



Checklist for Exchange Application

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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.

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 likely be unable to switch you to another university. Therefore, careful research beforehand is important.

What to do before you submit your application to 360 International:

- ☐ Attend an [exchange information session](#) (recommended).
 - ☐ Determine your remaining degree requirements by checking on "My Programme Requirements" on SSO and/or visiting the Student Hubs to enquire about what your remaining degree requirements are.
 - ☐ Carefully review the [How to Get Started](#) and [Eligibility and Timing](#) pages on our website.
 - ☐ Email or make an appointment to speak with the 360 International team to discuss any questions you may have during your research and preparation. Our email address is 360international@auckland.ac.nz.
 - ☐ Research the [Learning Abroad Portal \(Via\)](#) partner university pages 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.
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Application documents to prepare:

You will be uploading the following documents to your 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 Semester Exchange application:

You can access the University of Auckland's learning abroad portal through this link, using Google Chrome:
<https://go.360international.ac.nz/>

Before you start your application, please ensure you have created an account on the portal 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 of partner university
- ☐ Listed any alternate universities you are interested in, at the end of your application. It is important that you select your alternates in the **same order** of your preferences listed on the Host University Preferences & Proposed Courses form.
- ☐ Submitted your application with supporting documentation by 360 International's deadline:
 - 1st July for Semester One applications
 - 1st December for Semester Two applications

How to research your partner universities:

You can research the partners using:

- ☐ The [Learning Abroad Portal \(Via\)](#) partner university pages
- ☐ The partner university's incoming exchange website ("programme overview" tab of their [Learning Abroad Portal \(Via\)](#) page)
- ☐ The partner university's fact sheet ("resources" tab of their [Learning Abroad Portal \(Via\)](#) page)

It is **very important** to access course information through the **link provided in the fact sheet**, as many partner universities have separate course catalogues for exchange students vs. full degree students. Information on restricted courses and pre-requisites are also typically listed on the fact sheet.

What happens after

If eligible and accepted for participation in the exchange programme, you will receive a nomination offer indicating one partner university you have been nominated to. You will need to accept your nomination offer, 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 send your questions by emailing 360international@auckland.ac.nz.

We look forward to supporting you through this journey!