



## Checklist for Exchange Application

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## Checklist for 360 International Exchange Application

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We're excited to see you take the first step towards adding an international exchange to your degree! We've prepared this checklist to help you get started with your application and hope that you find it helpful.

### Travel considerations

It is important that you read and consider carefully the risks and uncertainties associated with travelling during the ongoing pandemic before applying for exchange, which can be found on [Covid-19 student travel considerations](#).

The University of Auckland reserves the right to suspend or cancel the exchange for any reason. Any decisions made with regards to the operation of the outbound exchange programme will be based on the most recent information available at the time and will take into consideration various factors, including the most recent advice and policy from the New Zealand Government, the status and likely stability of the quarantine-free travel, availability of appropriate insurance coverage, the University of Auckland's travel policy, the cost and expectation of quarantine requirements (in and out of New Zealand), the operating status of our overseas partner universities, and other real and perceived risks or restrictions related to international travel.

When applying for the exchange programme, you will need to accept and sign the semester exchange programme terms and conditions, as well as acknowledge and accept the considerations for travel during Covid-19 in the Covid-19 Declaration Form. You can find more information on [how to apply](#).

### Nomination spaces

360 International has a limited number of spots available to offer for each partner university, therefore nomination places may be competitive, and it is not always possible to be nominated to your preferred university. We ask that you are open-minded and flexible with your university choices. Please note, if you are nominated to a university that you later learn you are not eligible to attend due to course restrictions, faculty restrictions, etc. we will be unable to switch you to another university.

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### What to do before you submit your application to 360 International:

- Attend an [exchange information session](#) (recommended).
  - Email and/or make an appointment to speak with the 360 International team to discuss any questions you may have during your research and preparation.
  - Meet with an adviser at the [Student Hub](#) to discuss the suitability for an exchange and review your remaining [degree requirements](#). It is important to understand relevant requirements for exchange credit transfer and degree completion.
  - Research the [Via TRM](#) partner university pages and [partner university fact sheets](#) on our website to determine where you want, and are eligible, to go on exchange.
    - The exchange sections of partner university websites and their course catalogues provide useful information for researching potential courses and restrictions. It is your responsibility to review course offerings, restrictions and availability for each prospective host university carefully in advance. Not all courses/departments will be open to exchange students at a given host university.
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## Application documents to prepare:

You will be uploading the following documents to your *Via* TRM application for exchange.

- Complete the [Academic Planning Worksheet](#).
  - Complete the [Host University Preferences and Proposed Courses Form](#).
  - Write your 500-word Statement of Purpose, where you'll list the reasons why you'd like to participate in an exchange (e.g. personal motivations, academic and professional benefits), why you would be a suitable representative of The University of Auckland, and any additional information.
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## How to complete your *Via* TRM application:

You can access *Via* TRM through this link, using Google Chrome: <https://go.360international.ac.nz/>

Before you start your application, please ensure you have created an account on *Via* TRM with your University of Auckland student email address and password.

All students must complete this application to be considered for participation in a 360 International exchange programme. Also, you must complete all questions with an asterisk \* in order to submit your application.

Please ensure you have:

- Started **ONE** application to your first choice
  - Listed any alternate universities you are interested in, at the end of your application. It is important that you select your alternates in the **same order** of your preferences listed on the Host University Preferences & Proposed Courses form.
  - Submitted your application with supporting documentation by 360 International's deadline (listed on [how to apply](#))
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## What happens after

If eligible and accepted for participation in the exchange programme, you will receive a nomination offer indicating one partner university you have been nominated to. You will need to accept your nomination offer, and we will guide you through the relevant host university application process in due course. **Please do not apply to any partner universities directly prior to receiving host university application instructions from the 360 International team.**

Your next steps in the journey include:

- Attend a nomination session
  - Apply to the host university
  - Organise course approvals with your faculty
  - Attend a pre-departure session
  - Make travel and accommodation arrangements
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## Connect with our team

Our team is here to help answer any questions you may have. You can book an [office hours appointment](#) or send your questions by emailing [360international@auckland.ac.nz](mailto:360international@auckland.ac.nz).

***We look forward to supporting you through this journey!***