



Curtin University Nomination Instruction & Checklist

We are excited that you are nominating your students for Curtin University's Study Abroad and Exchange program.

The steps below are what you need to follow to nominate your students.

IMPORTANT: Please read all the information in full before nominating your student.

Submit nominations using online form/link	Exchange and Study Abroad nominations are to be made using our online link. You can nominate up to 10 students at a time using the same nomination form. Once you have submitted your student nominations, you will receive an email notification to confirm your nomination was successfully submitted.
Balances	Your nominations will be checked against the partner balances. If the partnership is very imbalanced, please understand that we may not be able to accept your students and/or may request that they be nominated as Study Abroad (fee paying) rather than on an exchange basis.
Approving your student nominations	Once your nominations are approved, your student/s will receive an email with instructions on how to submit their application form. Nomination criteria • Meet Curtin English eligibility criteria (English test to be provided if applicable by the application deadline preferably) • Possess a valid passport • Must be 18 years old • Have a good academic record- minimum GPA 2.75 • Provide up-to-date transcript • Provide a completed and signed Unit Selection Form (Please download form) • International students at home university will be required to provide their international visa document • Pre-existing medical conditions must be declared

Medical conditions	Curtin has a team that is committed to providing an inclusive and accessible environment for our students. However, it is important at the nomination stage that any medical/disability requirements are disclosed so we can ensure your student can be adequately supported during their studies and therefore succeed in their studies. We will provide an email with further information on the range of support services and assistance to your student and they can liaise with our Accessibility team to ensure their requirements can be met.
Arrival for orientation	It is important to ensure your students know it is mandatory for them to arrive in time for Orientation Week. Students that come here after Orientation week, take longer to settle in. Orientation has been specially organised to guide students on the essentials of being a Curtin student and to connect them with peers through social activities, volunteering, and opportunities to be mentored.
Passport	Passports must be up to date and not expiring when students submit their application as the passports they submit are linked to the student's Confirmation of Enrolment (CoE) and student visa application. Passports must be valid for the entire duration when students are in Australia. If students are transiting through another country to Australia, it would be wise to check the passport validity required for that country.
Agent	Students who are citizens of another country and considered international students at their home university may be required to apply through a Curtin registered agent. The agent will submit the application on the student's behalf and assist with the student visa process. To ensure a smooth application, please let us know the student's country of citizenship if they are an international student and we can then advise the student of the appropriate steps.
Australian Student Visa (Subclass 500) Application	All applicants for a student visa must be a genuine applicant for entry. They must stay as a student and be able to show an understanding that studying in Australia is the primary reason of their student visa. The Genuine Student (GS) requirement is intended to include students who, after studying in Australia, develop skills Australia needs and who then go on to apply for permanent residence. To be granted a student visa, all applicants must demonstrate they satisfy the genuine student criterion or the genuine student dependent criterion. Genuine Student requirement (homeaffairs.gov.au) Australian Student Visa (Subclass 500)
Application form	Students will receive an email from Go Global providing an application link. Please ensure they gather the required documents before submitting their application.
Application deadlines	Semester 1 Exchange (February to June): Applications must be received by 15 October in the year prior to your students' placement. Semester 2 Exchange (July to November): Applications must be received by 1 April in the year of your students' placement.

Important dates	Check important dates ¹ and the Curtin Academic Calendar for all the relevant semester dates.
Email communication	Students are to use their home university email to communicate with Curtin University during their exchange application process. They will receive a Curtin generated email once they have been accepted and will be required to communicate to us using their Curtin provided email at the enrolment stage.
Application documents required	We are unable to accept partially completed applications so please ensure the following documents are available to upload at time of submitting the application. Applications will be processed as we receive them, and priority will be given to complete applications. 1. Academic Transcript/s: An up-to-date Official Academic Transcript/s in English is required. We are unable to accept unofficial transcripts or screenshots of transcripts. 2. Valid Passport: The passport submitted is linked to the student visa, so it must be the valid passport being used to enter Australia. If a passport has expired or is due to expire, it must be renewed before applying. 3. English Entry Requirements: Please carefully read the English entry requirements (<i>see below</i>). We are unable to make exceptions to English entry requirements. If the required level of English proficiency is not met students can apply to enrol into a Curtin English program to help improve English language skills and meet entry (<i>fees apply</i>). 4. Unit Selection Form: Students will be asked to submit a Unit Selection Form. It is important that students have approval from their course coordinators for the units they have selected, as it is not possible to change unit selections during the application process. 5. Course/Module Syllabus (<i>if applicable</i>): If students are applying to enrol into units that have pre-requisites, they must submit the syllabus for the course/module they have taken to demonstrate they have met Curtin pre-requisites. Note: Students will be advised that they are missing documents, and their application will be put on hold until ALL documents are supplied. Priority will be given to complete applications.
English Entry Requirements	Courses at Curtin campuses are delivered in English and students must meet English language entry requirements. Documentation must be submitted with their application to demonstrate they meet the requirements. If your student has successfully completed at least one-year full time in an undergraduate or postgraduate coursework degree that is taught entirely in English, you may submit an official letter on your university letterhead attesting this. The entire degree must be taught in English and only applies to certain countries. See link above. If your student is unable to meet the English language entry requirements, they could apply to enrol into a Curtin English program prior to their program to help them improve their English language skills and meet entry (<i>fees apply</i>). Please advise at the time of applying if they wish to apply for a Curtin English program. Note: If students have met Curtin University English language entry requirements, they may still need to provide evidence of their English language skills with their visa application and meet Department of Home Affairs (DHA) requirements.

Unit selections	Subjects at Curtin are called units (you may call them courses or modules). Generally, one unit is worth 25 credits. However, some units may be worth 12.5 credits or 50 credits. The minimum enrolment is 75 credits study load per semester, and the maximum is 100 credits study load per semester. Students can select units from across any faculty, however Go Global needs to seek approval from the school/faculty to ensure they have met the prerequisites for each unit before their enrolment can be confirmed. Undergraduate students are not able to select post-graduate (masters) units. Undergraduate unit codes are 100-400 (ie MKTG2003 is a 2nd year unit) Postgraduate unit codes are 500-700 (ie MKTG5006 is a 5th year unit) All units are taught in English. We recommend that where possible, students select HERI2002 Australian Studies as one of their units. This unit will provide students with a good understanding of Australian history & culture. <i>(Places are limited)</i>. Students must complete and submit the Curtin University Selection Form with their application. We request that students select at least 6 units on their unit selection form. This form must be signed by your Study Abroad Office confirming that credit transfer is approved or that students are not seeking credit for their study abroad program. If students are requesting units that have pre-requisites, they must submit the course/module syllabus with their application to evidence the pre-requisite has been met. Their unit selections will be assessed by Go Global. If pre-requisites need to be met, requests will be submitted to the relevant faculty for approval. Faculty unit approvals may take 2-3 weeks to be processed. Students will be advised via email which units have been approved and they will be asked to select 4 units from the approved units to enrol into. Enrolment into any unit is subject to availability and is at the discretion of the faculty.		
Study Abroad Units	We are now able to offer Study Abroad students the choice of either a 4-unit (100 credits study load) or 3-units (75 credits study load) study package, with fees aligned to their selected study load. Fee amount will be advised to partners and students in an email. <table border="1"><tr><td>4 units (100 credits study load)</td></tr><tr><td>3 units (75 credits study load)</td></tr></table> Students must select their preferred study load when submitting their application. This will be reflected on the Letter of Offer, so they must choose carefully. Important: Once payment has been made, students cannot increase their study load from 3 units to 4 units. Students who have paid for 4 units may reduce their study load to 3 units; however, no refund will be provided for the difference in fees.	4 units (100 credits study load)	3 units (75 credits study load)
4 units (100 credits study load)			
3 units (75 credits study load)			

Curtin grading system	The grades and marks you receive have been assigned based on the University grading system. These grades and your School's Board of Examiners will determine your academic status. The grades and mark range correspond with the grades that you will see on your Academic Transcript. Please refer to the University Grading System for more details regarding the grading system used at Curtin. Curtin is unable to convert grades to your Home University grading scale.
Curtin course handbook	The Curtin Course Handbook is the tool students use to select units at Curtin. We have compiled a short video to assist them in selecting their units. Before selecting their units: • Read the Curtin unit description. • Carefully check the prerequisites for the units that interest them and/or check they have sufficient background to study the unit(s) as some may presume prior knowledge. • Check the units are offered in the semester they intend to study at Curtin, are offered internally and are offered at Curtin's Perth Campus. This information is under Location and Delivery. • Ensure the home university approves their study choices before submitting their application. It is the student's responsibility to arrange credit transfer with the home university.
Changing units	It is not possible for students to change their unit selections during the application process, so please ensure they choose carefully. They may make changes to their unit selection if their classes have a timetable clash and/or if during the first week of classes if the class is not suitable.
Pre-approved units	A list of popular units that are pre-approved for exchange and study abroad students are listed according to faculty. These do not require faculty approval and your application will be processed quickly. Please check that you have sufficient background to study the unit(s) as some may presume prior knowledge. Enrolment into any unit is subject to availability and is at the discretion of the faculty. Some units may incur Incidental Fees (for example for lab coats, safety glasses or art materials etc).

Learning Agreements	Due to the increased requests for us to check and sign Learning Agreements, Arrival and Departure forms we are in the process of working out the best solution to Learning Agreements, Arrival and Departure forms. Go Global will only sign these forms if they are for external funding purposes and are emailed to goglobal@curtin.edu.au by the partner university exchange staff. Learning Agreements will only be signed in the third to fourth week of semester, and the Departure form in the week after exams are finished. Start date is the first day of Orientation week and End Date is the last day of exams. Some universities have agreed to waive signing these forms if they are not for funding purposes. An official Enrolment Advice document which proves the units or subjects that students are studying are available for students to download. We believe that this document, together with the student's Letter of Offer which will have the start and end dates of the study period, including the exam period should meet your requirements.
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