

1 RESEARCH

- Find the right unit of study
- Check whether you can count the OLE In-country unit/s toward your degree¹
- Make sure you understand whether it will count as an elective or a required part of your degree²
- Look for more information on the [Global Mobility Database \(https://sydney-au-sa.terradotta.com/\)](https://sydney-au-sa.terradotta.com/)
- Read the FAQ's (Frequently Asked Questions). *Please.*
- Read information about the country on the [Smartraveller](https://smartraveller.gov.au/) website: <https://smartraveller.gov.au/>

Academic staff are contacting potential overseas institutions to develop partner agreements for study, accommodation, etc

Administration staff work alongside academic staff and Global Mobility team to support the development of partner agreements, provide information to students and assist with various administrative processes

Global Mobility staff are providing additional information for students to ensure best experience overseas

2 APPLY

- Create a profile and lodge your application on the [GMD \(Global Mobility Database\)](#)
- Make sure you complete the requested information and **submit** your application
- Submit your application as early as possible and BEFORE the stated closing date for that unit of study. If the unit is popular, applications will close before the deadline if enough applications have been submitted
- Check your email. You will receive an email when the status of your application has been updated.

The unit of study coordinator will; check the eligibility of all submitted applications, and provide you with an outcome

Places are limited, so not all applications can be approved. Applications will close before the stated if enough applications have been submitted.

The application is recorded in the GMD, and you will receive an email letting you know if your status has been updated. You need to log in to view the outcome.

3 COMMIT

- Check your email. Once your application has been approved, you must log back in to the [GMD](#), read carefully through acknowledgement screens and click on the "Commit" button to accept the offer and indicate that you are still interested.
 - Pay the deposit. This is a holding deposit which indicates that you are fully committed. On the application page, you will be able to locate a link to pay the holding deposit online³
- There is a deadline- if you have not committed and paid your deposit by the deadline, your application will be withdrawn and your place will be offered to another student on the waiting list.

After the "Commit" deadline, administration staff in the School of Languages and Cultures will cross check for "Committed" status in the GMD and check that your deposit has been paid.

If everything checks out, you will be provided with a Letter of Acceptance. The letter will be emailed to you and will include detailed information on how to enrol. You must wait for that letter before you can enrol into the unit.

¹ It is your responsibility to make sure that the unit of study can be taken in your degree and that you have available space.

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³ The holding deposit indicates your commitment to participate in the program. **This deposit is not refunded if you do not proceed with enrolment and travel as a part of the OLE In-country Experience for any reason.** If you DO participate, this deposit will be refunded to the credit/debit card it was paid from after the census date (Refund is not available for OLES2153 – Experience Japan).

4 ENROL

- Read the Letter of Acceptance carefully
- Log in to Sydney Student and enrol in the unit of study and request Departmental Permission or Special Permission to add the unit of study⁴⁵
- Please attach your letter of acceptance as supporting documentation to demonstrate that you have received departmental permission

The unit of study will be counted toward your study load for a semester even though the unit is taken during the Intensive December (S2CIDE), Intensive January (S1CIJA) or Intensive July (S2CIJL) sessions.

You may need to request [Special Permission](#) if enrolment in this unit means you will exceed the maximum number of credit points in a semester (24)

For the units offered in S1CIJA, you will need to wait for semester 2 results from the previous year to be finalised before enrolment opens. Please hold onto your letter of acceptance and enrol as soon as enrolment has opened.

Your application for Special Permission or Department Permission is managed by a central team in Faculty Services.

If you try to enrol without providing the Letter of Acceptance, your application may be rejected, and you will be referred back to the Global Mobility Database.

If you receive your Letter of Acceptance, after your request for Departmental Permission or Special Permission has been declined, log in to Sydney Student and re-lodge your application with the Letter of Acceptance demonstrating that you have received permission⁶

REMEMBER: It is your responsibility to ensure that:

- **you are fully enrolled, and**
- **the OLE In-country Experience unit of study can be counted toward your degree program.**

5 READY TO TRAVEL

- Look into extra funding opportunities
- Investigate the visa requirements for *your* citizenship status
- Attend the compulsory pre-departure session
- Make sure your passport will be valid (and will not expire for at least 6 months after you are due to return)
- Connect with other students
- Complete pre-departure online modules in [Canvas](#)
- Register with [Smartraveller](#).
- Book your flights
- Pack your bags!

<<< These tasks are your responsibility.

6 STUDY (Information for arrival and participation at the Partner Institution)

- Know how you are getting from the airport to the Partner University.
- Know your accommodation arrangements and how to get there to and from the Partner Institution if you are not staying on their Campus.
- Orientate yourself with the Partner Institution and know how to make contact with your Academic Host/Emergency Contact at the Partner Institution.
- Complete ALL assessments required by Partner Institution and through the Unit of Study Canvas site.

Your Unit of Study Coordinator will provide this information in their compulsory-to-attend Pre-Departure Workshop.

Your Unit of Study Coordinator will provide you with updated information regarding:

- Study Details (including Assessments)
- Orientation (including Academic Host/Emergency Contact details)
- Accommodation (if arranged by the Partner Institution)



⁴ If you are not clear on the process of requesting Departmental/Special Permission, please refer to the [Current Student website](#)

⁵ Make sure you select a unit of study marked "Field Experience". OLE In-country Experience units are NOT offered as online units.

⁶ It is your responsibility to make sure that you are eligible to take the unit of study. If your application is declined because the unit is not applicable to your degree, your deposit will not be refunded.