

UTS ADMISSION PROCESS AFTER NOMINATION

Dear Student,

As you have been nominated by your home university, you can now start the UTS application for exchange commencing in Autumn Session (March) 2017. Please follow the steps below to ensure your application is completed correctly to avoid delays.

Check the UTS Entry Requirements

To ensure your eligibility for the exchange program, please check the below requirements:

- [Academic](#)
- [English language](#)

Subject Selection

Please read the subject selection advice below carefully and ensure you select subjects that are offered in the correct session (Autumn 2017) and for which you meet any prerequisites. Failure to select viable subjects in your application will result in significant delays in your enrolment.

- You will be required to enrol in 18-24 credit points in [each session](#) at UTS
- You are required to list 9 subjects in your online application in order of preference
- Approval will be sought from faculty for your selected subjects
- You will be able to enrol in 18-24 credit points from the subjects for which you are approved.
- Refer to [study plans and subjects](#) to find helpful study advice guides and tips for selecting subjects
- Use the [Faculty Advising Guides](#) as a starting point to see what subjects are recommended for Exchange students
- Check the [UTS Handbook](#) for additional subjects
 - Check availability and restrictions
 - Undergraduate/Postgraduate
 - Check if you have met the pre- requisites
- Put every subject you select through the [UTS Timetable Planner](#) (available from Monday 17th October) to check that it is available in the [correct](#) Session and to check its timetable of classes. For your first semester at UTS, **only choose subjects that are available in AUTUMN session.** If you are coming to UTS for two sessions, you need to choose subjects available in SPRING for your second session.

Tip: when you search for the course code in the *Timetable*, if the code comes up with AUT it is offered in the Autumn Session. I.e. 22107_AUT_U_1_S: Accounting for Business Decisions A

You will receive instructions on how to activate your UTS email account and select class times to complete the web enrolment process once you have accepted your offer to study at UTS.

Complete Online Application

Online application link: <https://uts.moveon4.com/form/56bbdfc03e5d66c56b11eb4e/eng>

- **Create an account**
 - If you are a first time user you will need to register an account
 - Create an appropriate password. (Your password must contain at least 8 characters, including a number and special character. For example: **UTS7exchange@**)
 - Once your account has been created and authenticated, you can log in. You will be taken to the authentication page again, where you can now login on the left-hand side
- **Fill in your application**
 - Login with your email and password
 - You can return to your application any time. Be sure to save the data each time you update and before you exit
 - Upload the requested documents
- **Submit your application**
 - Review your application
 - If you are happy with the application and all fields are completed submit the application. **Once submitted, you will not be able to make changes**
- **Print your application**
 - You must print a PDF of your application that will be automatically generated after you've completed the application. (Allow a few minutes for the PDF to be created)
 - If you do not have access to a printer, you can save the file and print it later. The printed application form is a record of the information you entered online

Submit Printed Application Form and Supporting Documents

- Applications including supporting documents (Transcripts & English proficiency if required) **must be submitted by your home university exchange advisor/office**
- Applications must be emailed to: saex.applications@uts.edu.au by your home university
- **UTS will not accept applications directly from the student**

- The deadline to submit your application is **30 November 2016 for UTS Autumn Session 2017 (Commencing March)**

Your Letter of Offer and Acceptance

- Successful applicants will receive a Letter of Offer including approved subject selection and instructions regarding insurance - Overseas Student Health Cover (OSHC). **The assessment process can take up to six weeks after the official deadline.**
- Once you receive a Letter of Offer, you must formally accept this by returning the acceptance form to UTS International.

Electronic Confirmation of Enrolment (eCoE) and Australian Student Visa

Upon receipt of your acceptance, you will be issued an electronic Confirmation of Enrolment (eCoE). The eCoE is official documentation provided by UTS and is required to obtain an [Australian Student Visa](#)

We look forward to receiving your application from your home institution!

Kind regards,
UTS Global Exchange Team

UTS International
University of Technology Sydney | PO BOX 123 | Broadway | NSW 2007 | Australia
t: +61 2 9514 7915
e: Studyabroad.Exchange@uts.edu.au | w: www.studyabroad-exchange.uts.edu.au

CRICOS Provider No: 00099F