



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS

# Application for Student Exchange FOR SWINBURNE STUDENTS TO STUDY OVERSEAS

Please read the pamphlet 'International Exchange for Swinburne Students' before completing this form.  
Submit the completed form to the Student Services Unit, Student Administration Department, Level 8, Room 8.11

Closing dates: **31 August** for exchange commencing February '09 (Spring Semester) - Swinburne Semester 1  
**30 March** for exchange commencing August '09 (Fall semester) - Swinburne Semester 2

## PERSONAL DETAILS

Swinburne Student ID \_\_\_\_\_

Title \_\_\_\_\_ Family Name \_\_\_\_\_ Given Name/s \_\_\_\_\_

Gender  M  F Date of Birth (Day Month Year) \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ First Language \_\_\_\_\_

Are you an International Student?  Yes  No Passport Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

## CONTACT DETAILS

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (H) \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

## SWINBURNE ENROLMENT DETAILS

Course Title \_\_\_\_\_ Course Code \_\_\_\_\_

Enrolling Faculty \_\_\_\_\_ Campus \_\_\_\_\_

Major/s \_\_\_\_\_

Expected completion date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Are you studying  Full-time  Part-time

## EXCHANGE PROPOSAL

Length of Exchange  One semester  Full Year Semester and Year of Commencement \_\_\_\_\_

Exchange Institution & Country \_\_\_\_\_

## PERSONAL STATEMENT

Please attach a personal statement of no longer than one page. Please address:

1. Your reasons for wishing to participate in the exchange program
2. Why you have chosen this university
3. Why you would be a good ambassador for Swinburne and
4. How the exchange will enhance your academic and professional goals
5. Any previous experience you have had in traveling, studying or working overseas.

## APPLICATION CHECKLIST -SUPPORTING DOCUMENTATION REQUIRED

- Application for Student Exchange - all sections completed
- Proposed Study Plan completed with signed approval from Subject Convenor and School Administrator
- Degree Planner
- Official Current Result Certificate
- Two Academic References from former or present academic advisors
- Typed personal statement on why you should be selected for exchange, and why you have chosen this Host Institution
- Typed brief Resume detailing academic achievements, work history and referee contact details
- Current Passport – Photocopy attached (first two pages with photograph)
- Folio (NID students only)

## FINANCIAL PLANNING

To be eligible for exchange you must provide proof that you have sufficient funds to cover pre-departure expenses and independent living costs while studying overseas. Developing a Financial Plan is an essential step in preparing for an exchange. A suggested minimum for one semester is \$27,000 and \$45,000 for one year, but this varies according to your destination. Some travel grants and scholarships are available but do not rely on anticipated scholarships when budgeting.

You should use the following resources for your plan:

- \*Students studying at Swinburne from Partner universities
- \*Returned exchange students

- \*Partner Institution websites
- \*Partner institution handbooks

### Estimated available Funds in Ringgit Malaysia

Personal savings to date	<input type="text"/>
Anticipated Savings on departure	<input type="text"/>
Other contributions (Family, Approved Loan)	<input type="text"/>
Government Funding (ie Youth Allowance)	<input type="text"/>
Approved Scholarship or Travel Grant	<input type="text"/>
Other (please specify)	<input type="text"/>
<b>Total Available Funds</b>	<input type="text"/>

### Estimated Expenses in Ringgit Malaysia

Airfare	<input type="text"/>
Visa / Passport Fee	<input type="text"/>
Travel / Medical Insurance	<input type="text"/>
Accommodation	<input type="text"/>
Living Expenses (ie food, phone, t/port, bills)	<input type="text"/>
Other (associated travel) please specify	<input type="text"/>
<b>Total Anticipated Expenses</b>	<input type="text"/>

If total Anticipated Expenses exceeds total Available Funds, how do you plan to make up the difference?

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Where would you seek additional funding if you incurred any unexpected expenses during your exchange?

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**Note:** If your application is approved, you will be required to provide documentary evidence of finances at interview.

## STUDENT DECLARATION

I declare that the information presented in this application and the accompanying documentation is true and complete. I acknowledge that the provision of incorrect information or documentation relating to this application may result in cancellation of any offer of place in a student exchange program. I have read and understood the material in the 'International Exchange for Swinburne Students' pamphlet. I am aware of the likely costs associated with my student exchange program and have the necessary financial capacity to meet such costs for the duration of my exchange.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Privacy Statement

Information collected in this application is for the purposes of selecting participants for student exchange. Except as required by law, this information will be for use by Swinburne University of Technology use only. In some cases, it may be necessary to forward details such as your name, date of birth, citizenship, degree, email address and intended areas of study to a partner institution as part of the nomination process. Can we forward this information? Yes No

### Office Use Only

Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_