



### **Pre-departure information for outgoing Science Exchange students:**

In addition to the steps outlined on the Global Programs page <http://www.anu.edu.au/students/careers-opportunities/global-programs/applying-for-exchange-overseas> Science students also need to take a few additional steps to make sure their final enrolment selection for their nominated institution have been approved.

Before going on exchange you will need to with a Science Sub Dean on two occasions:

1. To seek approval for the College Endorsement Form in which you have identified a number of potential institutions and courses.
2. Once you have been nominated to a specific institution you will need to seek formal approval for the courses you will be able to take while on exchange and also apply to have your enrolment details for the relevant semester updated. You will need to bring:
  - Print outs of the course outlines from the Host University.
  - Enrolment Change form to enrol in a 'shell' ANU course. (the Sub Dean will help you fill this out).
  - OH-HELP forms (if relevant).

Once courses are approved, you will be notified by email when your letter of exchange is available for collection.

Sub Dean appointments can be booked online from the [Contact us](#) from the Science colleges webpage.

If you have any questions please contact the Science Student Administration at the College Office by calling 02 6125 2809 or emailing [Science.Enquiries@anu.edu.au](mailto:Science.Enquiries@anu.edu.au)

### **Checklist:**

- I have met with the Sub Dean with regards to the College Endorsement form (meeting 1).
- I have met with the Sub Dean with regards to the course approval for my nominated institution (meeting 2).
- I have submitted my enrolment change form.
- I have received my Science College course approval letter (via email or collected in person).
- I have verified on ISIS that I have been enrolled correctly in the Science Exchange program