange studies and indicate the proportion of credit you anticipate receiving for each discipline area.

_____ %

_____ %

List the main study area(s) in which you hope to get credit while on exchange: _____

Intended Exchange Period

Commencement of exchange in the University of Melbourne academic period: Semester 1, 2010 Semester 2, 2010

Length of Exchange: Single semester only Full year (two consecutive semesters)

Exchange Destination Preferences

List your first three Exchange destinations (institution & country) in order of preference.

First preference

Institution: _____ Country: _____

Second preference

Institution: _____ Country: _____

Third preference

Institution: _____ Country: _____

Address Details

University of Melbourne email address:

Note: This is our primary means of contacting you about your exchange. If you have not activated your email account, you must do so at: <https://accounts.unimelb.edu.au/manage/login/student>. If these arrangements will not work in your case, for example you are an Architecture student on your year out, contact us immediately to discuss a possible alternative arrangement.

Permanent Home Address

Number and Street Name:

Suburb:

State:

Country:

Postcode:

Telephone number:

Mobile Number:

Term Address As above

Number and Street Name:

Suburb:

State:

Country:

Postcode:

Telephone number:

Mobile Number:

Do you intend to travel before the designated Exchange period? Yes No

List travel dates if known: From: Day Month Year To: Day Month Year

Emergency contact within Australia

Name:

Relationship to you:

Number and Street Name:

Suburb:

State, Country:

Postcode:

Telephone number:

Mobile Number:

Email:

What are your reasons for choosing your first destination? Tick as many as applicable

- Location
 Courses on offer
 Family/Friends there
 Visited before
 Discipline specific agreement
 Reputation of institution
 Language
 Advice of academic staff
 Advice from returned exchange students
 Other (please specify)

Source of Information

How did you find out about the Melbourne Global Mobility Exchange Program? Tick as many as applicable.

- Brochure
 Information Sessions
 Student Centre
 Exchange website
 Open Day
 Returned exchange students
 Exchange Fair
 Other (please specify)

Scholarship Information

Are you a Kwong Lee Dow Young Scholar? Yes No

Students wishing to be considered for a School of Languages Scholarship should obtain a separate application form from the School of Languages office (5th floor, Arts Centre).

Are you applying for a School of Languages Scholarship for this exchange? Yes No

Are you applying for any financial award(s) which is not listed on page 7 of the brochure? If so please specify:

Have you ever received a Melbourne Abroad Scholarship or Melbourne Global Scholarship? Yes NoHave you ever received a School of Languages Scholarship? Yes No

If Yes, Year of Scholarship: Amount: \$

Financial Plan

Developing a financial plan is an essential step in preparing for an exchange. You need to research potential expenses and living costs and give an estimate below. 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. No additional funds are available from the University of Melbourne should your own funds run out before your return.

Research sources for your financial plan include:

- partner institution handbooks
- returned exchange students
- the Resource Room at Melbourne Global Mobility in the Old Geology Building
- partner institution websites
- students studying at Melbourne from partner institutions

Estimated Available Funds in Australian Dollars

Savings to date	\$
Est. Savings prior to departure	\$
Family/Other contribution	\$
Youth Allowance during exchange	\$
Other	\$
Total Estimated Available Funds	\$
If Other, state your funding source	

Estimated Expenses in Australian Dollars

Airfare	\$
Visa	\$
Travel & medical insurance	\$
Accommodation	\$
Transport	\$
Living costs (food, bills etc)	\$
Spending money	\$
Other	\$
Total Estimated Expenses	\$
If Other, define expense	

If your estimated expenses exceed estimated available funds, how will you make up the difference?

Note: Some partner institutions or consular officials require proof of finances before you can obtain a student visa.

Submitting Your Application

- Prepare/collect supporting documentation. See page 11 of the brochure for more detail.
 - Exchange Essay attached
 - Passport Photo attached
 - Résumé attached
 - Study Plan attached
 - Academic Reference done
 - Certified copy of details page of your passport attached
 - Photocopy of application kept for your own records
- Write your name and student ID number on all separate pages submitted (do not staple, bind or use folders for the documents).
- Place all documents, except the Academic References, inside this Application Form and submit the completed and signed application to your Faculty/Student Centre by the relevant due date listed on the front of this form.

Privacy Statement

Information collected in this application is for the purposes of selecting participants for student exchange and the awarding of Melbourne Global Mobility scholarships. Except as required by law, this information will be for University use only. 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.

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 your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.

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.

Permission to distribute your contact details

- I give authority for the Melbourne Global Mobility staff to supply my name and email details to other students associated with or interested in the Melbourne Global Mobility Program.

Predeparture session

- I acknowledge I must attend a predeparture session in person before I leave for my exchange.

Signature

Day

Month

Year

SECTION B – Student Centre to Complete

Faculty/Student Centre: _____

Approves Approves with conditions (List conditions below) Does not approve (List reasons below)
the application of (student name and number) _____

for a single semester/ full year.

As at end of _____ (semester & year), the above student has completed _____ points

of a _____ point degree and has _____ points left in her/his degree.

Weighted average (*applications will not be accepted if this is not completed*)

If credit sought for single degree, average for that degree is _____

If credit sought for more than one degree, overall average is _____

Comments or Conditions of Approval:

If this is a graduate application have you consulted your Student Centre graduate office about it before approval? Yes

Have you checked and signed the study plan? Yes No If no, why not? _____

This application has been assessed on the basis of the applicant’s academic performance, general suitability and Academic Reference recommendation. Final approval of this application is subject to a satisfactory Study Plan.

Signed: _____ **Name:** _____

Position: _____ **Date:** Day _____ Month _____ Year _____

Combined degree applicants who intend to undertake subjects towards both degrees must also have the second Student Centre’s approval. Please forward the application to the second Student Centre as soon as possible.

Faculty/Student Centre: _____

Approves Approves with conditions (List conditions below) Does not approve (List reasons below)
the application of (student name and number) _____

for a single semester/ full year.

As at end of _____ (semester & year), the above student has completed _____ points

of a _____ point degree and has _____ points left in her/his degree.

Weighted average (*applications will not be accepted if this is not completed*)

If credit sought for single degree, average for that degree is _____

If credit sought for more than one degree, overall average is _____

Comments or Conditions of Approval:

If this is a graduate application have you consulted your Student Centre graduate office about it before approval? Yes

Have you checked and signed the study plan? Yes No If no, why not? _____

This application has been assessed on the basis of the applicant’s academic performance, general suitability and Academic Reference recommendation. Final approval of this application is subject to a satisfactory Study Plan.

Signed: _____ **Name:** _____

Position: _____ **Date:** Day _____ Month _____ Year _____