You are about to embark on the adventure of a lifetime. Good planning and managing expectations are important in these final stages of your exchange preparation.

The Predeparture Information Session and the material in this guide aim to give you a clear overview of the issues to consider leading up to your departure on exchange.

You should also use the materials provided by your host university, and their website to finalise your preparations. Read the Exchange Experience Evaluations from past Sydney students for their insights, available by email request to sydney.abroad@sydney.edu.au and the brochure pages. You are as prepared as you plan and choose to be.

We wish you safe travels and a successful exchange.

Bon Voyage!

The Sydney Abroad Team
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Information in this document may be subject to alterations. Sydney Abroad cannot be held responsible for consequences arising from the use of this information.
TRAVEL ARRANGEMENTS

Safety and Security
While you are about to embark on an exciting and challenging adventure, it is important to be mindful of safety and security concerns. You should check the Department of Foreign Affairs and Trade (DFAT) Smartraveller website located at www.smartraveller.gov.au for:

- Travel and health advice and bulletins;
- Passport and visa information; and
- Information about registering your presence with an Australian Embassy overseas.

Follow the prompts to “Register Your Travel” at the Smartraveller website so that Australian consular officials can contact you in an emergency.

DFAT's 24-hour Consular Emergency Centre (CEC) in Canberra provides emergency consular services all day, every day, right around the world. (www.smartraveller.gov.au)

If you are unable to contact the Australian Embassy, High Commission or Consulate in an emergency you can contact the CEC from anywhere in the world on +61 2 6261 3305. The CEC is also an advisory line for concerned family members in Australia and can be called on 1300 555 135 (for the cost of a local call within Australia).

Passport and Visas
- Make sure the passport/s you intend to use are current and will not expire while you are on exchange, nor shortly after. They should remain valid for at least six months after your travels.
- Check into your travel responsibilities and obligations if you have dual citizenship, particularly if you intend to travel with more than one passport.
- Exchange students usually require a student visa or authorisation for entry to your host country. Do not assume you can convert from other categories of visa eg. tourist status into student status.
- Make sure you are aware of work limitations on your student visa, if these apply.
- If you intend to travel beyond your host country find out about visa requirements for the other countries before you leave Australia. There may be restrictions or time delays if you apply for visas in a country other than your home country.
- International students must ensure they comply with Department of Immigration and Border Protection (DIBP) obligations whilst on exchange. These obligations were outlined in the letter you received together with your original nomination letter for exchange. Contact Sydney Abroad if you have misplaced this letter.
- Permanent residents must check if their residency status will be affected by leaving Australia. They may need a Resident Return Visa (RRV).
- Check Consulates and Embassies for visa application procedures before leaving Australia. Assume nothing when it comes to immigration matters.

Travel, tickets and arrival
- Only purchase airline tickets after receiving your host university acceptance.
- Purchase a flexible ticket, if you can afford one, to make changes in planning easier to accommodate.
To avoid complications with immigration officials, your ticket should show an onward journey from your host country, i.e., not a one-way ticket.

- Check that all ticket details are correct. Make sure you understand the meaning of code-share flights if you book with one of the airline partnership programs. E.g., QF3001 (Qantas) Los Angeles to Boston is AA222 (American Airlines) within the USA. This relationship is not always made clear on terminal notice boards.

- Confirm your international flight at least 72 hours prior to departure.

- Check-in online if possible.

- Obtain a map of the arrival terminal that services your airline to help you navigate yourself for connecting flights, particularly at large airports.

- Plan how you will get from the airport to your host university or place of accommodation before you leave Australia. Connections are not always straightforward.

- Arrive early enough to settle into your accommodation and new environment before the Orientation Program starts and classes begin for the semester. Arrive even earlier if you need to find off-campus accommodation.

**Temporary and permanent accommodation**

- Book a few nights temporary accommodation in a youth hostel, motel, YMCA, etc. for when you arrive, particularly if you are arriving late at night, on a weekend or during a public holiday period. Travel guides or the internet often provide listings of budget accommodation.

- If you are going to a country where English is not the main language of communication, it would be wise for you to get the address of your temporary or permanent accommodation written in the native language.

- If you have on-campus accommodation make sure you understand the type of permanent accommodation facilities that have been provided for you. This includes location, house rules and whether you are sharing a room with one or more students, such as in a dormitory. Make sure you can check in on the day you arrive.

- Be aware that you may have to live in off-campus housing especially where demand for on-campus accommodation is high. Most host universities have an Accommodation Service or can provide listings of off-campus accommodation. Local newspapers and the internet may also provide the same type of information.

**Insurance**

The following section outlines important details relating to health, travel and third party public liability insurance.

**Travel insurance**

The University of Sydney provides travel insurance to all outbound exchange students who are participating in “university business”. Your exchange studies, which have been approved by your faculty and are credited towards your course, count as “university business”. This travel insurance incorporates a health/medical component. Details of this insurance are outlined on the Travel website: sydney.edu.au/audit_risk/travel/students.shtml

This insurance has restrictions and limitations as follows:

- All extended personal travel scheduled before and after your exchange will not be covered.
under this insurance policy so you should obtain additional cover to meet those travel requirements;

– The maximum duration of any trip covered by the policy is 365 days;

– Students on two semester exchanges will be required to advise the Audit and Risk Management Office 10 days prior to departure with an itinerary outlining that their travel will be longer than 180 days;

– Travel insurance provided by the University of Sydney only covers the traveller (ie: not partner, family, or children); and

– Students will need to supply a letter from any treating doctor advising of pre-existing medical conditions which outline the details of the condition, its management and suitability for overseas travel.

It is your responsibility to review the Travel Insurance Schedule and to ensure that it provides sufficient coverage for your anticipated travel requirements, those of the host institution and host country. Where the University’s travel insurance arrangements are insufficient, you are advised to purchase additional travel and health insurance (incorporating medical coverage and liability protection) through an appropriate insurer. Note that you may not be able to purchase travel insurance once you have left Australia.

Travel insurance is not the same as health insurance. Some travel insurance packages will offer additional health coverage but you should be clear about the details of your coverage if you purchase these packages. This travel-plus-health insurance may not be acceptable to your host university, especially in the USA or Canada, where you are normally required to purchase their insurance as part of confirming your enrolment.

For more information on purchasing the right travel insurance, please refer to Smartraveller at www.smartraveller.gov.au/travel_insurance.html

Health insurance

– Before you purchase health insurance in Australia, check if there are requirements outlined in your host university's acceptance package stating that you must purchase their compulsory health insurance. Some foreign governments and universities (eg USA and Canada) will not accept alternative health insurance plans nor the University of Sydney travel policy. Investigate this thoroughly before purchasing.

– If you purchase health insurance in Australia to cover you whilst overseas, ensure you are clear about your coverage. Does it include medical repatriation, access to medical specialists, etc.? Be clear about claim procedures - do you pay up-front, what percentage, are there co-payments, etc.?

– It is important that your Australian insurer has a method for lodging claims in your destination city or country. It will make claims easier and turnaround faster than if you have to send receipts back to Australia before you can be reimbursed.

– If you wish to apply for a waiver of the overseas health insurance, because you already have health insurance from an Australian provider, make sure that the Australian insurance is recognised by the host university. If your host university insists that you purchase their policy, ask your Australian
insurer if they can suspend your cover for six 
months/one year without penalty.
– If you purchase health insurance from your 
host university, check that it will cover you 
for travel during vacation periods and/or 
outside the host country.
– Reciprocal health care arrangements exist 
between Australia and some other countries 
including Belgium, Finland, Italy, Malta, New 
Zealand, Norway, Sweden, The Netherlands, 
the Republic of Ireland and the United 
Kingdom. These give you access to the health 
care systems of these countries in respect of 
medical conditions which arise during your stay. 
It is important that you advise medical staff in 
the country you are visiting that you wish to be 
treated under the Reciprocal Health Care 
Agreement with Australia.
– Reciprocal health care agreements do not 
replace the need for private insurance. Also, 
you may still be required to purchase health 
insurance from your host university as some 
reciprocal arrangements may not cover you 
as a student residing in-country or they may 
only provide the most basic of medical care.
– Reciprocal health care agreements do not 
cover your travel between Australia and your 
host country. You will need travel insurance for 
this.
– More information about “Australians 
Overseas” is available from 
subjects/australians-overseas

Third party public liability insurance
The University of Sydney’s public liability 
insurance covers exchange students and their 
activities, including any third party which may be 
affected by you or your activities, whilst you 
are studying at or with the host institution, 
provided that your actions were not wilfully 
or recklessly negligent. Any additional travel 
insurance you purchase may also provide similar 
coverage.

ADMINISTRATIVE RESPONSIBILITIES
Change of address
Please advise the University of Sydney via 
Sydney Student (sydneystudent.sydney.edu.au) 
of your new semester and/or permanent 
address. All official notices will be forwarded to 
the current listing eg. HECS notice, Pre-
enrolment Notices, Confirmation of Enrolment, 
library fines, Notice of Graduation, etc. 
sydney.edu.au/studentcentre

Centrelink benefits
If you are currently in receipt of Centrelink 
benefits, or you become eligible once you leave 
home to go overseas, these benefits should 
continue whilst on exchange. Sydney Abroad 
can provide you with a letter for Centrelink 
advising that you are studying overseas as part 
of the University of Sydney 
International Exchange Program, will continue 
to remain enrolled at Sydney and will receive 
full credit for studies completed at the host 
university.

For enquiries regarding your payments whilst 
overseas, contact Centrelink International 
Services as follows: www.humanservices.gov.au 
and click on the 'Centrelink' tab.

T 13 16 73 or international reverse charge 
on +61 3 6222 3455 if you are overseas.
A MATTER OF PACKING

– Never carry items for strangers and make sure that you have packed your own luggage and know what it contains.
– Consider purchasing TSA (Transport Security Administration) approved luggage locks which can be easily opened and locked again by customs and security officers, thus minimising theft due to broken luggage locks. These are recommended for travel to the USA, but are useful for all destinations. www.tsa.gov/travelers/airtravel/assistant/locks.shtml.
– Be aware that airports have strict security requirements for safety reasons. There are strict rules for taking liquids, aerosols and gels on flights into and out of Australia in carry on baggage. www.travelsecure.infrastructure.gov.au
– Pack your most personal and valuable items in your carry-on bag to minimise loss if your baggage is misplaced.
– Bring spare passport photos for additional immigration documentation or student cards.
– Pack lightly but prepare for changes in temperature by layering your clothing.
– Some destinations will be extremely cold in winter. Be prepared to purchase a warm, waterproof, heavy weight coat and appropriate boots in your host country.
– Universal travel adapters may be needed for electronic items. They are available from travel stores and at the airport.
– If you wish to bring your laptop computer, pack the receipt with you in case you need proof of purchase at customs. See following section on Customs, Quarantine & Other Restrictions.
– Pack a special ‘care package’ of photos, favourite lollies, Vegemite, Tim Tams, nick nacks, etc., to bring with you and remind you of home. You never know when this will come in handy! Your new friends may also like to sample something uniquely ‘Australian’.
– Remember to have an updated list of contacts including phone, email and home addresses and include contact details of Sydney University academics.
– Don’t overpack! You can buy most things overseas and charges for excess baggage can be high. It is cheaper to send extra luggage via unaccompanied baggage than using the airline for excess baggage.

Important document folder

– Photocopy or scan documents to your email including your airline ticket, passport, visas and credit cards. Pack one copy in hand luggage and leave one copy at home with a relative or friend.
– Bring this Exchange Predeparture Guide, copies of your academic approvals, and other important exchange related paperwork both from the University of Sydney and your host university.
– Bring identification papers or officially certified copies of these such as your birth certificate, New South Wales and international driver’s licence, proof of citizenship, etc. There are Justices of the Peace on campus who can certify your documents.
– Include relevant medical records and any required prescriptions.
– Record bank details and contact numbers in case you need to contact your Australian branch about a missing or stolen credit card.
Customs, Quarantine & Other Restrictions

– Departing Australia – If you are departing Australia with expensive items (such as computers, cameras and video cameras) and you intend to bring them back to Australia, you can register these items with Customs on the “Goods exported in passenger baggage form” (www.customs.gov.au). Proof of ownership in the form of receipts for jewellery and other goods not readily identifiable will help when you present the goods on return. Once registered, you do not need to declare these articles to Customs on your return to Australia but keep the registration form handy in case Customs has any questions.

– You may take any personal goods out of Australia without having to pay duty/tax on these goods when you return (other than items that you purchased duty/tax free in Australia before your trip and which are in excess of your duty free concession).

– Goods purchased duty or tax free in Australia must be taken with you and inspected at the departure point. You may also need to declare these on your return.

– Entering countries overseas – be sure you are informed about customs requirements and quarantine restrictions that may apply in the country you are travelling to, especially with expensive items and medication. Bring relevant documentation and receipts to assist with clearing Customs, if necessary.

More information about customs matters can be located on the Australian Border Force website www.customs.gov.au
> Click on “Guide for Travellers”.
T 1300 363 263 from anywhere in Australia or +61 2 6275 6666 from outside Australia.
E information@customs.gov.au

MEDICAL MATTERS

– You should arrange to have full medical and dental check-ups prior to departure as you are more familiar with the Australian system than the overseas one.

– Have all necessary vaccinations. These can be done at the University Health Service or your local GP.

– Take copies of optical prescriptions and spare glasses/contact lenses.

– Sending or taking medicine out of the country under the Pharmaceutical Benefits Scheme (PBS) may be illegal unless it is for your personal use, or the personal use of someone travelling with you. Fines are steep and jail time may apply. Before sending or taking medicine subsidised under the PBS, you should:
  – Contact the embassy of the country you are visiting to ensure the medicine is deemed as legal.
  – Take a detailed letter from your doctor explaining any ongoing/existing medical conditions and medication that may be required, in case this is demanded by Australian and overseas customs officials. Include both the chemical and commercial names of any medication.

– Leave personal medication in original packaging so it is clearly labelled with your name and dosage.

– For more information please refer to the Medicare website for “Taking and sending PBS medicines overseas” at: www.humanservices.gov.au/customer/services/medicare/travelling-overseas-pbs-medicine
MONEY AND TAXATION

- Find out what services are available through your Australian bank (e.g., credit cards, cash advances, Cirrus and Maestro network, travel cards). Note that cash advance charges are quite high and it is advisable not to use these unless you are desperate. Credit services normally have foreign currency conversion charges at a certain percentage. Travel cards may include other conditions.

- Have sufficient local currency on arrival for immediate expenses (e.g., bus to accommodation) and for start-up costs such as bond, etc. These can be considerable, so be prepared.

- If you obtain part-time work in your host country, you may need to open a bank account. In some cases, you will need a letter of introduction from a bank indicating that you have an account within Australia and that you are of good standing. Obtain a letter of introduction prior to leaving.

- If you open an overseas bank account, do so with a large national bank as opposed to a state/local bank where charges may be higher and branches less accessible.

- Ensure that someone at home has authority to act on your behalf i.e., is authorized to be your Power of Attorney. They should be able to transfer money to you immediately.

- Ask your local branch in Sydney about the procedures for wiring money to an overseas account. Alternatively, consider using money transfer services provided by companies such as Western Union.

- Be aware that services available in Australia may not be used frequently in your host country. Some countries will not use EFTPOS widely and may use cheques or rely more on cash. Automatic teller machines (ATMs) may have restricted hours of operation.

- Find out about tax obligations in your host country. The Exchange Office at your host university should be able to advise you about these matters. You may be able to obtain tax refunds in countries that have a Goods and Services Tax depending on the length of your stay.

- Budget carefully and exercise financial planning especially with fluctuating exchange rates. Check out the latest exchange rates using the OANDA Currency Converter.

MISCELLANEOUS ITEMS

International student identity card

- ISIC is the only globally accepted proof of student status. This card accesses a world-wide network of specialist student travel offices offering you savings on accommodation, tours and transportation. Find the closest travel agent offering “The Card” on their website: www.isic.org.

Laws and customs

- As an enrolled student at your host university, you are subject to the rules and regulations of that university and could be subject to disciplinary action if you breach these.

- In being an ambassador for the University of Sydney, we request you to behave respectfully of the laws and customs of your host country. Note the legislation regarding alcohol in your host country. The legal drinking age may be higher than that in
Australia (eg: it is 21 for the USA). Penalties for breaching laws as a non-citizen may result in deportation. Do NOT risk this.

Driving in your host country
- Check driving regulations in your host country if you intend to drive sometime during your stay. You may be able to use your New South Wales licence with certain restrictions.
- You may be able to use an International Driving Permit in your host country. Information about Road Travel Overseas can be found at: www.smartraveller.gov.au/tips/road-travel.html#permit

GET TO KNOW YOUR DESTINATION

The basics
It may seem obvious, but it is important that you learn about your destination prior to your arrival to assist in your adjustment on exchange.
- Orientation – maps of campus, city, country
- Currency, exchange rate, cost of living
- Climate and weather
- Main languages and dialects, local lingo, slang and greetings
- Estimated costs of basic essentials (eg: postage, phone calls, etc.)
- Transport system from airport and around town – well serviced or not?
- General history and geography of city/country
- Political system, social customs, religion, attitudes, values, dress code, social etiquette, etc.
- Measurement and voltage differences
- Expectations – different academic, administrative, social systems (some more and some less efficient than what you may be used to).

Resources
- Use the internet for travel information and other resources on studying overseas
- Purchase a suitable travel guide such as Lonely Planet, Fodor’s, Eyewitness, Let’s Go, etc.
- Review Exchange Experience Evaluations available by email request to sydney.abroad@sydney.edu.au
- Contact past exchange students. You will be sent an email list.
Arriving in time
Arrive with ample time to attend orientation, make a few friends and settle in comfortably. You should arrive much earlier if you need to find your own accommodation. If you arrive too close to semester, you will be competing with more students also looking for accommodation.

Communication
- You should make contact with the Exchange Office at your host university soon after arrival. Apart from the courtesy of checking in and letting them know you have arrived, you may be required to settle last minute administration prior to Orientation and the start of classes.
- The Exchange Office at the University of Sydney and at your host university should be able to contact you at all times. Make sure to keep your contact details up to date in Sydney Student.
- Phone – You can purchase pre-paid phone cards or mobile phones for use in your host country.
- Email – Use your University of Sydney email account via MyUni myuni.sydney.edu.au

If you use an email account other than your University of Sydney account, please ensure you set up email forwarding in your MyUni account to forward to your other preferred email accounts sydney.edu.au/ict/student. This will ensure that you continue to receive important emails from the University of Sydney.

- Gain access to email facilities at your host university as quickly as possible. This will expedite the lines of communication with Heads of Department, faculty offices and Sydney Abroad should advice be needed.
- If you are having any difficulties during your exchange, please ask for help. Contact your host university’s Exchange Office or contact our office in Sydney. We will keep any sensitive information confidential.

Security & safety
- Make a note of local emergency phone numbers shortly after your arrival.
- Exercise the usual caution that you would if you were living in your home city. This should apply to your personal belongings and personal safety.
- Immediately report any incidents to the Exchange Office at your host university and any local authorities. Follow this up by contacting our office in Sydney as soon as you can.
- If you did not do this before leaving Australia, now is the time to register with the closest Australian Embassy in your host country in case of emergencies. The full listing of overseas Australian posts is available at www.dfat.gov.au/missions/#a

Cultural expectations & adjustment
Differences are normal in a foreign culture. The changes could be fascinating, exciting, frustrating and confusing all at once. Managing your expectations and keeping an open mind are keys to adjusting successfully.

If you find you are having difficulty with the transition, do not hesitate to contact your
Exchange Office, the counsellors on campus or some other appropriate support network. The faster you can adapt skills for coping, the faster you will be able to overcome the initial hiccups and enjoy your exchange adventure. www.worldwide.edu/travel_planner/culture_shock.html

Being an ambassador
Quick facts about Australia

Prepare for your ambassadorial role with some facts and figures about Australia. www.dfat.gov.au/about-australia

- The area of Australia is approximately 7,682,300 square km or about the size of the United States, excluding Alaska, and approximately 24 times the size of the British Isles.
- Australia is a federation of six states and two territories. The government of Australia is based on the British Westminster system of government. The Federal Government is led by the Prime Minister with the Head of State being the reigning British monarch. The Governor-General is the local representative for the Head of State.
- The Aboriginals were Australia’s first inhabitants for many thousands of years.
- Population of over 23.9 million with the largest cities being Sydney at 4.8 million followed by Melbourne at 4.4 million. The next is Brisbane at 2.2 million, Perth at 1.6 million with the remaining capitals and large cities having less than 1.2 million each.
- Australia has one of the highest degrees of urban concentration with most people living on the coast in major cities. Considering the entire land mass, the population density is only an average of 3 persons per square kilometre.
- One in every four Australians is a first or second generation settler or immigrant.
- The population of New South Wales is just over 7.3 million with the next most populous state being Victoria with 5.6 million. Combined these states make up just over half of Australia’s population. (Drawn from Australian Bureau of Statistics www.abs.gov.au)

Quick facts about the University of Sydney

- The University was founded in 1850 and is Australia’s first University.
- There are 16 faculties and schools: Agriculture and Environment; Architecture, Design & Planning; Arts and Social Sciences; Dentistry; Business School; Education and Social Work; Engineering & Information Technologies; Health Sciences; Law; Medicine; Nursing and Midwifery; Pharmacy; Science; Sydney College of the Arts (Visual Arts); Sydney Conservatorium of Music and Veterinary Science.
- Total student enrolment is just over 55,000. Approximately 10,800 of these are international students, including inbound exchange and study abroad students.
- There are over 250 student exchange agreements with institutions in the Asia-Pacific, Europe, the United Kingdom and the Americas. Most popular destinations for University of Sydney exchange students include USA, United Kingdom, Canada, The Netherlands, France, Sweden, Germany, Italy and Japan.
- In 2016, there will be over 700 Sydney students studying overseas on exchange. The University of Sydney will receive over 700 students from around the world in return.
AUSTRALIAN CUSTOMS AND QUARANTINE ISSUES
Remember to pack your receipts and other relevant documentation to assist Australian Customs with assessing customs duty/sales tax on items you may have purchased overseas (see page 9).

TOUCHING BASE ON YOUR RETURN
We encourage you to drop by our office once you have returned from your exchange. This will assist us in compiling your final paperwork for your credit transfer. Most of all, we would be happy to catch up with you and find out how the exchange went and how you are adjusting on your return home.

REVERSE CULTURE SHOCK
Culture shock on arrival in your host country is something for which many students prepare. You expect differences and mentally prepare for these.

“Re-entry” or “reverse” culture shock is not something that most students expect when they return home and yet it is this lack of expectation that can make it more stressful.

It is important for you to realise that coming home can be a challenging experience. You have just returned from the adventure of your life-time. Yet while you were away, things have changed back home as well. All the “moving on” can result in your feeling a little disjointed, or out of place at home.

You may experience restlessness, depression, anxiety, boredom, uncertainty, reverse homesickness, changes in goals, etc. You may even want to leave Australia again even though you have just returned home.

There are some tips that may help you in this re-adjustment phase:

- Remember the transition to your host culture as you may encounter similar experiences returning to Australia. The stages of re-entry include: initial euphoria, followed by irritability, gradual adjustment and adaptation.
- Understand that your friendships and relationships may have changed as a result of your new experiences.
- Take advantage of the coping skills you used when adjusting to culture shock overseas, however, seek professional advice if you feel overwhelmed and unable to cope.
- Recognise that you may need some time to adjust to all the changes you have been through and be patient with yourself. Accept the reality that re-entry is a time of transition. Learn ways to take care of yourself and ease into your surroundings.
- You may also like to retain the link with your host country by promoting your exchange experience in events run by the International Exchange Program unit such as the annual Exchange Fair, often attended by overseas representatives from partner universities, and Predeparture Information Sessions.
- Explore new places and people with whom you can share your international experiences. Join an international club, Mates Abroad or be a mentor to future exchange students through our Information and Predeparture Sessions. Sydney Abroad will contact you about these opportunities on your return.
ENROLMENT AND CREDIT PRINCIPLES

- Enrolment at the University of Sydney is your responsibility.
- Enrolment is done through your Home Faculty.
- Your faculty will enrol you in Exchange Units of Study. eg: ARTS2801Arts Exchange
- All students participating in the International Exchange Program must remain enrolled as full-time students both at Sydney and at the host university for the duration of the exchange program. This is necessary to meet visa requirements, exchange rules and satisfy Centrelink regulations for Austudy/Abstudy/Youth Allowance.
- For credit to be granted, you must remain enrolled in units of study/courses that are approved both at the University of Sydney and overseas.
- Your departments and faculty have final authority over which courses should be taken overseas to fulfil course requirements at the University of Sydney.
- All requests to change your enrolment must be supported by new academic approvals.
- Always copy your home faculty with every academic approval.
- You must take copies of your Academic Approval Forms with you as a record of your agreement with the department/s concerned. Law, SCA, CEMS, SMOG and Social Work students selected on faculty-specific exchange agreements should ensure that you follow the study program approved by your faculty for your exchange. You do not need to complete International Student Office Academic Approval Forms.
- You must keep copies of all subsequent approvals.
- You should ensure your proxy, who will be in Sydney, is aware of all your exchange plans and can amend your enrolment in your absence and make arrangements for your HECS-HELP, FEE-HELP or full-tuition fee payments.
- If you have not already arranged a proxy, please complete the relevant proxy forms at sydney.edu.au/study/student-administration/student-exchange-administration-and-forms.html

ENROLLING FOR EXCHANGE

- You should confirm all enrolment details with your home faculty before you leave for exchange.
- Exchange students are required to enrol prior to departure. Contact your home faculty for further instructions.
- Any variations to previously approved units must be formally re-approved. Faculties will require you to do this via email if you are already overseas. In both cases, provide copies (or emails) of your revised academic approvals so the faculty can amend your enrolment.
- Exchange students will NOT be able to access pre-enrolment on the Web via MyUni since enrolment in Exchange Units of Study requires special permission.
- If your pre-enrolment or enrolment variation is successful, you will be sent a confirmation of your enrolment and an invoice for your HELP debt or tuition fees. The University must have your forwarding address so that this information can reach you or reach someone who can advise you of this correspondence. You should carefully check this information to ensure that your enrolment is correct.
- Students who change courses before going on exchange must complete new Commonwealth Assistance Forms (CAF). This cannot be done by proxy as your original signature is required. These forms can be obtained at the Student Centre sydney.edu.au/study/student-administration.html
HELP DEBT AND TUITION FEES
You are required to make arrangements for the payment of your HECS or FEE HELP debt or full tuition fees to the University of Sydney whilst you are on exchange.
Failure to do so will result in a cancellation of your enrolment which will affect Centrelink payments if you are in receipt of these. All recipients of Centrelink Benefits must be enrolled in a full time study load.

EXCHANGE UNITS OF STUDY AT SYDNEY
On exchange, you are required to enrol in overseas courses that will be credited to your Sydney enrolment. Students are normally enrolled in Exchange Units of Study which make the recording and acknowledgement of your exchange study easier and more accurate.
A generic Exchange Unit of Study is one that records your enrolment in general terms, for example;
- BUSS9224 International Exchange Program
- HSTY2811 History Exchange
- LAWS3044 Law International Exchange
  Electives
- PSYC3551 Psychology Exchange
Find Exchange Units of Study through the "Find a Course" search at sydney.edu.au/courses. Type in “X Exchange” where “X” is your discipline area eg: History. Select “Units of study” in the drop down box and then click on the “Search” button.

WHAT DO I DO IF MY APPROVED OVERSEAS COURSES ARE NOT AVAILABLE?
The courses you were approved for at your host university will not always be available. You may be required to enrol in a course you did not originally receive approval for. This could have repercussions for your University of Sydney enrolment since you may be required to also change your corresponding Sydney unit of study.
To seek new academic approvals, you will need to:
1. Find suitable overseas courses to meet your University of Sydney course requirements. It is advisable that you cross-check the University of Sydney units of study with those offered at your host university before making contact with your departments for new approvals. Refer to the On-line Advanced Unit of Study Search for Exchange and specific units of study.
2. Email your Faculty contact, Head(s) of Department or Course/Year Coordinator with details of the new overseas courses – credit value of the course, number of contact hours per week, a course description and if possible, an indication of the assessment requirements. State your reasons for seeking approval for this course.
3. Keep copies of all email approvals.
4. Send all request for enrolment changes to your Home Faculty.
5. Check your enrolment changes on MyUni.

DEADLINE FOR CHANGING SYDNEY ENROLMENT
Changes to enrolment cannot normally be made beyond the following official census dates:
- 31 March for First (March) Semester
- 31 August for Second (July) Semester
Students on exchange in the second half of the University of Sydney academic year, ie. August onwards, should note that faculties do not make special arrangements to change your enrolment after the census date on the 31 August.
You must be extra vigilant about your enrolment during this semester and contact the University of Sydney as soon as you are aware that changes must be made. Failure to do so will result in an incorrect enrolment.

CREDIT TRANSFER

- It is your responsibility to ensure that you have all of the necessary documentation to receive full credit for the courses you have completed at the host university.
- University of Sydney policy states that results received on exchange are graded as “Satisfied Requirements” or “SR”. Exchange results do not count in your overall Annual Average Mark (AAM) or your Weighted Average Mark (WAM). The average you leave Australia with is the average you retain after your exchange.
- When your exchange is complete, you should request TWO copies of your official transcript from your host university before you leave. You retain one copy for your records. The additional copies must go to:
  - Sydney Abroad for students on programs administered through Sydney Abroad;
  - Your faculty office for students on Law, SCA, CEMS, SMOG and Social Work faculty-exchanges.
- Once transcripts for students are received by Sydney Abroad, they will be forwarded to your Home Faculty. Your Exchange Adviser will notify you that the transcript is with the faculty. In some cases, you will be required to complete the Post-Exchange Credit Transfer Form from: sydney.edu.au/study/student-administration/student-exchange-administration-and-forms.html and include:
  1. All Academic Approvals to verify credit arrangements; and
  2. Any documentation about courses, syllabus outlines, reading lists, and any other information which may help your department evaluate work completed overseas, particularly if you wish to dispute any borderline results received at your host university.
- Once results are processed, you will receive an “SR” against your Exchange Units of Study. There can be a lengthy time lag between receiving overseas transcripts and the completion of your credit transfer process.
- Once your Sydney Abroad Exchange Adviser has forwarded your transcript to the faculty, it is your responsibility to liaise directly with the faculty to follow up on the progress of your credit transfer.
POTENTIAL GRADUANDS AND CREDIT TRANSFER

– You may complete your course by spending your last semester/s on exchange, if permitted by your home faculty. Please contact your faculty before you leave to confirm whether you have completed enough credits (junior and senior) towards your major/other requirements to take out your course at the end of your exchange study.

– You will only be eligible to graduate once the results from your host university have been credited to your University of Sydney course. The University of Sydney cannot acknowledge your eligibility to graduate until this is done.

– More information about University of Sydney Graduations is available at sydney.edu.au/study/student-administration.html

– Credit transfer can be a lengthy process so you may not have your results in time to apply for further study or a new job. Your Exchange Adviser can prepare a letter to accompany your incomplete transcript explaining that the delay is normal and that it is not a negative reflection on your academic performance.

– If you need your results credited quickly, you will need to advise the faculty of this.
CHECKLIST FOR ACADEMIC MATTERS

BEFORE DEPARTURE FROM SYDNEY

☐ I have obtained Academic Approvals for all areas I intend to study on exchange and recorded the contact details of my home faculty and academic staff who signed my approvals.

☐ I have enrolled in exchange units at my home faculty according to my academic approvals.

☐ I have packed a copy of my enrolment and all approval forms / approved study plans.

☐ I have established a proxy to settle any further enrolment changes and to pay for tuition fees.

UPON ARRIVAL

☐ I have enrolled at the host university according to my academic approvals.

☐ I have checked MyUni (http://myuni.sydney.edu.au) to ensure I am correctly enrolled at the University of Sydney in exchange units of study.

☐ Where I have been required to find new overseas courses, I have sought new approvals from Sydney lecturers via email and copied these to my home faculty.

BEFORE RETURN FROM EXCHANGE

☐ Where my Sydney enrolment needs to be changed, I have sent new approvals and notified my home faculty to make the official change to my Sydney enrolment (this can be done via email) before the census dates:

☐ March 31 for First (March) Semester

☐ August 31 for Second (July) Semester

☐ I have double checked MyUni (http://myuni.sydney.edu.au) to ensure all changes are correct.

UPON RETURN FROM EXCHANGE

Your host university transcript will be forwarded to your Sydney Home Faculty by your Exchange Adviser. You will be notified by email when this has been done.

☐ If applicable, present the completed Post-Exchange Credit Transfer Form and all Academic Approvals (original and new) to your Home Faculty.

☐ Check MyUni http://myuni.sydney.edu.au to ensure credits have been transferred. Follow up with Home Faculty for progress of your credit transfer.
CHECKLIST FOR
PERSONAL MATTERS

BEFORE DEPARTURE FROM SYDNEY

☐ I have submitted my OS-Help application (if applicable)
☐ I have had medical and dental check ups and any required vaccinations.
☐ I have obtained a letter from my doctor for any prescription medications I need and have confirmed said medications are legal in the host country.
☐ I have a current passport valid for at least 6 months after my planned return to Australia.

AFTER RECEIVING HOST UNIVERSITY ACCEPTANCE

☐ I have applied for and obtained a student visa for the host country (if applicable).
☐ I have purchased flight tickets
☐ I have obtained temporary accommodation for my arrival
☐ I have registered my details on smartraveller.gov.au
☐ I have reviewed the university's travel insurance policy and provided details of pre-existing conditions (if applicable) and my itinerary (if studying for two semesters).
☐ I have checked the host university's insurance requirements.
☐ I have purchased any necessary additional insurance.
☐ I have applied for Centrelink benefits (if applicable).
☐ I have given notice to my landlord in Sydney and cancelled/paused any services, eg. gas/phone
☐ I have unlocked my mobile phone for use with another carrier
☐ I have registered to vote

☐ I have made copies of my important documents, (eg. airline tickets, passport, visas, credit cards) and left a copy with a relative or friend. I have translations of said documents if necessary
☐ I have notified my bank that I will be travelling overseas and made any necessary arrangements for money transfer, appointed a proxy for banking matters, etc.
FACULTY CONTACTS

Agriculture and Environment
T +61 2 8627 1001
E fortune.e.cantrell@sydney.edu.au
sydney.edu.au/agriculture

Architecture, Design and Planning
T +61 2 9036 6104
E viena.phanekham@sydney.edu.au
sydney.edu.au/architecture

Arts and Social Sciences
T +61 2 92351 2499
E arts.undergraduate@sydney.edu.au
sydney.edu.au/arts

Business School
T +61 2 9351 4432
E warren.gregory@sydney.edu.au
sydney.edu.au/business

Education & Social Work
T +61 2 9351 4301
E maria.mcquilty@sydney.edu.au
sydney.edu.au/education_social_work

Engineering & Information Technologies
T +61 2 9351 2534
E annamaria.brancato@sydney.edu.au
sydney.edu.au/engineering
Note: Ms Brancato may refer your enquiries directly to the relevant Engineering School.

Engineering & Information Technologies
(By discipline)
AMME – Dries Verstraete T: 9351 2393
E: dries.verstraete@sydney.edu.au
Biomed – Colin Dunstan T: 9351 7127
E: colin.dunstan@sydney.edu.au
CBE – Marjorie Valix T: 9351 4995
E: marjorie.valix@sydney.edu.au
Civil – Cynthia Papangelis T: 9351 5438
E: cynthia.papangelis@sydney.edu.au
EIE – Yash Shrivastava T: 9351 2819
E: yash.shrivastava@sydney.edu.au
IT – Josiah Poon T: 9351 7185
E: josiah.poon@sydney.edu.au

Health Sciences
T +61 2 9351 9161
fhs.studentcentral@sydney.edu.au
sydney.edu.au/health_sciences

Law
Donna Wilson
T +61 2 9351 0346
E donna.wilson@sydney.edu.au
sydney.edu.au/law

Sydney Medical School
T +61 2 9351 3132
E medicine.info@sydney.edu.au
sydney.edu.au/medicine

Pharmacy
Barbara Mintzes
T +61 2 9351 2320
pharmacy.enquiries@sydney.edu.au
sydney.edu.au/pharmacy

Science
T +612 9351 3587
science.academicstandards@sydney.edu.au
sydney.edu.au/science

Sydney College of the Arts
Marah Weston
T +612 9351 1106
E sca.exchanges@sydney.edu.au
sydney.edu.au/sca

Sydney Conservatorium of Music
Cedric Poon
T + 61 2 9351 1239
E cedric.poon@sydney.edu.au
sydney.edu.au/music

Veterinary Science
Stuart Skene
Animal & Veterinary Bioscience Courses Only
T +61 2 9351 2445
E animal.vetbio@sydney.edu.au
sydney.edu.au/vetscience
A full listing of faculties is available at
sydney.edu.au/about/faculties_schools.shtml
INTERNATIONAL STUDENT SUPPORT CONTINGENCY PLAN

Advice to students

In the event of threat or other emergency, the University of Sydney advises all overseas students, both overseas students who are studying at the University of Sydney and University of Sydney students who are studying abroad, to take the following actions:

1. Ensure you can easily be contacted at all times by:
   - your family and significant others;
   - your home university;
   - your host university; and
   - your consulate/embassy.

   Australians should register with www.smartraveller.gov.au so that the government can contact you in case of emergency and you can check travel warnings.

   Make sure everyone listed above:
   - has your most up-to-date contact details;
   - is advised of changes to your personal contact details; and
   - is notified of any travel plans you have away from your normal address (Always check www.smartraveler.gov.au for latest travel advice).

   If you have a university email account which you rarely use and a private email account which you use frequently, ensure that you forward emails from your university account to the account you access regularly. Check your email regularly. For students at the University of Sydney, a step-by-step guide to forwarding email can be found on sydney.edu.au/ict/student

2. Be aware of safety and security warnings issued by your home country and your host country

   Consulates and government departments issue travel and other warnings relating to security, in accordance with the current world situation. If you have registered with your Consulate/Embassy, warnings should be forwarded to you by email. You should also check relevant websites regularly.

3. Be aware of local emergency procedures

   In the case of an emergency, local authorities will issue emergency procedures by radio, television, phone-in information lines and other means. If an emergency situation arises, make sure that you are aware of the recommended procedures and that you follow these.

4. Insurance

   Familiarise yourself with your medical travel insurance for example, do you have to pay up front for treatment and claim later, if so do you have emergency funds with you, what processes do you have to follow to make a claim.

5. Emergency contact numbers

   Make sure you know the emergency contact number at your host university and carry it with you at all times. The emergency contact numbers for the University of Sydney are:

   - Counselling and Psychological Services (CAPS)
     T +61 2 8627 8437/8433 (9am - 5pm)
   - University Security Services
     T +61 2 9351 3333 or 1800 063 487

   The Security Service operates 24 hours a day.
REFERENCES & EXCHANGE FORMS

UNIVERSITY OF SYDNEY
Unit of Study Search
sydney.edu.au/courses
University of Sydney Student Support Services
sydney.edu.au/current_students/student_services
Student Centre
sydney.edu.au/studentcentre

AUSTRALIAN GOVERNMENT ORGANISATIONS
Smartraveller
www.smartraveller.gov.au
Department of Foreign Affairs and Trade (DFAT)
www.dfat.gov.au
Medicare
www.medicareaustralia.gov.au
Centrelink
www.centrelink.gov.au
Australian Taxation Office (ATO)
www.ato.gov.au
Department of Immigration & Border Protection
www.border.gov.au

TRAVEL REFERENCES
Worldwide Classroom Travel Planner
www.worldwide.edu/travel_planner/prepare.html
Currency Converter
www.oanda.com/currency/converter
Lonely Planet On-line
www.lonelyplanet.com.au
Gray Line Tour Information
www.grayline.com

The below forms are available for download from:
sydney.edu.au/study/student-administration/
student-exchange-administration-and-forms.html

Authority for a Person to Act as Proxy
for a Student at Enrolment Form
Purpose: To authorise a friend or relative to make changes to your enrolment on your behalf or pay your HELP and union fees.

Authority for a Person to Act as Proxy
for an Outbound Exchange Student
Purpose: To authorise a friend or relative to liaise with Sydney Abroad regarding all your exchange matters in Australia and overseas.

Post-Exchange Credit Transfer Form
Purpose: To confirm final enrolment at the University of Sydney and the host institution after completing the exchange. This form only applies for students in the Faculties of Agriculture and Environment; Health Science and Science. Results cannot be transferred without this form.