

APPLICATION FOR UNE INTERNATIONAL EXCHANGE PROGRAM

Please complete all fields carefully and review the checklist before submission.

Personal Information

Surname	Given Name
Student Number	Email
Phone	Mobile
Address	

Exchange Preferences

Proposed destinations – Please indicate your preferences of overseas exchange institution. Exchange places are often limited and will be allotted according to availability and demand.

1st Preference	2nd Preference

If you would like to undertake exchange at a language partner not listed above, please contact studyabroad@une.edu.au directly to check for availability

Proposed Duration of Study:	Proposed Commencement of Study:	
☐ One trimester/semester	Trimester	Year
☐ One Academic Year		

Current Studies

UNE Degree Program

Year in Program

Study Load: ☐ Full-time ☐ Part-time

Study Mode: ☐ On Campus ☐ Off Campus

Referee Details

Please provide the names and contact details of the two people who will be providing references for you.

Academic Referee

Name

Unit Taught

Email

Personal / Academic Referee

Name

Unit Taught / Occupation

Email

Eligibility Checklist

Please ensure that you meet all the criteria listed below for eligibility into the exchange program before you submit your application. Applications that do not meet the eligibility criteria below will not be considered.

- ☐ Currently enrolled in an acceptable UNE course
- ☐ Have completed a minimum of eight (8) units in applicable undergraduate course
- ☐ Have achieved a minimum grade point average of 5
- ☐ Have not failed a unit in the preceding year

Application Checklist

The following documents must be submitted with this application:

- ☐ Completed online [Permission to Enrol Elsewhere \(PTEE\)](#) process.
- ☐ Evidence of study at other tertiary institutions, if relevant.
- ☐ A formal statement (approx. 500 words) indicating:
 - Why you wish to participate in an exchange program
 - The reasons for your choice of country and institution
 - The benefits you expect to gain from the exchange
 - Demonstrated community involvement and/or leadership skills
 - Previous travel and overseas study experience
- ☐ Two recent, written references, emailed to studyabroad@une.edu.au
 - One must be an academic who has knowledge of your academic work.
 - The second may be from another academic, employer, or residential college.
- ☐ Application for an OS-Help loan (if applicable).
- ☐ A signed copy of the [DFAT Travel Advisory](#) for the Country/Countries of destination (entire document must be submitted).
- ☐ Evidence that you have subscribed to Smartraveller updates
- ☐ Signed Statement of Student Responsibilities – Mobility Form.

Privacy Notice & Declaration

PRIVACY NOTICE

The University of New England (UNE) collects the personal information requested in this form for the purpose of assessing and processing your application for the UNE International Exchange Program and facilitating your participation in the program.

This includes disclosing your personal information — such as your name, student details, academic record, and where relevant, disability information — to your nominated host university, which may be located overseas. By signing this form, you expressly consent to your personal information being disclosed to your nominated host university for the purpose of facilitating your exchange.

If you have provided information about a disability, this may be disclosed to your host university where it is necessary to support your participation. Provision of this information is voluntary and will not affect your eligibility for the program, though it may limit the support your host university is able to provide during your stay.

Your personal information may also be disclosed to other relevant parties including referees, other tertiary institutions, and government bodies where necessary for the purposes of the program.

You have the right to access and correct personal information UNE holds about you. For further information or to make a request, contact the UNE Privacy Office at privacy@une.edu.au or refer to the [UNE Student Privacy Notice](#) available on the UNE website.

DECLARATION

- I certify that the information provided in this form is true and complete.
- I authorise UNE International to release my contact details to students in the UNE exchange program and UNE exchange partners.
- I authorise UNE International to access, from other institutions and bodies, my academic record and other details relevant to my participation in the exchange program.
- I understand that UNE may direct my immediate return to Australia at their discretion and failing which my candidature at UNE will cease immediately.
- I acknowledge that I have read and understood the Privacy Notice above.

Signature:

Date:

DEADLINES FOR APPLICATIONS:

- **30 June** – for exchanges commencing during the first trimester of the following year.
- **31 January** – for exchanges commencing during the second trimester.