

**EXCHANGE SEMESTER CREDIT REQUEST FORM**

1. Complete this form x2 to apply for credit transfer approval from your college to participate in the semester exchange program.
2. Provide hyperlinks to the course/topic names at the proposed exchange institution and attach a course outline/syllabus for each topic/course (if available).
3. Submit this form via upload to your college(s) office via [Ask Flinders](https://askflinders.microsoftcrmportals.com/). \*Note if you’re completing a double degree this form should go to each college office.
4. Please complete each section of this form with as much detail as possible. If you require additional assistance completing this form, contact lwb@flinders.edu.au.
5. Your college office(s) will review your completed application and assess if an exchange is possible. If you are approved for exchange, your college will provide a credit approval letter for each of your preferred host institutions. Upload both credit approval letters when applying for your exchange [online](https://students.flinders.edu.au/my-course/outbound/apply/semester-exchange-application-form).

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| **STUDENT FULL NAME** |  |  |
| **STUDENT NUMBER** |  |  |
| **COURSE NAME** |  |  |
| **UNIT CREDIT EQUIVALENCE** *(See guide* [*here*](https://students.flinders.edu.au/content/dam/student/outbound/academic-full-time-study-load.pdf)*)* |  |  |
| **PROPOSED EXCHANGE HOST INSTITUTION NAME** 🞏1st preference *(select preference if known)* 🞏2nd preference  |  |  |
| **PROPOSED EXCHANGE PERIOD** (specify semester and calendar year)  |  |  |
| The student has identified topics that they can potentially study while on exchange and has provided a list of back-up topics. The student is responsible for providing the necessary document(s) from their proposed exchange institution to assist in the approval of their proposed study plan. The topic or course coordinators and administrative officer (academic) are requested, where appropriate to approve the host institution topics for exchange. |
| **HOST INSTITUTION** | **FLINDERS UNIVERSITY** |
|  **TOPIC CODE** | **TOPIC NAME -** please **INCLUDE LINK TO COURSE SUMMARY** or attach syllabus to Ask Flinders request (if available) | **UNIT VALUE** | **TOPIC EQUIVALENT NAME OR ELECTIVE** | **UNIT VALUE** |
|  |  **PREFERED TOPICS** |  |  |  |
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|  |   | **TOTAL VALUE** |  | **TOTAL VALUE** |
|  | **BACK-UP TOPICS** |  |  |  |
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| **DATE** |  |
| **PRINTED NAME** |  |
| **COLLEGE** |  |
| Exchange program credit will be granted upon receipt of an official transcript from the exchange institution, confirming the successful completion of the approved program. It is the student’s responsibility to ensure that an exchange transcript is provided to the College office. |
| A Flinders University College Officer is required to acknowledge that you intend to participate in an exchange program while still meeting the requirements of your degree program. Upon acceptance to the program, approval of your study plan with the exchange host will be required. |
| **COURSE COORDINATOR/ENROLMENT COURSE ADVISOR NAME:** | **SIGNATURE:** |