

# 2018 Information for Exchange Advisers

## OTAGO FACTSHEET

We have replaced our fact sheet with website content. Please refer to/direct students to:  
[otago.ac.nz/study/studentexchange/otago001485.html](http://otago.ac.nz/study/studentexchange/otago001485.html)



## LINKS & CONTACT DETAILS

Links Main website: [otago.ac.nz](http://otago.ac.nz) | International Office: [otago.ac.nz/international](http://otago.ac.nz/international)  
 Exchange Website: [otago.ac.nz/study/studentexchange/otago001485.html](http://otago.ac.nz/study/studentexchange/otago001485.html)  
 Courier Address: International Office | University of Otago | Archway West Building  
 90 Union Place East | Dunedin 9016 | New Zealand  
 Generic email: [exchange@otago.ac.nz](mailto:exchange@otago.ac.nz)

## EXCHANGE-RELATED INFORMATION

Campus	Exchange students will be attending courses offered at the Dunedin campus only.
Duration	<b>Minimum:</b> Summer School (January) or the Otago International School (June/July). <b>Maximum:</b> two semesters + Summer School or International School.
Admittance to courses	While there is no limit on the number of students accepted to a particular course, entry to any course is based on relevant academic background.
Restricted programmes	Medicine, Dentistry, Psychiatry, Physiotherapy, Pharmacology, Pharmacy or any other clinical course are not open to exchange students. Some Otago courses such as MBA, Wildlife Management and Master of Science Communication are restricted in admissions.
Academic Requirements	Students are required to have a minimum "B" average grade (70%) in order to gain admission to the University of Otago.
English Proficiency	Students must be competent in the use and understanding of written and spoken English. Information on minimum entry requirements for international students is available at: <a href="http://otago.ac.nz/international/otago031268.html">otago.ac.nz/international/otago031268.html</a> We will accept the Otago English Language Proficiency Statement completed by your office.
MANDATORY INSURANCE	<ul style="list-style-type: none"> <li>• Studentsafe-University is Otago's recommended insurance policy.</li> <li>• This is a comprehensive travel and health insurance.</li> <li>• Registration is automatic.</li> <li>• Alternative insurance policies may be assessed up to six weeks before you start at Otago.</li> </ul>



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## EXCHANGE-RELATED INFORMATION (CONTINUED)

Visa	All Exchange Students must obtain a student visa prior to their arrival in New Zealand.
Examination	Students must sit their final exams while still on Otago campus.
Transcripts	Official grades are available to students online as soon as grades are released. Transcripts for exchange students are sent to the host institution at the end of their study period at Otago. Transcripts are usually posted in: <b>March</b> (Summer School); <b>July</b> (Semester One); <b>December</b> (Semester Two)
Prepare for Otago	A free course for new exchange students focusing on study, language and cultural skills in <b>February only</b> . Limited number of places available. Students are encouraged to apply early.

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## NOMINATION AND APPLICATION INFORMATION

Nomination Deadline	<ul style="list-style-type: none"><li>• <b>1 October</b> (Summer School and February start)</li><li>• <b>1 April</b> (July start)</li><li>• <b>1 March</b> (International School June start)</li></ul> <p>Early nominations are preferred; late nominations may be accepted. Please contact the Otago Exchange Adviser on individual cases.</p>
Nomination System	<p>Exchange students must be nominated by the home university to attend the University of Otago. Nominations are made by email to the Exchange Adviser responsible for the region, providing the following information:</p> <ul style="list-style-type: none"><li>• Full name</li><li>• Date of Birth</li><li>• Email address</li><li>• Starting semester of exchange at Otago</li><li>• Length of exchange (one semester or Full Year)</li><li>• Let us know if the student requires any service provided by the Disabilities Office at Otago.</li></ul>
Application Process	<p>Upon nomination, the Exchange Adviser at Otago will email the application instructions to the student copying the Exchange Adviser at the home university. The student will apply online and upload the required documents.</p> <p>The student will need to post only one document to us: a certified copy of the personal details page of their passport or a birth certificate (in English).</p>
Witnessing Documents	<p>Documents may be witnessed/certified by: Study Abroad/Exchange Adviser, Justice of the Peace, Notary Public, Solicitor or Student Records Officer. Witnessed documents must:</p> <ol style="list-style-type: none"><li>1. be stamped with an official seal or stamp</li><li>2. bear the printed name and signature of the person certifying the copy</li><li>3. have the date when the copy was certified.</li></ol>

