

## APPLICATION PROCEDURES

This coversheet is for students applying for internships, short courses, summer courses, events or conferences organised by UNSW Exchange Partners. Please ensure you submit your full application by email to [advisor4globaled@unsw.edu.au](mailto:advisor4globaled@unsw.edu.au) or in hardcopy to the Global Education Office by the relevant deadline.

Please submit the following documents by email as an attachment or in hardcopy by the relevant deadline:

1. PART A - UNSW **Global Education Programs Outgoing Application Form** (see next page).
2. PART B - A **1-2 page proposal** answering the following statements. Given the ambassadorial expectations held by UNSW, the Exchange Office is looking for students who will represent UNSW in the best possible way.
  - a. Please set out in your own words why UNSW should support your nomination to the institution.
  - b. Demonstrate what courses you have done which relate to this program.
  - c. What do you intend to bring back from your short course experiences that will add value to UNSW, yourself and other students?
3. A **resume** outlining any relevant achievements or work experience.
4. Your **current Academic Statement** from [www.my.unsw.edu.au](http://www.my.unsw.edu.au).
5. A copy of the ID page of your **passport**.
6. Intensive Course - **Transfer of Credit** form (if applicable).

Students nominated to participate in the above program are expected to submit a written report on their experiences at the end of their program.

### NOTE:

- If applicable, students **MUST** speak to their UNSW Faculty about their proposed study plan and negotiate any transfer of credit issues with their Faculty *before* submitting an application to the Global Education Office.
- Apart from any stipulated funding, students are responsible for covering any costs associated with their short course program.

Any queries should be referred to:

Global Education Programs, Ground Floor, East Wing, Red Centre Building, UNSW International  
Telephone: +612 9385 5327, fax: +612 9385 5927 or e-mail: [advisor4globaled@unsw.edu.au](mailto:advisor4globaled@unsw.edu.au)

# Global Education Programs Outgoing Application Form



## Part A - Personal Details of student

CONTACT DETAILS			
First Name:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname:		Date of Birth:	
UNSW Student number:		Telephone:	
Postal Address:		City:	
		Postcode:	
Email:			
ACADEMIC QUALIFICATIONS			
UNSW Degree Name:		UNSW Program Code:	
UNSW Faculty:		Year of study:	
Degree being completed:		Weighted Average Mark (WAM)	
GLOBAL EDUCATION PROGRAM DETAILS			
Name of program:			
Country of program:			
Dates of Program	Start:	End:	
This program is with an UNSW partner:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Type of Program:	<input type="checkbox"/> Internship	<input type="checkbox"/> Short Course	<input type="checkbox"/> Volunteer
	<input type="checkbox"/> Conference	<input type="checkbox"/> Other	
TRANSFER OF CREDIT			
Will you be transferring the credit to UNSW?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is the Transfer of Credit form attached to this application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
DECLARATION			
I declare that I have read the guidelines, that the information supplied is complete and correct, and acknowledge that the University reserves the right to vary or reverse any decision made on the basis of incorrect and incomplete information.			
Signature:	Date		
	day / month / year		

