

Outbound Student Mobility Handbook

Acknowledgement to La Trobe University, on whose Pre-Departure Guide this document has been based.

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BEFORE DEPARTURE

1 Make Sure You Have a Valid Visa

It is your responsibility to ensure you have the correct visa for the country you are entering. Most countries require you to have a student visa in order to study there – check with the relevant consulate in Australia well before your departure.

A list of consulates is available at <http://www.dfat.gov.au/missions/>

International students may, in some cases, have to apply for their visa from their home country and need to check this with the appropriate consulate.

If you plan to visit other countries before/after/during your exchange, check the visa requirements and try to organise your visas before you go. Don't assume that it will be easy to convert your visa from one type to another when you are overseas. Check the conditions and restrictions on your visa, eg work limitations, single or multiple-entry etc.

2 Passport Validity

Your passport must be valid for at least 6 months longer than the duration of your planned trip. It is your responsibility to ensure your passport is valid. If your passport is due to expire, contact the government of your home country for a new one to be issued before you leave.

3 Travel Arrangements

It is your responsibility to book your air ticket. Check that the name on your ticket matches your name as it appears on your passport. For visa reasons, your ticket must show an onward journey or return trip. Try to organise as flexible a ticket as possible.

Travel should be booked through Travel Crew at internationaltravel@cqu.edu.au to ensure that CQUniversity Travel Insurance will cover you. If you have found lower fares than quoted by Travel Crew, please forward that quote along with the Travel Crew quote, to exchange-enquiries@cqu.edu.au to determine how to proceed.

3.1 International Student Identification Card

To receive student rate tickets and other discounts worldwide, purchase an International Student Identity Card. For more information regarding the benefits of this card, visit <http://www.isiccard.com.au/>

These cards are available for purchase at STA Travel (addresses on website) or you can sign up Online.

4 Important Documents and Itineraries

It is imperative that you leave copies of your important documents with your family, friends, and the CQUniversity International Office (to be placed on file) before you go. This is critical in the event of an emergency. The following are important documents, which you should keep copies of and bring with you:

- Plane ticket(s);
- Passport (including copy of the personal details and relevant visa stamp pages);
- Traveller's cheques (list the cheque numbers separate from the cheques);
- Prescriptions;
- Curriculum Vitae;

- CQUniversity transcript;
- Extra passport photos;
- Letter of Offer and acceptance from your host institution;
- Insurance policy and relevant contact numbers;
- Credit cards;
- Emergency/Contact phone numbers (CQUniversity, host institution, and family/friends).

Make sure you also take a few copies for yourself that you put in different parts of your luggage. In case your bag is stolen, you will still have a copy of your important documents which will make replacing these items a lot easier.

5 Visit a GP and Get Your Vaccinations

Visiting a doctor, preferably a specialist Travel Doctor, is extremely important. They will be able to give you all the information, vaccinations and health advice that you require about your destination.

If you are on medication of any sort, be sure to bring a healthy supply of it along with you, as an equivalent medication may not be available at your destination. You will also require a note from your doctor to carry your medication through customs in Australia as well as overseas. Laws may vary from country to country so, if you are uncertain, contact the embassies of the countries you will visit before you depart.

If you have a pre-existing medical condition, we strongly recommend that you communicate this to the International Office at your host institution in case you should require assistance. It is also a good idea to take any relevant health records and an outline of your medical history including your doctor's name and contact information if an emergency should arise.

6 Survival Pack for Diabetics (Example)

A survival pack should include:

- an up to date list of all the regular and as-needed medications. Your pharmacist can assist you with this list. In a disaster, this list will be invaluable for any medical consultation you may have;
- a typed letter from your doctor outlining your diabetes management plan;
- clearly written details of emergency contacts such as your family, your regular GP and pharmacy;
- a copy of your National Diabetes Services Scheme Card and copies of concession cards. Keep one copy of these in your purse or wallet, another in the survival pack, and a third back-up copy in a different place, e.g. with a friend, on the web etc;
- all your regular and as-needed medications and diabetes equipment (test strips, insulin, syringes, insulin pens and anything else you will need). A small sharps container for used lancets and syringes and a torch would also be useful;
- some form of easily absorbed carbohydrate, such as juice or jelly beans in case of a hypo, and extra carbohydrate to follow up;
- a small first-aid kit in case of minor illness or injury.

(Based on advice from Diabetes Australia)

7 Travel Insurance

Students must have university travel insurance as a condition of the exchange program. If you book your travel through [Travel Crew](#), on the CQUniversity Rockhampton campus, then CQUniversity Travel

Insurance will apply to you. If you have submitted cheaper quotes, these must be signed off by the University's Director of Finance. If not approved, then the exchange cannot occur.

You must also provide evidence of adequate health insurance. As well, in most cases your host country will require that you arrange suitable insurance cover in order to be eligible for a study visa (see acceptance forms and the attached information). It is essential that students ensure there are no gap periods and that coverage continues throughout vacations and travel outside of your host country.

Some universities overseas will allow you to take out your own health insurance and submit a waiver form. Others will insist that you take out their preferred insurance cover. A full copy of the policy is required before the University can release the exchange grant. Make sure you have claim forms with you when you are overseas and that you are aware of the claim process, ie you may need a police report to prove you have lost an item or had it stolen etc.

Australia's Reciprocal Health Care Agreements

For Australian citizens who have a Medicare card please see the following link for more information on your entitlements on the Reciprocal Health Care Agreement between Australia and other countries.
<http://www.smartraveller.gov.au/tips/travelwell.html>

8 Department of Foreign Affairs and Trade (DFAT)

The Department of Foreign Affairs and Trade will provide you with updated travel information about the countries you are planning to visit. For country specific travel advice visit www.dfat.gov.au/zw-cgi/view/Advice.

It is required by the University insurance that all students register themselves online, for travel advice regarding the regions to which they are intending to travel
www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage

The Department of Foreign Affairs and Trade strongly encourages the use of this online registration service by Australians planning to reside overseas for extended periods, and those travelling to locations where there are security risks. The registration information provided by you will help us to find you in an emergency – whether it is a national disaster, civil disturbance or a family emergency. It will also ensure that your Travel Insurance is valid.

9 Voting

If an election is going to take place whilst you are away, ensure that you arrange for an absentee ballot with your [electoral office](#).

10 Power of Attorney/Nominated Proxy

It is worthwhile to consider organising a power of attorney (for general legal matters) and a nominated proxy (for CQUniversity matters). This would enable a nominated person to act on your behalf in matters such as receiving your last pay cheque, submitting various pieces of paperwork, receiving your tax refund etc. A nominated proxy will be able to speak to us about anything regarding your exchange and will be able to act on your behalf.

11 Packing

- Travel light – this allows you to move quickly and with greater ease through busy areas such as train stations, airports etc.
- Backpacks are a good idea as they are strong and manoeuvrable. They are also handy for small trips.

- Appropriate clothing – pack for the seasons you will experience.
- Don't pack aerosol cans in baggage to be checked.
- Check weight restrictions with your airline – excess baggage fees can be expensive.
- Check what will be supplied at your accommodation and what they expect you to bring – linen, towels, utensils etc.
- Be selective – only take what you need. Remember that you can always make purchases once you arrive to your destination.
- Avoid carrying valuables when it is not necessary – if unavoidable keep items such as medication and your passport on your person at all times.
- Ensure your luggage is clearly labelled with identification details also included on the inside of your luggage.
- Organise medication and fill any prescriptions that you may require during your time abroad.
- Pack essential medication in your carry-on luggage in case of lost luggage or travel delays.

11.1 Medication

Medication should be in original packaging accompanied with doctor's letter and prescription. Laws regarding prescribed medication may vary from country to country, so if you are uncertain contact the embassies of the countries you will visit before you depart.

11.2 Quarantine and Customs

Always pack your own bags. Never carry items for strangers. Be clear about the customs requirements and quarantine restrictions of both the country you are visiting and when returning to Australia. For more information visit the [Australian Customs and Border Protection Service website](#) and the [Department of Agriculture, Fisheries and Forestry Biosecurity website](#).

12 Research Your Destination

The more you know about your destination, the better prepared you are, and the more quickly you will adapt. Take time to find out about the following:

- Cost of living.
- Climate, weather and geography and history. For maps and directions for just about anywhere in the world visit [Google Maps](#).
- Read the local newspapers online.
- Public holidays – get involved and celebrate!
- Check addresses, public transport timetables and operating hours of places you wish to visit.
- Voltage differences – don't forget a power adaptor! A good idea is to buy one power adaptor and take an Australia power board.
- Social and cultural expectations – to ensure you have appropriate attire.
- Familiarise yourself with local laws.
- You will have already checked out your host university's website – now extend your research and look at town and regional websites.
- Contact returned exchange students and students currently at CQUniversity on exchange from your Host University and country.

- Check out various travel guides and take a good one with you as a reference. Visit the following travel guide websites:
 - [Lonely Planet](#)
 - [Let's Go](#)
 - [Rough Guides](#)

13 Money Matters

The golden rule regarding money and travel is - Never carry more money than you can afford to lose. And don't flash it around!

Carry a balance of cash, traveller's cheques and credit cards. Some banks provide a credit card to which you can credit funds into the currency of the country where you will be studying. This may provide savings on regular currency conversion fees. Remember, traveller's cheques and credit cards can be cancelled and replaced, but cash is never covered by travel insurance. At the same time, always have enough money for a taxi or at least an emergency phone call.

As you will be using different currency you need to be aware of how much Australian money you're spending. With the excitement of being away and socialising with new friends you may overspend in your first few weeks. Talk to returned exchange students to see how much they recommend taking for the semester or year. It might be an idea to work out a rough budget so you know you'll have enough for your entire stay. Keep yourself updated with your host [country's exchange rate](#).

It is also wise to maintain a budget – it helps you in your last weeks. You may need sufficient local currency for your initial expenses – including bond and rent. Get advice from your bank here on managing your money overseas, options include:

Traveller's Cheques – a safe way to carry your money. Keep a record of the serial numbers of your traveller's cheques in a separate place. You need to have these numbers available in order to claim a refund if they are lost or stolen.

Credit Cards – don't assume that your favourite credit card will be accepted everywhere.

Cash – convenient but large amounts are a safety risk. It is suggested that you always have a small amount of cash for emergencies.

REMEMBER: Any cash that is stolen is not covered by your Travel Insurance!

14 Enrolment Procedure

You must maintain your enrolment at CQUniversity *as well as* enrolling at your host university. You will continue to pay your normal fee arrangements with CQUniversity whilst on Exchange (including payment of the Student Services and Amenities Fee, where applicable) but your fees with your host university are "exchanged" with CQUniversity, so you will not need to pay tuition fees to the host.

Maintaining your ongoing enrolment at both institutions is essential whilst you are on exchange and is *your responsibility*. Your goal should be to ensure that you are getting credit for the units you are taking whilst overseas and that you are properly enrolled.

This MUST be completed PRIOR to departure.

Single Semester Exchange

The International Office Exchange Coordinator will ensure that your CQUniversity enrolment for the CQUniversity Term closest to your exchange term reflects the approvals provided in your Course Planner. Please do not make any amendments to your CQUniversity enrolment without checking with the International Office.

Full Year Exchange or a Second Semester

The International Office Exchange Coordinator will ensure that your CQUniversity enrolment for the CQUniversity Terms closest to your exchange terms reflect the approvals provided in your Course Planner. Please do not make any amendments to your CQUniversity enrolment without checking with the International Office.

Please note that you will be required to re-enrol for the semester following your exchange via CQU Central. This may need to be completed WHILE you are on your exchange, because you will need to continue to meet CQUniversity dates for enrolment and changes to enrolment.

It is ***your responsibility*** to ensure that your enrolment is correct **AT CENSUS DATE** and that you have **observed last date to add/ drop courses**.

15 Outstanding Debts

Students should check to ensure they have no outstanding debts or fines. Any outstanding debts to the University must be paid prior to leaving the country. Debts to the university include: tuition fees, library fines, payments to Capricornia College, Student Services and Amenities Fee etc.

16 Accurate Contact Information — Make Sure it is Updated!

Students must provide their current correspondence and email addresses, ie Australian and overseas addresses, by accessing *CQU Central*. It is your responsibility to ensure that the University has your correct address details.

The International Office will communicate with you mainly via email, so please be sure that you have removed any filters on your email accounts to avoid missing important information. Your official student email address will be used for all official communication.

NOW YOU HAVE ARRIVED!

1 Call Home!

Buy a cheap international calling card and let those people who will be worrying about you know that you have arrived safely. It's easy to get caught up in the excitement of your new environment, so please be sure that you don't forget to do this.

2 Register with the Australian Embassy

Register at [Smart Traveller](#) when you have your contact details settled, or a similar site run by the embassy of your home country. This is important for officials from your home country to locate you in the event of an emergency.

3 Check in With the International Office of Your Host University

Check in with the staff at your host university – introduce yourself, find out about orientation and find out everything you need to know.

4 Arrival Form

Ask the host institution to sign and stamp your [On Arrival Form – Confirmation of Participation Enrolment](#) and send it back to us so that we can ensure that you have arrived safely and if you have been approved for a mobility grant we will proceed to transfer the funds to your bank account.

5 Introduce Yourself to Your Lecturers

Let them know you're from overseas, find out about assessments, exams and anything else that may affect your studies. You are attending as a representative of CQUniversity, so please treat all staff and students with respect.

6 Be Aware of Culture Shock

It's not unusual to feel tired, anxious or apprehensive when you're new in a place. Talk to your new friends, call home or write to us. There are plenty people to help you over the hump and get you heading towards having the time of your life.

When you leave your home culture, you separate yourself from the people and circumstances that have defined your role in society. The impact of this change – Culture Shock – can be disorienting and can manifest itself in a number of ways.

Culture Shock is NORMAL. Look for the signs so that you can manage the stages. Each individual may experience different stages, and the length of time varies per person.

There is no guaranteed cure for culture shock, however there are several things you can do to counter it. Trying several of the following suggestions will probably be more effective than trying just one and you may even prevent some symptoms:

Keep active – spend time outside of your room or apartment. Go to shopping centres, parks, libraries and sporting events and observe the culture. Watch. Listen. Learn. This process will make it easier to understand differences in habits, customs and social practices.

Make friends – get acquainted with your host country's citizens. Ask questions. Be willing to answer questions about how you do things in your country so that you and your new friends can make interesting comparisons. Do not spend your time online, chatting to your friends at home, as this will make your settling in the new surroundings even harder.

Introduce yourself to other international students – other international students will be experiencing many of the same adjustment problems. Talk with them about how they're managing the changes.

Talk to the staff at your host International Office – the staff at your host institutions welcome new students each semester and understand the effects of moving to a new environment, so don't be afraid to have a chat to them.

Read – the literature of the host country and about cross cultural interaction.

Exercise – find some physical activity that you can enjoy. Exercise can be an effective way to lessen worry and depression. There may be clubs and societies on campus or in the nearest town or city that you can join.

Join groups – there are often many student groups on campus. Your adjustment to local culture will be easier if you participate in campus activities.

Consider staying with a host family – they can help, assisting with your adjustment and listening to any problems you may encounter.

Be patient and stay POSITIVE – culture shock is something that most international travellers experience in some way. Remind yourself that the problem is not permanent. Simply realise what is happening to you, and give yourself time to get over it.

Talk – continue to communicate with those around you and be sure to contact us back here at CQUniversity International Office should you need some advice or information.

Grow – you have been selected as a CQUniversity Exchange student, based on your ability to grow. You will grow in confidence by handling new situations, and doing new things. Do not be a whining visitor, expecting other people to solve normal everyday issues on your behalf.

Stages of Culture Shock

(Adapted from Dr. Carmen Guanipa, Culture Shock, San Diego State University.)

You should not underestimate the impact culture shock may have on your experience overseas. The following is a short explanation of the different stages and may provide a marker for you when you are away. If you are feeling anxious, please discuss this with the international office of your host institution.

Some of our exchange partners do not have sophisticated counselling services. If you feel alienated and upset, and these services are not available, please contact the CQUniversity International Office by email at exchange-enquiries@cqu.edu.au and we will attempt to assist you!

First stage

The new arrival may feel euphoric and you may be pleased by all of the new things encountered. This time is called the ‘honeymoon’ stage, as everything encountered is new and exciting.

Second stage

You may encounter some difficult times in daily life, for example communication difficulties. There may be feelings of discontent, impatience, anger, sadness and incompetence. During times of transition there can be strong feelings of dissatisfaction.

Third stage

This is characterised by gaining some understanding of, and adaptation to, the new culture. A new feeling of pleasure and sense of humour may be experienced. The new arrival may not feel as lost and starts to have a feeling of direction. This initiates an evaluation of the old ways (home country) versus those of the new (host country).

Fourth stage

At this point you may realise that the new culture, like the old has both good and bad things to offer. This integration is accompanied by a more solid feeling of belonging. You will start to redefine yourself and establish goals for living.

Fifth stage

‘Re-entry shock’ or ‘Reverse Culture Shock’ occurs on return to the country of origin. You may find that things are no longer the same – your perception may have changed.

Symptoms

- Anger over minor inconveniences;
- Irritability;
- Extreme homesickness;
- Withdrawal from people who are different from you;
- New and intense feeling of loyalty to your own culture;
- Compulsive eating or a loss of appetite;
- Boredom;
- Need for excessive periods of sleep;
- Headaches;
- Upset stomach;
- Excessive concern over minor pains;
- Depression;
- Loss of ability to work effectively;
- Unexplainable fits of crying;
- Exaggerated cleanliness;
- Feeling sick much of the time;
- Difficulty concentrating.

You do not need to suffer from every item on the list in order to experience culture shock. Only a few of the items may apply to you. Of course, if you have a pre-existing condition (such as headaches or an upset stomach), it's a good idea to have it checked before deciding that you're experiencing a symptom of culture shock.

7 Keeping Safe

The best advice for keeping safe in another country is **'be prepared'**. Read the Lonely Planet guide (or similar), a newspaper from your exchange country online, a magazine, something, anything, about the country you are going to or the city you will be living in.

It is not possible to explain how to keep yourself completely "safe" in another country. The nature of travel is that events or situations are unpredictable. However, you will find that the common sense rules that you were taught as a child apply overseas. For example, "look both ways before crossing the street", and "don't hitchhike". Avoid deserted streets and unfamiliar neighbourhoods at night if you are alone. Railway stations and bus stations often attract pickpockets and luggage thieves so take extra care in these places.

Here are a few other points to think about:

- The legal drinking age in the USA is 21.
- Many restaurants/pubs/bars are now smoke free – ask what the rule is before you light up a cigarette.
- Drinking While Intoxicated (DWI) and Driving Under the Influence (DUI) are very serious crimes.
- Illegal possession of controlled substances (drugs) is subject to prosecution by law in nearly all countries.

As a resident in your host country you need to be aware of their laws and abide them.

Ignorance is not an excuse!

General Safety

Travel to some cities overseas can be dangerous, but the risks in most places are not significantly different to those in Australia. It is important that you look at the city website to learn about any risks associated with your proposed destination.

Basic 'Travel Smarts' apply – be vigilant when in crowded places and be sceptical of anyone that approaches you wanting to sell something. Avoid looking like a tourist, where possible, and be wary of people that approach you – look for information booths/stalls or someone in a position of public authority.

Don't announce that you're travelling alone - display confidence in the way you conduct yourself.

Basic rules and principles apply wherever you are:

Awareness: there are risks associated with any given environment. The key is to remain aware of the nature of the risks, their levels and any changes, and to behave accordingly.

Low profile: criminals or terrorists are more likely to target obviously wealthy individuals and obvious foreigners, rather than those who give the impression of being familiar with their surroundings. A low profile and a look of confidence will reduce the risk of being targeted.

Unpredictable routine: criminals and terrorists favour targets with predictable routines. Individuals who vary their day-to-day routines are less likely to be targeted.

Layers of protection: no single measure can guarantee security protection. Good personal security involves layers of protection, and procedures as well as physical measures. It is essential to adopt and maintain appropriate security measures.

Safe Sex

You are more likely to be at risk and throw caution to the wind when you are away from home. The quality of condoms is poor in some countries and heat can cause them to disintegrate, so be careful. You may want to take your own supply of quality latex condoms.

Travel can disrupt your system; diarrhoea and vomiting can reduce the effectiveness of the pill.

Alcohol and Other Drugs

Be prepared if you are planning to go out drinking – let someone know where you're going. 'Buddy Up' with your friends. The legal age for drinking varies from country to country. Remember that jet lag and stress can decrease your tolerance of alcohol.

Needless to say, it is a requirement of the program that you abide by the laws of your host country. Ensure that you are familiar with these laws before you go, particularly where they pertain to alcohol and drugs. In some countries where we have active exchanges, possession of narcotics is punishable by death.

Driving Overseas

You can obtain an International Driver's Licence Application form from the RACQ (Royal Automobile Association of Queensland). Your International Driver's Licence will only be valid if you have your local driving licence with you.

You need to be careful about driving overseas, especially when tired and if you are in a country where you are driving on the other side of the road.

Remember: 'If you drink, then drive, you're a bloody idiot.'

8 Cultural Norms

Social norms for dressing, consuming alcohol and for social and dating behaviour, eg touching, vary greatly among cultures. It can be a challenge to decipher the subtle cues in your host culture (especially when it comes to sexual cues). The best approach is to treat everything with an open mind and to not dismiss something simply because it is unfamiliar.

9 Sexuality and Gender

Australian attitudes towards gender equality and the gay, lesbian, bisexual and transgendered communities, have come a long way over the last few decades. This may not be the case, however, in the country you have travelled to. You may find yourself confronted with negative and even hostile attitudes.

If you sense that your host country may lean towards a more conservative approach to gender and sexuality, prepare yourself by doing some research BEFORE you leave. Remember, that these attitudes may be regional. This is often the case even in Australia.

If you feel that the prevailing attitudes of that country or even the region in that country, are too oppressive, it may be wise to select a more liberal city or town.

ON YOUR RETURN

1 Reverse Culture Shock

When you return home you might find that things aren't as you left them. People have actually been living life while you've been away and have been doing exciting things too. Unfortunately after you've told your travel stories a few times your adventures might be falling on deaf ears. If you feel the need to talk about your travels, come to the International Office and we'll be happy to listen and get you involved in speaking to potential CQUniversity Exchange students about your exchange experiences.

2 CQU Central

Students should ensure that they have their CQU Central Username and PIN with them so as to organise re-enrolment when the time comes. Students can contact their Faculty Program Advisor to get enrolment advice. Remember, all the CQUniversity enrolment dates continue to apply to you.

Students wishing to travel after their exchange need to be aware that payments for fees etc might have to be made while they are still away and it is up to you to organise payment or a family member/friend to make such a payment.

Students will be contacted by CQUniversity email and post regarding enrolment and payment of fees, therefore, you must ensure address and contact details are correct and up to date, and access your CQUniversity email account on a regular basis.

3 Recording Results from Host University

Upon completion of your exchange program an academic transcript should be automatically forwarded from the host institution to CQUniversity. Some institutions will only release academic transcripts directly

to the student due to privacy laws, so contact the International Office at the host institution to ask for a copy of your academic transcript or arrange for it to be sent to you. In any case, check with the International Office on your return.

The usual process is as follows:

Host University sends academic transcript → received by CQUniversity International Office → once CQUniversity International Office receives the student's Experience Report we send the original transcript → to Faculty Results Office for recording of results.

The Faculty will make a translation of the grading system from your host university to normal CQUniversity grading.

4 Exchange Experience Report or Photo Essay

To successfully fulfil the requirements of the program all students must write a report of their exchange experience.

Students must complete and submit their Experience Report **within one month** of completing their exchange semester/year.

The report is intended to help both the CQUniversity International Office and students interested in going on exchange. When writing your report, please think of the information and hints that would have been beneficial for you to know before you went. If you kept a journal of your experiences, you will be able to use this as a resource for your report.

The Online Exchange Survey will be emailed to all students and you are expected to complete this prior to participation in the Re-Entry Workshop.

BRING A FRIEND BACK TO CQUNIVERSITY!!!!

Get Involved and Promote Exchange to other CQUniversity Students!

5 Re-Entry Workshop

Returning home can be as difficult, sometimes harder, than departing for your exchange! The reason for this is simply that you don't expect it to be hard. This workshop will allow you to share your experiences and anecdotes from abroad and returning home, providing the best opportunity to work through any re-entry culture shock. You will be able to meet with and chat to fellow exchange alumni who have had similar experiences. It will be interesting and fun! Students who are unable to participate in this workshop will need to contact exchange-enquiries@cqu.edu.au.

6 Promote Exchange

Tell your friends about exchange and get involved and promote exchange to other CQUniversity students. Opportunities such as Exchange Fairs, Open Days, Exhibitions information workshops and pre-departure session will be available for students to share their experiences. Students will be notified of events and registration via email. This will be a vital avenue and mechanism for exchange alumni to capitalise on their experiences.

Many students maintain a blog during their exchange program – it is a great way to share your experiences and photos almost instantly. CQUniversity can link your blog to the Exchange website. You can also make comments and post photos on the Exchange Facebook page while you are on exchange.

Approval Authority	Vice-Chancellor and President
Administrator	Director, International
Original Approval Date	13 March 2012
Amendment History	
Date of Next Review	13 March 2015
Related Documents	Outbound Student Mobility Procedures

APPENDIX 1

Australian Embassies, High Commissions and Consulates

Country Phone Website (www.dfat.gov.au/missions/)

Argentina	+54 114779 3500	http://www.dfat.gov.au/missions/countries/ar.html
Austria	+43 1 506 74	http://www.dfat.gov.au/missions/countries/at.html
Belgium	+32 2 286 0500	http://www.dfat.gov.au/missions/countries/be.html
Canada	+1 613 236 0841	http://www.dfat.gov.au/missions/countries/ca.html
China	+86 5140 4111	http://www.dfat.gov.au/missions/countries/cn.html
Croatia	+3851 489 1200	http://www.dfat.gov.au/missions/countries/hr.html
Czech Republic	+420 2 2172 9260	http://www.dfat.gov.au/missions/countries/cz.html
Denmark	+45 7026 3676	www.dfat.gov.au/missions/countires/dk.html
Ecuador	+5934 601 7529	http://www.dfat.gov.au/missions/countries/ec.html
Egypt	+20 2 2770 6600	www.egypt.embassy.gov.au
Finland	+358 9 492 225	www.dfat.gov.au/missions/countires/fi.html
France	+33 01 4059 3315	http://www.dfat.gov.au/missions/countries/froe.html
Germany	+49 30 8800880	http://www.dfat.gov.au/missions/countries/de.html
Greece	+30 210 870 4000	http://www.dfat.gov.au/missions/countries/gr.html
Hungary	+36 1 457 9777	http://www.dfat.gov.au/missions/countries/hu.html
Indonesia	+62 212 550 5555	http://www.dfat.gov.au/missions/countries/id.html
Ireland	+353 1 664 5300	http://www.dfat.gov.au/missions/countries/ie.html
Italy	+39 06 852 721	http://www.dfat.gov.au/missions/countries/it.html
Japan	+81 3 5232 4111	http://www.dfat.gov.au/missions/countries/jp.html
Korea	+82 2 2003 0100	http://www.dfat.gov.au/missions/countries/kr.html
Lebanon	+961 1 960 600	http://www.dfat.gov.au/missions/countries/lb.html
Mexico	+52 55 11012200	http://www.dfat.gov.au/missions/countries/mx.html
Netherlands	+31 70 310 8200	http://www.dfat.gov.au/missions/countries/nl.html
Norway	+47 6758 4848	http://www.dfat.gov.au/missions/countries/no.html
Peru	+51120 54000	www.embassy.gov.au/peru
Poland	+48 22 5213 444	http://www.dfat.gov.au/missions/countries/pl.html
Portugal	+351 21 310 1500	http://www.dfat.gov.au/missions/countries/pt.html
Slovenia	+386 1 234 8675	http://www.dfat.gov.au/missions/countries/si.html
Spain	+34 91 353 6600	http://www.dfat.gov.au/missions/countries/es.html
Sri Lanka	+94 1124 63200	http://www.dfat.gov.au/missions/countries/lk.html
Sweden	+46 8 6132900	http://www.dfat.gov.au/missions/countries/se.html
Switzerland	+41 22 799 9100	http://www.dfat.gov.au/missions/countries/ch.html
Taiwan	+886 2 8725 4100	http://www.dfat.gov.au/missions/countries/tw.html
Turkey	+90 312 459 9500	http://www.dfat.gov.au/missions/countries/tr.html
UK	+44 20 7379 4334	http://www.dfat.gov.au/missions/countries/uk.html
USA 1	+202 797 3000	http://www.dfat.gov.au/missions/countries/us.html

APPENDIX 2

Useful Websites

CQUniversity

CQUniversity International

www.cquni.edu.au

<http://exchange.cqu.edu.au>

Australian Government organisations

Department of Foreign Affairs and Trade (DFAT)

www.dfat.gov.au

Medicare

<http://www.medicareaustralia.gov.au>

Centrelink

www.centrelink.gov.au

Australian Taxation Office

www.ato.gov.au

Australian Customs Service

www.customs.gov.au

Department of Immigration and Citizenship (DIAC)

www.immi.gov.au

Smartraveller

www.smartraveller.gov.au

Voting overseas

http://www.aec.gov.au/Enrolling_to_vote/overseas/index.htm

Travel Websites

The Weather Channel

www.weather.com

Currency converter by OANDA

www.oanda.com

Lonely Planet

www.lonelyplanet.com.au

Travel Tips

www.travellingwell.com.au/traveltips.html

Maps of the World

www.maps.google.com.au

Cheap Hotels/flights

www.expedica.com

Accommodation

www.craigslist.org

iPhone Apps

Trip it (Travel Organiser)

<http://itunes.apple.com/au/app/tripit-travel-organizer/id311035142?mt=8>

TripAdvisor (find Hotels, Flights, Restaurants)

<http://itunes.apple.com/au/app/tripadvisor-hotels-flights/id284876795?mt=8>

Lonely Planet Guide

<http://itunes.apple.com/au/app/lonely-planet-travel-guides/id317165182?mt=8>

iHandy Translator Pro

<http://itunes.apple.com/au/app/ihandy-translator-free/id386272641?mt=8>

TripDeck (Travel Itinerary Manager)

<http://itunes.apple.com/au/app/id338048730?mt=8>

Urbanspoon (Restaurant guide)

<http://itunes.apple.com/au/app/urbanspoon/id284708449?mt=8>

Qantas Frequent Flyer

<http://itunes.apple.com/au/app/qantas-frequent-flyer/id394287133?mt=8>

Kayak (Flights and Hotel search)

<http://itunes.apple.com/us/app/kayak-flight-hotel-search/id305204535?mt=8>

PackTM (an app to help you pack!)

<http://itunes.apple.com/us/app/packtm/id311471471?mt=8#>

FlightBoard (flight arrival and departure status)

<http://itunes.apple.com/us/app/flightboard-live-flight-departure/id390553006?mt=8>

Acknowledgement to UQ for this list of websites

APPENDIX 3

Pre-Departure Checklist

CQUniversity

Enrolment: Are you enrolled at CQUniversity? – if not, check with the International Office.

Documents
Valid Passport: Do you have a current passport which is valid for at least six months longer than the time you plan to spend overseas?

Student Visa: Have you arranged for a student visa or other residency permit?

ISIC: Do you have an International Student Identify Card? (Apply STA Travel)

Important Documents: Do you have two sets of copies of the following? (one set of copies in your suitcase and at least one other copy – perhaps scanned in your email account)

- Airline Ticket;
- Passport;
- Visa;
- Credit Cards;
- Accommodation address;
- Your letter of acceptance from the host university;
- Your CQUniversity approved study plan;
- A copy of your current CQUni transcript;
- Certified copies of I.D. documents such as birth certificates, proof of citizenship;
- Any required prescriptions and a doctor's letter for each;
- Bank details;
- Extra passport photos.

Travel: Have you booked your airline travel? DO NOT PAY until you have received your acceptance letter from the host university.
Do you have a copy of the CQUniversity Travel Insurance Certificate of Currency and contact details for AOL Insurance?
Find out how you will travel from the airport to the host University.
Have you booked accommodation at the host university?
Will you need additional accommodation when you first arrive?

Health: Have you arranged for private health insurance if it was not a requirement for your visa or by the host university?
Have you had a recent health check up?
Have you had a recent dental check up?
Have you had required immunisations?

Finances: Have you applied for Centrelink payments?
Contact your bank to let them know you will be using your credit card overseas. Also, get a PIN for your credit card.
Do you have sufficient local currency for when you arrive – to pay for transport from the airport?. Wear a money belt to keep your valuables safe.

Other:

Do you have an adapter so you can use your Australian appliances? Take an Australian powerboard.

Have you arranged for global roaming for your mobile phone?

If you buy a mobile overseas and a new SIM, please ensure you update your contact details in your student record.

Have you arranged for your mail to be forwarded while you are away?

Have you completed and returned a Nominated Proxy Form to authorise someone to act on your behalf in relation to CQUniversity while you are away?

HAVE A GREAT TIME ON EXCHANGE AND BE SAFE!