How to find the application for the 360 International Exchange Programme on Via TRM

There are two ways to find Via TRM on the 360 International website – through the ‘Via TRM’ webpage itself (page 1) or through the ‘How to Apply’ webpage (page 5).

How to find Via TRM through ‘Via TRM’ webpage

1. Visit 360 International
   https://www.auckland.ac.nz/en/study/study-options/360-international.html

2. Scroll down the 360 International webpage and find Via TRM
   https://www.auckland.ac.nz/en/study/study-options/360-international/via-trm.html
3. Read through the information on the Via TRM webpage. To log in, click log in here to ‘Via TRM’. Ensure you log in with your University of Auckland student details and email address, not a personal email.

4. For first-time sign-in users, you’ll be prompted to take a quiz to filter suggested programmes for you. Otherwise, when you sign in, the homepage will be your Dashboard.
   a. At the top, click ‘Programmes’.

5. The Programmes page is where you can browse for the overseas opportunities offered through the University of Auckland.
6. Type in the search bar ‘360 International Exchange Programme’. (You can also scroll down to find it if you wish).

7. Read the information and instructions on the 360 International Exchange Programme page. Applications are only open when there is a blue ‘Apply Now’ button. You can only apply for an open application term (not a past term), so it’s important to check the term dates.
a. Scroll down to the Terms and Cost table. Click ‘Apply Now’ to begin your application for exchange.

<table>
<thead>
<tr>
<th>Terms and Cost</th>
<th>Jan 2020 - Jun 2020 Term</th>
<th>Jul 2020 - Dec 2020 Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Dates</td>
<td>January 2020 to June 2020</td>
<td>July 2020 to December 2020</td>
</tr>
<tr>
<td>Length</td>
<td>25 weeks</td>
<td>26 weeks</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>August 1, 2019</td>
<td>December 1, 2019</td>
</tr>
<tr>
<td>Cost</td>
<td>Please Inquire</td>
<td>Please Inquire</td>
</tr>
<tr>
<td>2 Total Option(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPLICATION CLOSED  APPLY NOW

8. A message will appear. Please read the eligibility information. Please note, you can only apply for the application round (term) that is currently open (as shown on ‘When would you like to go’).

a. Make sure the box under the programme range dates is selected. Click ‘Next’ to start your application.

See the Eligibility and Timing and How to Apply sections of our website for detailed information before you begin an application.
9. Start filling out your application. Please remember to submit it by the deadline listed on the application, along with the supporting documentation required.

*Note: Once you have submitted your application, you are no longer able to make any edits. If you have already submitted your application, but then wanted to make changes, please contact 360 International as soon as possible before the application deadline.*

If you have any questions, please contact the 360 International Team at 360international@auckland.ac.nz.

**How to find Via TRM through the ‘How to Apply’ webpage**


11. Click ‘Semester exchange.’
12. Scroll down and click on ‘How to apply’.

13. Carefully read through the application process (steps 1-3).

14. Under step 2, click the link to sign in to Via TRM. Use your Student Services Online login details (upi and password, please do not sign in with your personal email). If it is your first time signing in, you will need to create your traveler profile.

**Step 2: Research host universities**

- Create a traveller profile in the Via TRM system.
15. For first-time sign-in users, you’ll be prompted to take a quiz to filter suggested programmes for you. Otherwise, when you sign in, the homepage will be your Dashboard.
   a. At the top, click ‘Programmes’.

16. The Programmes page is where you can browse for the overseas opportunities offered through the University of Auckland.

17. Type in the search bar ‘360 International Exchange Programme’. (You can also scroll down to find it if you wish.)
18. Read the information and instructions on the 360 International Exchange Programme page. Applications are only open when there is a blue ‘Apply Now’ button. You can only apply for an open application term (not a past term), so it’s important to check the term dates.

a. Scroll down to the Terms and Cost table. Click ‘Apply Now’ to begin your application for exchange.
19. A message will appear. Please read the eligibility information. Please note, you can only apply for the application round (term) that is currently open (as shown on ‘When would you like to go’).
   a. Make sure the box under the programme range dates is selected. Click ‘Next’ to start your application.

20. Start filling out your application. Please remember to submit it by the deadline listed on the application, along with the supporting documentation required.

   Note: Once you have submitted your application, you are no longer able to make any edits. If you have already submitted your application, but then wanted to make changes, please contact 360 International as soon as possible before the application deadline.

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360 International Office
www.auckland.ac.nz/360

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