

From: [DVA GEO ExchangeUK](#)
To: [Nancy Somers](#)
Subject: RE: 2017-18 Exchange Cycle - Fact Sheets
Date: November 2, 2016 9:19:01 PM
Attachments: [UNSW Fact Sheet 2017.pdf](#)

Dear Nancy,

Thank you for your email and greetings from UNSW!

I have attached our most up to date fact sheet, with information for your students applying to study with us in 2017. I have also included below some important information for you (my apologies if my predecessor has sent this information to you previously).

Application procedures

Our application for Session 1, 2017 is now open. We recommend students apply by 30 November so we can process their acceptance material early; however we have rolling admissions and encourage students to submit their applications as soon as they are nominated by your office. We have listed our GPA and English language requirements on the fact sheet to help with your advising.

Application steps

Step 1- Nominate your students online

To nominate your students please log onto our application
<https://unsw.openacademies.com/interfaces/exchange-partners/>

Please enter the students' full name exactly as shown in their passport. We will use this information for all visa documentation so the validity of this information is very important.

If you do not have your logon and password details to our online system please let me know and I will resend it to you. Once nomination has been completed, an email will then be sent to your students with information on how to submit their application.

Step 2 – Students complete their application online

We ask students to upload the following supporting documents online and request that they bring original or certified copies with them to Australia:

1. The most recent academic transcript (with English translation if applicable). The transcript needs to be uploaded as one document in a PDF format only;
2. ID Page of the students passport;
3. Proof of English Language proficiency - <https://www.unsw.edu.au/english-requirements-policy>.

UNSW courses

Students are asked to list subjects they wish to take at UNSW. It is important that they look at our Handbook for course (subject) information to select their courses. This can be found at <http://www.handbook.unsw.edu.au/2017/index.html>. We advise students to select multiple courses as the more approvals they receive before leaving home; the easier it will be on

arrival at UNSW.

When seeking course approval it is important to:

- Ask for the appropriate level – Undergraduate students are not able to take Postgraduate coursework and Postgraduate students are not able to take Undergraduate courses (apart from in very special circumstances);
- Check the class Timetable information to make sure the course is being offered in the correct semester. Students should look for courses taught in **T1** as this is for Semester 1 2017 (March – June);
- Check the pre-requisites to make sure that the level is appropriate

Students are not able to enrol themselves in classes. Advisors at the Study Abroad and Exchange Office will enrol on students' behalf based on chosen subjects. Enrolment variation will be available until the end of week 1 of classes (early March). Students will be receiving detailed information on how to request enrolment variation in January/ February.

Please let me know if you have any questions. We are more than happy to work with you and your students to make the process as painless as possible.

On campus Accommodation

A variety of room types and apartments are available including catered colleges, self-catered university apartments or privately run colleges on (or very close) to campus. University accommodation should be prearranged as places are limited.

- Residential Communities accommodation includes very limited accommodation at the self-catered University Terraces and fully-catered Kensington Colleges. Students interested in living in the Residential Communities accommodation are advised to lodge their housing application as early as possible as there are very limited rooms available. We suggest that students apply for multiple options and not request to live near or with others (this often delays the application and can mean they miss out on a place). Information including fees, application form and deadline is sent to students after they have been accepted into the exchange program. www.rc.unsw.edu.au/
- UNSW has 8 other affiliated Colleges and Apartments that provide high quality accommodation. Students should apply directly to the College or Apartment as early as possible www.accommodation.unsw.edu.au/content/affiliated-accommodation

Off Campus Accommodation

Many students choose to live off campus and enjoy the beautiful suburbs that surround the UNSW campus. Sydney is a very safe city, with ample public transport connecting the UNSW campuses, beaches, and city centre.

- Useful resources and advice is available at <https://student.unsw.edu.au/accommodation>
- We recommend students arrive 1-2 weeks early to find off campus accommodation. They may wish to book temporary accommodation to allow time to find more permanent housing.

<https://student.unsw.edu.au/accommodation-short-term>

UNSW Student Equity and Disabilities Unit (SEADU)

Any students who have a disability and who require assistance related to their condition for their time at UNSW are required to contact SEADU. Students should bring any supporting materials relating to the support they receive at their home campus along with medical reports in relation to their condition. Students are advised to contact SEADU before leaving home disabilities@unsw.edu.au

Upon arrival students will need to contact SEADU to negotiate the services available to them when studying with us. More information can be found at www.studentequity.unsw.edu.au/students-overseas

Bringing Medications into Australia

We have seen an increase in the number of students needing medication to be sent to them in Australia, which is not only difficult, it can be very stressful. We recommend students speak to their Doctor prior to departure to ensure they have the correct information. <https://www.tga.gov.au/entering-australia>

Exchange Advisors

We have a team of advisors to help you and your students:

- Elena Longo advisor4americas@unsw.edu.au – Advisor for the USA
- Amy Hitchins advisor4uk@unsw.edu.au – Advisor for The United Kingdom, Republic of Ireland, and Canada
- Laura Seabrooke advisor4europe@unsw.edu.au – Advisor for South Africa and Europe (excluding the UK, Ireland and Spain)
- Vivian Chordi advisor4asia@unsw.edu.au – Advisor for Asia, Israel, Oceania, Spain and Latin America

Thank you very much for your continuous cooperation and we look forward to hosting your fabulous students.

Kind regards,
Amy

Amy Hitchins
Exchange Advisor (Canada, UK, Ireland)
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Location: Ground Floor, East Wing, Red Centre Building (H13) | UNSW Kensington Campus

From: DVA GEO Exchange America
Sent: Thursday, 3 November 2016 9:10 AM
To: DVA GEO ExchangeUK
Subject: FW: 2017-18 Exchange Cycle - Fact Sheets

Elena Longo
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Please consider the environment before printing this email.

From: Nancy Somers [<mailto:somersn@queensu.ca>]
Sent: Thursday, 3 November 2016 2:55 AM
To: Nancy Somers
Subject: 2017-18 Exchange Cycle - Fact Sheets

Greetings from Queen's Law!

We are in the process of getting underway with our 2017-18 Exchange Program. Based on past interest, our exchange program continues to grow.

In preparation for our information session, we are working on updating our web information for students. If you have your 2017-18 Fact Information Sheet available, we would certainly appreciate receiving it. We provide such documents to our students through our website so that our students can make the most informed decision in pursuing their exchange opportunities.

We are in the process of updating our own Factsheet. As soon as we have it available I will be sending it to you.

I look forward to hearing from you in this regard.

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