



Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes  where appropriate. These forms can be handed in to the Study Abroad Office on your home campus or emailed to [fremantle.studyabroad@nd.edu.au](mailto:fremantle.studyabroad@nd.edu.au) or [sydney.studyabroad@nd.edu.au](mailto:sydney.studyabroad@nd.edu.au) as relevant.

The University of Notre Dame Australia welcomes applications from students who wish to spend a semester studying abroad at one of our partner institutions. Notre Dame will only accept those students who have applied through the Study Abroad Office by the published dates and meet the eligibility requirements outlined in Study Abroad Policy: Outbound Study Abroad Exchange Program.

In order to apply, students are requested to complete the following application form, seek approval from their Course Coordinator and submit to the **Study Abroad Office** on your campus.

**Semester 1 applications** need to be submitted by 1st June the year prior to intended overseas study.

**Semester 2 applications** need to be submitted by 1st November the year prior to intended overseas study.

## 1. STUDENT DETAILS

1.1 Title  Surname/Family name  First name  Second/Middle name

Student ID Number

Are you a student visa holder?  Yes  No

## 2. SEMESTER ABROAD

2.1 Indicate which semester you wish to study abroad. Please note you may only apply for one semester at a time and study abroad is limited to one semester only for successful applicants.

- Semester One, January to June (Spring) Year
- Semester Two, August to December (Fall) Year

2.2 Indicate in order of preference which country you wish to study abroad in. Please list at least two choices.

1.  2.  3.

2.3 Indicate in order of preference which host institutions you wish to attend. Please list at least two choices.

1.  2.  3.

## 3. PASSPORT DETAILS

3.1 Passport number  Expiry date  /

Country of citizenship

## 4. CONTACT PERSON

4.1 Relationship to you  Mother  Father  Legal Guardian  Sister  Brother  Friend

4.2 Title  Surname/Family name  First name  Second/Middle name

4.3 Number and street

Town/Suburb  State  Postcode

Telephone (home)  Telephone (work)

Mobile  Email

## 5. ACADEMIC RECORD

5.1 Course you are currently enrolled in  Major

Minor/Second Major  Expected date of graduation (mm/yyyy)  /

PLEASE ATTACH A COPY OF YOUR UNOFFICIAL ACADEMIC TRANSCRIPT. YOU CAN REQUEST A COPY FROM STUDENT ADMINISTRATION.

## 6. ACADEMIC PROGRAM

### 6.1 For single degree students

6.1.1 Are units available that will contribute towards your degree?  Yes  No

6.1.2 Are these units available in English?  Yes  No

### 6.2 For double degree students

6.2.1 Are units available that will contribute towards your degree?

- Yes units are available that will contribute to BOTH of my degree
- Yes units are available that will contribute to ONE of my degrees. Please elaborate below.
- No

6.2.2 Are these units available in English?  Yes  No

Course Coordinator's signature

Date

 /  / 

It is important to discuss your desire to study abroad with your Course Coordinator and to consider which units may be studied abroad and the impact study abroad could have on your degree.

If you are having difficulties locating unit offerings online please contact Notre Dame's Study Abroad Office ([fremantle.studyabroad@nd.edu.au](mailto:fremantle.studyabroad@nd.edu.au) or [sydney.studyabroad@nd.edu.au](mailto:sydney.studyabroad@nd.edu.au)) as relevant. Please do not contact the host institution directly.

## 7. PERSONAL STATEMENT

As a separate attachment (limit to 2 A4 pages), describe why you have selected this program and any contributions you will be able to make upon your return as a result of having studied abroad. Use this as an opportunity to introduce yourself and to discuss your personal and academic goals and qualifications which influenced your decision to apply to participate in this program. Include any contributions that you think you will be able to make to the program, and any contributions you will be able to make upon your return as a result of having studied abroad.

## 8. SPECIAL INTERESTS

8.1 Please describe any involvement in community service or church activities.

  
  

8.2 Please describe any part-time or vacation employment.

  
  

8.3 Please describe any leadership positions you have held and/or any involvement with clubs or student societies at Notre Dame.

  
  

8.4 Please list any sports in which you participate.

  
  

8.5 Please list any special activities you would like to participate in during your semester abroad in addition to your studies.

## 9. RECOMMENDATIONS

Using the attached form, please provide two recommendations from someone who knows you well – for example an academic member of staff who has taught you, your Course Coordinator, a residential supervisor or other professional person. You must submit at least one academic recommendation.

These letters of recommendation can be included with this application or emailed directly to [fremantle.studyabroad@nd.edu.au](mailto:fremantle.studyabroad@nd.edu.au) or [sydney.studyabroad@nd.edu.au](mailto:sydney.studyabroad@nd.edu.au) as relevant.

## 10. DOCUMENTATION CHECKLIST

Please tick this checklist to ensure that your application is complete before signing and dating the declaration and submitting your application. ONLY APPLICATIONS WITH ALL REQUIRED DOCUMENTS ATTACHED WILL BE PROCESSED. Please note that submitted documents will not be returned.

I have:

- read and understood *Policy: Outbound Study Abroad Exchange Program*.
- completed all sections of this application form.
- attached a personal statement of at least 300 words in length (max 2x A4 pages).
- attached an unofficial academic transcript.
- attached a copy of my passport.
- attached two letters of recommendation (at least one must be academic).
- attached a completed Study Abroad Medical Report Form.
- signed and dated the declaration.

## 11. DECLARATION You must sign and date the declaration below.

I  declare that, to the best of my knowledge, the information I have supplied in this application and the documentation supporting it is correct and complete. I understand that the provision of incorrect information or documentation or the withholding of relevant information or documentation relating to this application may result in the cancellation of my enrolment at, or an offer of enrolment for, The University of Notre Dame Australia's Outbound Student Exchange Program. I have read and understood the sections of this form relating to course selection, application procedures, fees, and policies. I undertake to make timely payments of any fees or associated costs for which I am liable. I am aware of the likely costs of my exchange semester and have the necessary financial capacity to meet such costs for the duration of my course.

Applicant's signature

Date

 /  / 

## PRIVACY STATEMENT

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at [www.nd.edu.au/copyright.shtml#Privacy](http://www.nd.edu.au/copyright.shtml#Privacy). You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: [Fremantle.Registrar@nd.edu.au](mailto:Fremantle.Registrar@nd.edu.au) (for Broome / Fremantle Students), or [Sydney.Registrar@nd.edu.au](mailto:Sydney.Registrar@nd.edu.au) (for Sydney Students).

## HOW TO SUBMIT APPLICATION

Completed application forms, together with transcripts and all requested documentation, should be submitted to the Study Abroad Office on your home campus. Students on the Broome Campus should submit applications and enquiries related to Study Abroad to the Study Abroad Office in Fremantle. For further information, contact details are:

The University of Notre Dame Australia  
Study Abroad Office, Fremantle Campus  
26 Mouat Street (PO BOX 1225)  
Fremantle, WA 6959  
Telephone: +61 8 9433 0108  
Email: [fremantle.studyabroad@nd.edu.au](mailto:fremantle.studyabroad@nd.edu.au)  
[www.nd.edu.au](http://www.nd.edu.au)  
CRICOS Provider Code: 01032F

The University of Notre Dame Australia  
Study Abroad Office, Sydney Campus  
140 Broadway (PO BOX 944)  
Chippendale, NSW 2007  
Telephone: +61 2 8204 4137  
Email: [sydney.studyabroad@nd.edu.au](mailto:sydney.studyabroad@nd.edu.au)  
[www.nd.edu.au](http://www.nd.edu.au)  
CRICOS Provider Code: 01032F



# Outbound Student Exchange Program Letter of Recommendation

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes  where appropriate.

Please return to the student or send directly to the Study Abroad Office by emailing to fremantle.studyabroad@nd.edu.au or sydney.studyabroad@nd.edu.au as relevant. Thank you.

Please ensure that you obtain at least one academic recommendation.

## 1. STUDENT DETAILS

1.1 Title  Surname/Family name  First name  Second/Middle name

1.2 Name of the person writing the letter of recommendation

1.3 Capacity in which this person knows you  Length of time this person has known you

Applicant's signature  Date    .   .

## 2. REFEREE

The student presenting you with this form is applying for an Outbound Student Exchange Program sponsored by The University of Notre Dame Australia. Many factors are considered in the selection and approval of the applicants for exchange. As one familiar with the academic and/or personal characteristics of the applicant, you are asked to assist us in the selection by providing your candid appraisal of the candidate's qualifications.

2.1 How would you rate this student as a candidate for a semester length exchange program overseas?  
 Very suitable     Suitable     Not suitable

2.2 Please complete the following table by ticking the appropriate box below

In comparison to the other students I work with, this student demonstrates	Excels in this area	Better than most students	Somewhat better than average	Typical of students I know	Somewhat weaker than average	Weaker than most students
Ability to adapt to a new environment						
Ability to accept personal responsibility						
Ability to make new friends						
Interest in and tolerance of new ideas						
Ability to work with persons in authority						
General self-discipline						
Sensitivity to the needs/rights of others						
Overall maturity and judgment						

## 3. FURTHER INFORMATION

Please add any relevant comments about this applicant.

Referee's signature  Date    .   .

Please return to the student or send directly to the Study Abroad Office by emailing fremantle.studyabroad@nd.edu.au or sydney.studyabroad@nd.edu.au as relevant. Thank you.



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The purpose of this form is to determine your health history and any special medical needs you may have when you study abroad. Information provided will be treated confidentially. A copy of this form will be given to your host institution for the purpose of serving you as promptly and correctly as possible, should you require medical or counselling services during your semester abroad.

## 1. STUDENT DETAILS To be completed by applicant

1.1	Title	Surname/Family name	First name	Second/Middle name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
1.2	Name of Primary Physician Clinic			Telephone
	<input type="text"/>			<input type="text"/>

## 2. GENERAL HEALTH

2.1 Are you generally in good physical condition?  Yes  No  
 Are you currently being treated for any physical condition?  Yes  No  
 Do you have a heart condition?  Yes  No  
 Are you a diabetic?  Yes  No  
 Do you have asthma?  Yes  No  
 Do you have, or have you had, any eating disorders?  Yes  No

2.2 What diseases have you had in the past five years (if any)? Please list

2.3 Do you have any allergies to foods, medications, environmental factors, insects, etc?  Yes, please list  No

2.4 Are you taking any medications?  Yes, please list  No

2.5 Are you on a restricted diet (vegetarian, diabetic, allergies)?  Yes, please list  No

2.6 Do you anticipate needing any health care or counselling while abroad?  Yes, please list  No

**3. DISABILITY SUPPORT**

3.1 Do you have a Learning Access Plan (LAP) or Intervention Strategy in place at Notre Dame?\*     Yes, please list     No

\_\_\_\_\_

\_\_\_\_\_

\* You are not required to answer this question, however, this information is important because any LAP will not “automatically” transfer to your study abroad semester but it may be possible to negotiate with the relevant support office at the host institution.

**4. FURTHER INFORMATION**

4.1 If there is any additional health information that you feel would be helpful for the University to be aware of during your study abroad experience, please provide details below.

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**4. MEDICAL INSURANCE**

I understand that I must be insured for any medical expenses, including evacuation back to Australia, which I may incur while I participate in the Outbound Student Exchange Program.

I  certify that all responses made on this Medical Report form are true and accurate, and I will notify The University of Notre Dame Australia’s representatives hereafter of any relevant changes in my health that occur prior to the start of the program. I understand that this form is for information purposes only and in no way implies that The University of Notre Dame Australia takes responsibility for my health.

Applicant’s signature

Date   •   •

**PRIVACY STATEMENT**

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University’s handling of your personal information is contained in the University’s Privacy Policy at [www.nd.edu.au/copyright.shtml#Privacy](http://www.nd.edu.au/copyright.shtml#Privacy). You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: [Fremantle.Registrar@nd.edu.au](mailto:Fremantle.Registrar@nd.edu.au) (for Broome / Fremantle Students), or [Sydney.Registrar@nd.edu.au](mailto:Sydney.Registrar@nd.edu.au) (for Sydney Students).