

## INCOMING STUDENT EXCHANGE APPLICATION ADMISSION FORM

### CLOSING DATES

Session 1 (late February – mid June) – November 7  
Session 2 (mid July – early November) – May 7

#### OFFICE USE ONLY

|                        |  |                      |  |
|------------------------|--|----------------------|--|
| <b>Application no.</b> |  | <b>Date received</b> |  |
|------------------------|--|----------------------|--|

### CONTACT DETAILS

|   |  |   |  |
|---|--|---|--|
| Title: (Ms, Mrs, Miss, Mr, other)                 | Family Name:   | Given Names:  |  |
| Maiden Name /Previous Family name (if applicable) | Date of Birth:<br>dd / mm / yyyy   | Sex:<br><input type="checkbox"/> male <input type="checkbox"/> female |  |
| Country of Birth:                                 | Nationality:   |   |  |
| Address for correspondence:                       | Permanent address in home country (if different to correspondence address) |   |  |
|   | Postcode:  | Postcode:   |  |
| Home telephone number:                            | Mobile telephone number:   | Email address:  |  |

### ADDITIONAL PERSONAL INFORMATION

Do you have a disability or ongoing medical condition, which will require you to seek special assistance from the University? i.e. hearing/visual impairment, mobility/learning/medical requirements

Yes  no

### CURRENT ENROLMENT DETAILS

|                   |             |
|-------------------|-------------|
| Home institution: | Country:    |
| Academic major:   | Year level: |

- Please attach a certified copy of your transcript showing current enrolment details and previous results

## HOME INSTITUTION APPROVAL

This student has been approved to study in the International Student Exchange program at Charles Sturt University.

|  |                           |
|--|---------------------------|
| Name of Institution:                               |                           |
| Name of International Coordinator/representative:  |                           |
| Email address:                                     | Phone/fax numbers:        |
| International Coordinator/representative signature | Date and university stamp |

## DURATION OF STUDY

The student intends to study at Charles Sturt University for:

|   |  |
|---|--|
| Commencement:<br>February/March <input type="checkbox"/> July <input type="checkbox"/> year: 20__   | Number of sessions:<br>1 session (6 months) <input type="checkbox"/> 2 sessions (12 months) <input type="checkbox"/> |
| Preferred campus:<br>Albury-Wodonga <input type="checkbox"/> Bathurst <input type="checkbox"/> Port Macquarie <input type="checkbox"/> Orange <input type="checkbox"/> Wagga Wagga <input type="checkbox"/> |  |

## ENGLISH PROFICIENCY ACKNOWLEDGEMENT

Please check one of the following boxes:

- English is my first/main language
- English is the language of instruction at my home institution
- The result of my IELTS/TOEFL test is attached to this application\*

\* Please read the English proficiency requirements at:

[www.csu.edu.au/international/entry-requirements/english-language-proficiency](http://www.csu.edu.au/international/entry-requirements/english-language-proficiency)

You may be required to provide evidence of higher English proficiency in particular study areas.

## CHOICE OF SUBJECTS

Students study four (4) subjects each session. Please fill in the table below, listing in order of preference at least six (6) subjects you wish to study at Charles Sturt University. All subject nominations must be taken from the same campus. It is not possible to commute between campuses.

A list of subjects available can be found at: [www.csu.edu.au/handbook](http://www.csu.edu.au/handbook).

Please note that timetable conflicts may prevent you from enrolling in some of the subjects you have nominated in your order of preference.

Many CSU subjects have prerequisites, which you can find on the subject in the handbook. For each CSU subject prerequisite please indicate what you have previously studied that is equivalent.

| Student name:   |              |              |  |  |                               |   | CSU Faculty to complete             |
|-----------------|--------------|--------------|--|--|-------------------------------|---|-------------------------------------|
| Preference      | Subject code | Subject name | Session 1 (Feb-Jun)<br>Session 2 (Jul – Nov) | Campus:<br>Albury-Wodonga (A)<br>Bathurst (B)<br>Orange (O)Wagga<br>Wagga (W)<br>Port Macquarie (PM) | CSU Prerequisite subject code | Home institution subjects studied equivalent to CSU prerequisites | CSU Academic approval (please sign) |
| 1 <sup>st</sup> |              |              |  |  |                               |   |                                     |
| 2 <sup>nd</sup> |              |              |  |  |                               |   |                                     |
| 3 <sup>rd</sup> |              |              |  |  |                               |   |                                     |
| 4 <sup>th</sup> |              |              |  |  |                               |   |                                     |
| 5 <sup>th</sup> |              |              |  |  |                               |   |                                     |
| 6 <sup>th</sup> |              |              |  |  |                               |   |                                     |
| 7 <sup>th</sup> |              |              |  |  |                               |   |                                     |
| 8 <sup>th</sup> |              |              |  |  |                               |   |                                     |

**This application must be signed; otherwise it will not be accepted.**

1. I wish to be considered for entry to the course listed above, and declare that all the information submitted on this application form is correct and complete and that I have provided certified copies of the documents indicated in the checklist.
2. I acknowledge that the provision of false or misleading information may result in non-acceptance of this application or immediate exclusion from the University, or that the University may vary any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
3. I authorise Charles Sturt University (CSU) to undertake inquiries regarding my enrolment or study at any educational institutions previously attended by me including collecting personal information about me by obtaining official records or engaging in discussions about me with officials from those educational institutions.
4. I am making this application for the purpose of studying full time at CSU and not for any other purpose.
5. I understand and accept that I must comply with the academic rules and regulations in place at CSU and the laws applicable in Australia at all times and that any failure to do so may result in my exclusion from the University or expulsion from Australia.
6. I clearly understand and accept that enrolment at CSU will require compliance with the provisions established by the Australian Government for overseas students, which include the following:
  - a. *temporary entry to Australia, if granted, will be for study purposes only;*
  - b. *to be accepted to study at CSU I must have at least the minimum academic and English language requirements for the course;*
  - c. *I will be permitted to continue my study in Australia only if I make satisfactory progress in my course and attend all lecturers, tutorials and meet all other course requirements;*
  - d. *I must inform the University of my Australian residential address and telephone number at enrolment and advise the University of any changes to these details immediately while enrolled at the University;*
  - e. *I am to return home on the completion of my study or at the expiration of my temporary entry permit, and I understand that temporary entry as a student confers no right of permanent residence in Australia at and after that date*
7. I undertake to pay the prescribed tuition fee at my home institution for which I am liable as an exchange student.
8. I understand that it is my responsibility to negotiate and obtain approval from my home institution for obtaining academic credit for any subjects completed at CSU.
9. I am aware of the likely living cost of my stay in Australia, and I have the necessary financial capacity to meet such costs for the full duration of my exchange period.
10. I understand that the information I have provided to the University may be made available to Commonwealth and State agencies, pursuant to obligations under the law.
11. If accepted into the exchange program, I expressly consent to CSU providing personal information about me to my home institution at any time including:
  - a. *my results or academic transcript in courses or subjects for which I am enrolled;*
  - b. *if I withdraw from or fail a subject or course;*
  - c. *any complaints or findings of misconduct or inappropriate behaviour made to or by the University about me;*
  - d. *non-attendance at any lecturers or tutorials or non-completion of any course or subject requirements;*
  - e. *information regarding my general health or safety, including reasonable concerns held by the University about my general wellbeing.*
12. I have obtained and will maintain for the duration of my enrolment with the University adequate health and travel insurance coverage and I agree to indemnify CSU for any expenses, losses, damages and costs that it may sustain or incur as a result, whether directly or indirectly, of any action arising from any failure by myself to obtain or maintain adequate health and travel insurance coverage.
13. I have sought and obtained appropriate advice on my responsibilities as set out in this Declaration.

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Signature

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Date

**Return this application form and attachments to:**

Coordinator, CSU Global, Division of International Education and Partnerships

Charles Sturt University, Panorama Avenue Building 1395, BATHURST NSW 2795 AUSTRALIA

Telephone: +61 2 6338 4621 Email: [CSU Global Cordinator](#)

*Please ensure that you have attached the necessary documentation listed below in order for your application to be processed.*

- one academic reference from your home institution
- Statement of purpose outlining your academic career and motivations for studying abroad (300 words)
- Up-to-date certified academic transcript
- Descriptions of previous subjects you have studied that match CSU prerequisites
- A copy of your current passport
- If applicable, copies of TOEFL/IELTS test results to demonstrate English proficiency