Checklist for 360 International Exchange Application

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.

Note for Semester 2 2022 Exchanges

Although we are currently opening applications for Australian partner institutions for Semester 2, 2022, The University of Auckland reserves the right to cancel the outbound exchange programme should there be concerns related to health or safety risks abroad, due to the outbreak of Covid-19 or otherwise. The University of Auckland’s decision will be based on the most recent information we have at that time and will take various factors into consideration.

Please note, we are not planning to open applications for other destinations at this time, as we require more certainty on the timeline and processes associated with the New Zealand Government’s plans to reconnect New Zealanders with the world. Although we understand that other countries may be gradually opening up, and things can and may change for the better between now and the start of Semester 2 2022, allowing more flexibility for international travel in general, there is still too much uncertainty at this stage and many factors must be considered before we can resume our broader exchange activities.

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 not be able to switch you to another university.

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 your faculty to discuss the suitability for an exchange and obtain an updated degree planner. 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.
**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.

**How to complete your Via TRM application:**

You can access Via TRM through this link, using Google Chrome: [https://go.360international.ac.nz/](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
- Submitted your application with supporting documentation by 360 International’s deadline

**What happens after**

If eligible and accepted for participation in the exchange programme, you will receive a nomination offer indicating which partner university you have been nominated to, 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

**Connect with our team**

Our team is here to help answer any questions you may have. You can contact us in the following ways:

You can email your questions to [360international@auckland.ac.nz](mailto:360international@auckland.ac.nz).

You can book an appointment for office hours on our [website](#) (Alert Level 1 only), or email us to book a Zoom appointment.

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