

	Vic OE application timeline	Exchange in VUW's Trimester One	Exchange in VUW's Trimester Two
Step 1	Research which university you would like to attend, taking into account the course offerings, location, cost of living, language, cultural difference of the host university and country - most of this information can be found on the host university's website.	Prior to applying	Prior to applying
Step 2	Complete an application form and the two required motivational essays and submit them by email or in person to the Exchange. If the Exchange Office has any concerns regarding your application they will contact you.	16 July (or 28 May for students applying to the University of California)	16 January (or 25 November for students applying to the University of California)
Step 3	All students who meet the eligibility requirements for Vic OE will be invited to attend an interview before they are selected for nomination to a host university.	1-2 weeks after your application is received	1-4 weeks after your application is received
Step 4	Online Orientation made available for all students heading on exchange the following trimester. Preparation guidelines and Exchange contracts (for gaining course approval) distributed via email.	July / August	December - April
Step 5	Course negotiations with your School and Faculty and gaining approval for your courses overseas to ensure you'll receive credit	August	March- April
Step 6	Students are informed of the host university application process	August - October	March - May
Step 7	Acceptance letters start arriving from the host university (please remember that this can take 4-8 weeks after applying)	October - December	May - July
Step 8	Students attend Pre-Departure event for information about the steps to complete before leaving	November	June
Step 9	Students enrol in their Exchange with VUW, complete Overseas Study Application Forms for Studylink (in conjunction with the Exchange Office)	November - December	June - July
Step 10	Students apply for visas , purchase flights, insurance	December	June
Step 11	Students leave for their exchange, making sure they attend their host university's orientation session	December - March	June - August
Step 12	Students return from their exchange and submit a student evaluation report, photos. Students may be asked to help out at promotional events/information seminars	June - July	December - February
Step 13 (optional)	Students join the International Buddy Programme (optional but recommended! 😊)	June - July	December - February
Step 14	Students host universities return academic transcripts to the Exchange Office. Originals are sent to the appropriate Faculties for credit transfer process. Copies are kept on file at the exchange office	1 - 3 months after the exam period ends at host university	1 - 3 months after the exam period ends at host university