

PRACTICUM EXCHANGE PROGRAM APPLICATION FORM

APPLICATION PROCEDURES

1. Please ensure that you read the [guidelines](#) as they contain useful and important information.

Due to recent administrative changes at UNSW, the Practicum Exchange program is now only available to students enrolled at UNSW partner universities. A list of partner institutions can be found at <http://www.international.unsw.edu.au/exchange/exchangepartners.html>

2. Before completing the Practicum Exchange application form, we recommend that students contact the School or Department in which they wish to undertake their research and negotiate with an academic staff member to supervise them while at UNSW.

To help facilitate the application process you should research your proposed practicum thoroughly. The more aligned your proposal is to the research occurring at UNSW; the more likely it is that your application will be approved. If your practicum is not suitable to the work or research being carried out in the School or Department or there are insufficient resources available to accommodate your study at UNSW then your application may not be approved.

3. Once you have organised a supervisor for your research, you should complete **Part A** of the application form and send it to your proposed supervisor at UNSW for approval. The application form can be found at: www.international.unsw.edu.au/exchange/exchangepracticum

4. Your supervisor will need to complete **Part B** of the form and then seek approval from the relevant authorities as per **Part C**. It is important that all parts of the application are completed and approved. Incomplete applications cannot be accepted.

5. Your completed application form should be forwarded to Sebastien Robin, Global Student Mobility (International Exchange) Program, room 2105, East Wing, Red Centre Building. Once applications have been processed an acceptance package containing an Official Letter of Acceptance is sent to all applicants accepted into the program.

Please note that your application form needs to be sent to your proposed supervisor for approval before it is forwarded to the Global Student Mobility (International Exchange) Office. In order to allow for efficient processing, your application should be received at least 3 months before the start date of your professional practicum. Applications received less than 2 months prior to your proposed commencement date will incur a late fee of \$110. Please also note that that approval from the supervisor does not guarantee entry into the program.

6. You should then apply for the relevant visa through your nearest Australian Consulate or Embassy. A list of Australian Consulates worldwide can be found at www.immi.gov.au . All students need to obtain a visa prior to departure from their home country.

7. Upon arrival to Australia, all students should register at the Global Student Mobility Office and arrange payment of the Practicum Exchange Program fee. Inductions are held at 10:00am every Monday, Wednesday and Friday. Payment of the application fee can be done by bank draft, cash or credit card. Students are unable to enrol until payment has been received. Students who do not arrange payment within 7 days will not be permitted to enrol and as a result their student visa will be cancelled.

8. Any queries should be referred to the program coordinator, telephone: +612 9385 5339, fax: +612 9385 5927 or e-mail: practicum@unsw.edu.au

Part A Personal Details of Practicum student

AFFIX
PASSPORT
SIZED
PHOTO
HERE

Please complete your details, as shown on your passport

First Name:	Family Name:
Date of Birth: d __ / m __ / y _____	Sex: male female
Postal address:	Postcode:
City:	Country:
Telephone: ()	Fax: ()
Email:	
Citizenship:	Country of Birth:

Australian Embassy you will apply from:

For which visa subclass are you planning to apply? (Please consult: www.immi.gov.au)
Student visa (sub class 575 non-award) Visitor (less than 3 months only)

Academic Qualifications

University _____

Country _____ Year of study _____

Degree being completed _____

UNSW School/Department for proposed practicum

Proposed Period of attendance at UNSW:

From ___ / ___ / ___ To ___ / ___ / ___
 day month year day month year

Fee Structure for Practicum Exchange Students

TOTAL COMPULSORY FEES

AUD 330.00

Declaration

I declare that I have read the [guidelines](#), that the information supplied is complete and correct, and acknowledge that the University reserves the right to vary or reverse any decision made on the basis of incorrect and incomplete information.

Signature: _____

Date: _____

PART B Supervisor recommendation on admission

Person Recommending Practicum	
First Name(s):	
Family Name:	
Position Title:	
School/Unit/Faculty:	
Email:	
Telephone:	Facsimile:

INITIAL to indicate your recommendation:

- I confirm that the applicant has applied as a practicum student in the School/Department during the period indicated
- I confirm that the proposed practicum will be of benefit within the School/Department and will not be an undue burden in term of staff supervision and resources.

Signature

Date

Print Name

Justification of the Invitation

<i>Provide details of the student's academic background and standing</i>

Statement of Contribution of Proposed Practicum

<i>Please indicate the contribution that the Practicum student will make to the School</i>

Part C Approval by authorities

Head of School/Associate Dean (as appropriate)

Please tick one:

- Approved
- Not Approved

Signature

Date

Print Name
