International Exchange Program
Pre-departure Information Session

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Topics Today

- Exchange, Networking & your Career
- Pre-departure Planning
- Insurance
- Academic Matters
- Mates Abroad and Student Ambassador Roles
- Cultural Adjustment & Country Arrival Information
- Student Breakout Groups
International Exchange Program

Planning, Insurance & Academic Matters

Presented by
Hilary Camarda
Sydney Abroad
Host University Acceptances

- A few students are still completing the host university application process.
- Some students have received their host university acceptance.
- Most will be arriving through November/December.
- Sydney Abroad will notify you by email as soon as we receive your acceptance.
- Thank you for your patience!
International Exchange Scholarships

~ 150 X $1,000 per semester.
No application required.

- Nominated students are automatically considered
- **Exclusions** apply to those with guaranteed funds for exchange study eg: B.A. (Languages) or postgraduate research students.
- **Notifications** by email will go out from January
- **Payments** will be processed approximately two weeks after students return their Conditions and Return Policy form and update their bank details in Sydney Student.
**OS-HELP Loan**

- Available to eligible students enrolled in a Commonwealth-supported place who wish to undertake part of their studies overseas;
- Can be used for a range of expenses such as airfares, accommodation, and other travel or study expenses;
- Can be received per six-month study period with students accessing a total of two OS-HELP loans over their lifetime.
- Students must have at least 0.125 EFTSL (6 cps) of their course of study left to complete in Sydney.

**Application Deadline: 31 October 2015**

Late applicants will be required to complete 2016 forms available from November
Safety and Security

- Register with Department of Foreign Affairs and Trade (DFAT) at www.smartraveller.gov.au
- Government can reach you in emergencies
- Check for safety, health and travel warnings
- DFAT’s 24-hour Consular Emergency Centre (CEC)
  - Emergency consular services all day
  - Alternative contact to host country Australian Embassy / Consulate
- Useful contact for family in Australia
Travel Arrangements

Passports
- Needs to be valid for at least 6 months after your exchange ends
- ‘Travel Tips’ and ‘Dual Nationals’ on www.smartraveller.gov.au

Visas
- Host university acceptance required before applying
- Residence conditions / work rights
- Investigate before leaving Australia

Immigration Issues
- Leaving Australia
  - International students in Australia have DIBP obligations on exchange eg: contact address to the University of Sydney, valid visa, maintain grades
  - Australian permanent residents: check re-entry conditions
- Overseas — eg: students going to the USA may undergo secondary inspection which may cause delays for connecting flights
Travel Arrangements

Airline Tickets
- Purchase AFTER you have your host university acceptance
- Ensure evidence of onward journey post-exchange

Arrival procedures and arrangements
- Use airport websites: terminal maps, transport
- Plan well for connecting flights / onward transport
Accommodation

Temporary Accommodation
- Book prior to arrival
- Check accessibility for late night arrivals

Permanent Accommodation
- Understand conditions and obligations before signing
- On-campus
  - Do you know what you are getting?
  - Single room or shared rooms / facilities?
  - With first years or senior students?
- Off-campus
  - Before you go, research!
  - Host university housing services
**Student Travel Insurance**

- Automatic coverage by University of Sydney Travel Policy at no charge.
- No registration required.
- Exchange study considered “university business” as it is faculty approved and will be credited

**Travel Insurance Policy Schedule online**

- Examples of covered items:
  - Emergency medical cover (not routine check ups)
  - Personal belongings such as lap tops (limit $5000 per item)
## Student Travel Insurance

**Summary Schedule of Benefits (Check policy, subject to change)**

<table>
<thead>
<tr>
<th>Coverage section</th>
<th>Sum per Insured Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Personal injury</td>
<td>$200,000</td>
</tr>
<tr>
<td>2 Medical expenses</td>
<td>Unlimited</td>
</tr>
<tr>
<td>3 Emergency Medical Evacuation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>4 Repatriation of Mortal Remains</td>
<td>$50,000</td>
</tr>
<tr>
<td>5 Cancellation /Curtailment /Additional Expenses</td>
<td>$100,000</td>
</tr>
<tr>
<td>6 Personal Liability</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>7 Luggage, Personal effects, travel documents, money etc</td>
<td>$15,000</td>
</tr>
<tr>
<td>9 Rental vehicle collision damage and theft excess cover</td>
<td>$5,000</td>
</tr>
<tr>
<td>10 Missed Transport Connection</td>
<td>$5,000</td>
</tr>
<tr>
<td>12 Kidnap, ransom and extortion</td>
<td>$500,000</td>
</tr>
<tr>
<td>13 Political evacuation and natural disaster expenses</td>
<td>$50,000</td>
</tr>
<tr>
<td>14 Corporate Traveller’s family assistance</td>
<td>Included</td>
</tr>
</tbody>
</table>
Dates of coverage

What are the dates of my cover?
You are covered for your “period of residence" on exchange starting with the date of Orientation and ending with the final day of exams.

Cover includes:
- 7 days before your exchange commences / Orientation
- 7 days after your exchange ends / final exams

Weekend Travel

Semester break coverage
- Consult the University’s Audit and Risk Management contacts for verification
- You may not be covered if you are travelling outside the country in which you are studying.
Restrictions & Limitations

Not covered
- Personal travel more than 7 days before, and more than 7 days after, your main “period of residence”
- Partners / family accompanying students
- Maximum duration covered by the policy is 365 days

Two-semester exchange students travelling over 180 days
- Provide a written itinerary to Audit and Risk Management Office 10 days prior to departure

Pre-existing conditions
- Provide a letter from any treating doctor
- Letter must outline the condition, its management and suitability for overseas travel
Common Questions

Q: The date on the Insurance Schedule says ‘31 October 2015’ is this expiring?
A: No: the coverage for the entire university and is renewed annually

Q: Can Risk and Audit fill in a form from the host university to ask for an ‘insurance waiver’?
A: No, unfortunately we are not able to fill in these forms.

Any additional questions?
How do I make a claim?

- Download and complete the University Travel Claim Form from Audit and Risk Management website
- Attach supporting documents
  - Eg: Receipts for treatment - Police reports for theft
- Submit to Audit and Risk Management
Other Travel & Health Insurance

It is your responsibility to:
- Review the Sydney policy and ensure it covers your travel requirements
- Check it meets requirements of your host university. You may still be required to purchase host-university’s health insurance plan eg: in USA, Canada, France, Japan
- Note that the insurance only covers you for 7 days prior and 7 days after the official exchange study period.
- Purchase additional insurance if necessary eg: when purchasing airline tickets
- Why you need insurance:

Third Party Public Liability Insurance
- Exchange students are covered provided actions were not wilful or recklessly negligent
Medical Matters

- **Check-ups** (including dental & optical)
  - Best done in Australia as you are familiar with the medical systems

- **Vaccinations**

- **Prescription Medications**
  - Doctor’s letter indicating medications are necessary
  - Check with consulate of host country to ensure medication is not illegal
  - Keep medication in original packaging
Contingency Planning

- Make sure you can be contacted
- Learn how your insurance works
- Keep a copy of your key emergency numbers
- Understand the laws of your host country and any countries you are travelling in (ex. Drinking age, LGBT)
Emergency Contacts

Chubb emergency assistance
- University’s insurance provider - suitable for medical emergencies
- Phone: +61 2 9929 2216 (24 hour reverse charge number)
- Email: security@customercare.com.au

University Security Services
- Phone: +61 2 9351 3333 or 1800 063 487 (24 hours a day)
- Extreme emergency (severe hurt or injury, detainment or political instability)

Counselling and Psychological Services (CAPS)
- Phone: +61 2 8627 8437/8433 (Mon to Fri, 9am - 5pm)
Administrative Responsibilities

- Change of Address – update via MyUni or Sydney Student Portal
- You won’t get importance notices if this isn’t updated
- Organise matters back at home eg: give notice to landlord, cancel gas bills.
- Request a status letter from your Exchange Adviser if applying for Centrelink Benefits
Extending your Exchange

- **What you need to do:**
  - Contact your Sydney Exchange Adviser
  - Your adviser checks if there are spaces
  - Confirms the possibility with the host university

- **Before approval, you will need:**
  - Faculty endorsement
  - Academic Approvals
  - If approved, you will receive official notification from your Adviser

- **Extensions are not automatic nor guaranteed**

  - Not possible for faculty-specific SCA, CEMS, Erasmus Mundus Projects (Business), or any Law student
  - Not available where places are limited (eg: some USA, UCL, KCL, Japan)
Academic Matters

Enrolment & Credit Principles
- You are enrolled in 2 places – at Sydney and at your host university
- **Full-time** enrolment requirements both at Sydney (normally 24 credits) and overseas
- Enrolment is via your **home faculty** and in **Exchange Units of Study**
  - Enrolment is not via the International Exchange Program
- Enrolment is your responsibility – set up a proxy for enrolment
- You can’t enrol via MyUni but can check enrolment via MyUni
- **Invoices / confirmations** are sent to your Sydney mailing address
  - Have a current address to receive these

Faculty exchanges
- Law faculty program, SCA, Erasmus Mundus Projects (Business) and for CEMS
- Liaise with organisers of these exchanges about obligations for approval and enrolment
Academic Matters

Before departure from Sydney I will:
- Obtain academic approvals and keep a copy
- Record my faculty contacts
- Go to my faculty in person to enrol (not via MyUni)
- Set up a proxy (enrolment / fees)

Have you started academic approvals yet??

You must submit academic approvals to your home faculty before you leave Australia
Students on faculty-specific exchanges for SCA, Law, CEMS should liaise directly with your home faculty regarding academic approval obligations.
Academic Matters

On arrival I will:
- Enrol at my host university
- Get updated academic approvals, if required
- Keep copies of emails sent to my faculty documenting approval changes
- Keep copies of syllabi/course outlines/assignments
- Contact my home faculty to request updated enrolment if needed
- Check MyUni to confirm enrolment changes
Deadline for changing Sydney Enrolment

Final date for Sydney enrolment changes:

First (March) semester 2016 = 31 March 2016
(later than the start of most exchanges)
- Ensure you submit your academic approvals and unit of study requests
to your home faculty before the end of the current semester

Second (July) Semester 2016 = 31 August 2016
(earlier than the start of most exchanges)
- Ensure you contact your home faculty well in advance of the 31 August
- Don’t forget for your host university deadline for enrolment changes.
  - These may be later or earlier than the Sydney deadlines.
Tuition Fees

- A tuition fee statement will be sent to you once you are enrolled at Sydney
- Pay your fees (HECS -HELP or full-fees) and student activity fee or your enrolment may be cancelled which has repercussions on:
  - Centrelink benefits for recipients
  - Status and validity of international student visas
**Academic Transcripts**

- Check arrangements for requesting transcripts from host university. Some universities will not send the transcript without an official request from the student.
- Note that official transcripts from UK partners may not be provided until July/August 2015 due to their academic calendar. This may impact graduation and PG applications. Please consult the UK Exchange Adviser for more details.
- In general, host universities may take up to 4 months to provide your official academic transcript. In some cases, this may delay your graduation date.
Faculty Contacts

- Faculty contacts sent with pre-departure invite and academic approval information
- Contacts for:
  - Academic approvals
  - Credit transfer post-exchange
References and Forms

References in the Pre-departure Guide include:
- Links to Sydney support services (accessible in addition to host uni services)
- Government organisations (Medicare / Centrelink / Customs)
- Travel references

Links to forms under “Forms & downloads” on our website
- Pre-departure Guide and Presentation
- Academic Approval for Nominated Exchange Student
- Enrolment/Outbound Exchange Proxy Forms
- Exchange Experience Evaluations 1 and 2
- Post-Exchange Credit Transfer Form
References and Forms

Student exchange administration and forms

Manage things at home while you're overseas

Find forms to manage your enrolment while you're away, and evaluation forms to complete. You can also download presentations to give to your host university.

Our online exchange University Exchange Partner List indicates which partnerships are open for applications during this semester and outlines important conditions and restrictions that may apply at partner destinations. While the University has many partnerships, exchange places may not be available at all destinations every semester. There is no guarantee that an agreement that has been suspended in one semester will re-open the next semester.

For current students on exchange

- Predeparture Guide and Presentation
- Academic Approval Form for Nominated Exchange Student
- Enrolment Proxy Form
- Proxy for Outbound Exchange Matters
References and Forms

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- Links to Sydney support services (accessible in addition to host uni services)
- Government organisations (Medicare / Centrelink / Customs)
- Travel references

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International Exchange Program

Mates Abroad & Student
Ambassador Roles

Presented by
Georgia Downey
Sydney Abroad
Student Ambassador Roles

On exchange, you are not only representing Sydney Abroad and the University of Sydney – you are representing Australia!

Being an Ambassador in your host country:
- Know the laws, rules and your responsibilities
- Be respectful (to all University staff, govt. officials, friends, peoples and cultures)
- Speak positively about the University of Sydney and where you come from

In addition,
- On arrival, email your host exchange office and offer to help with their exchange fairs/information sessions/Orientation Days/buddy groups.
Become a Mates Abroad Mentor when you come home!

- Want to feel like you’re still on exchange at *in* Sydney?
- The Mates Abroad Mentor Program matches our returned exchange students to our new exchange international students.
- At the end of your exchange you will be invited to apply as a mentor via email.
- Mentor roles include: arrival help and welcome, Orientation, social events with your mates and general guidance as a University of Sydney student.
- Join our Facebook community too!
Mates Abroad Program 2015

“I had an incredible exchange experience thanks to the many friends I made in the USA. However I know it's not easy to just step off a plane into a completely new world. I think being a Mates Abroad Mentor is important to help provide exchange students with the best possible opportunities and build Sydney University's image abroad.”

Shahar Merom, USA, Mates Abroad Mentor 2015
International Exchange Program
Cultural Adjustment and Arrival

Presented by
Sydney Abroad
Arrival

Cross Cultural Adjustment
- Given much thought to the challenges ahead?
- Can be a roller coaster experience – highs, lows, highs, lows, highs, lows
Australia

Your established networks = many
Host Country

Your established networks = none
Your Established Networks

Australia
- You may take for granted many of your networks, local knowledge and connections.
- They provide security and familiarity.

Host Country
- You start off with few to no established networks, local knowledge or connections.
- You may be surprised how much you took your usual lifestyle for granted.
- This adjustment can lead to some degree of culture shock or discomfort.
Support and Information

How people cope depends on
- Experience
- ‘Culture Gap’
- ‘Expectation Gap’
- Preparation
- Personality
- Attitude
- Support and Information
Strategies for dealing with culture shock

- Be organised (timetable, enrolment/orientation, act early on problems)
- Exercise / Eat well / Relaxation (include this in timetable)
- Stay in touch / home / get involved with host uni activities
- Find out about host uni support services if needed / contact us
- Keep a reflective journal or blog
Before you leave

Packing
- **Important Documents Folder** - including airline tickets, passport, spare passport photos, bank account details etc
- Translations of important documents
- Leave copies with family, email copies to self as back-up

- **Personal Care Package** – eg; photos, vegemite, Tim Tams etc
- Australian items of interest – Australian money, toy koalas

Customs / Quarantine
- Register expensive items with Australian customs before departure
- Be mindful of customs/quarantine requirements in host country
Before you leave

Money and Taxation
- Different culture of financial services
- Have cash + / money cards for arrival

Credit cards
- What services are available on these? (Maestro, Cirrus)

Plan financial transfers to overseas
- Via your local bank?
- Money transfer services – eg: Western Union

Conversion and exchange rates
- Check on a currency converter / plan for fluctuations

Financial Planning – Budget
- Taxation – Australian return completed? GST / VAT, liability and refunds when returning
Before you leave

- International Student Identity Card
- International Driving Permit

Get to Know your Destination
- Personal orientation & navigation - maps & transport
- Climate & weather
- Currency & cost of living
- Local language/s & dialects
- Social customs & values
- History, geography & politics/current affairs

Resources - internet (on-line news, radio/podcasts), travel guides, movies, books, past exchange students, Sydney Abroad Facebook group

Exchange Experience Evaluations – email sydney.abroad@sydney.edu.au to request evaluations for your host university
Arrival

Arrive in time

Communication
- Stay in touch, Skype, journal/blog, email
- Monitor your Sydney email address
- Alternatively forward your Sydney uni email address to a preferred address

Safety and security
- Note local security numbers on arrival
- Watch your belongings / be savvy in new areas upon arrival
International Exchange Program
Student Q and A Session

Presented by
Sydney Abroad
Student Q and A Session

On Arrival
• What is the ball-park cost of living/housing/food/drinks?
• Mobile phone tips?
• Banking/ money transfer tips?
• What accommodation options did you choose?

Academic Matters
• How do you register/ enrol for classes?
• How do teaching / assessments / exams differ?

Campus Life
• What are good ways of getting involved in campus life?
• Any useful entertainment/ travel tips?
• Useful websites/blogs?