

Lincoln University Student Exchange Programme Application Form



LINCOLN
UNIVERSITY
TE WHARE WĀNAKA O AORAKI

Applying for a semester overseas is a two-step process.

1

Complete this student exchange application form.

If you are accepted and nominated to the university of your choice, you will then need to:

2

Complete the host university's application form.

It is your responsibility to ensure that you have researched your university choices. This includes making sure there are enough suitable courses available so that your choice is a viable destination for you. Check if there are any pre-requisites or restrictions.

You will need to confirm with your course advisor that you can still meet the degree requirements for your course and any major/minor(s) if your exchange application is approved.

An academic advisor will determine what transfer of credit you will be eligible for.

Please complete this form and return it to the Student Administrator – Study Abroad and Exchange with the following:

Two References

Provide one favourable academic and one character reference. The academic referee must be a lecturer or tutor at Lincoln University. The character referee must know you well enough to attest to your level of maturity and your ability to adjust well to another country and its culture.

Personal Statement

Write a personal statement about yourself, including your future education and career aspirations. Mention what you hope to gain from your experience abroad and how those experiences will enhance your plans for the future.

Medical Certificate/Confirmation of Good Health

Provide a note from your doctor or Student Health Centre stating that you are currently fit and well and noting any ongoing health issues you may have that we should know about.

Course Advice

Have your Course Approval Form signed by the Course Advisor and Faculty (Academic Manager Students).



Return this form to:

Hui Li
Study Abroad and Exchange Coordinator
Student Administration
Lincoln University
Lincoln 7647

E student.exchange@lincoln.ac.nz

Office Hours:
Monday to Friday - 8.30am to
4.30pm

A Personal information

Family name: _____

Given name: _____

LU Student ID: _____

Degree enrolled in: _____

Major (if applicable): _____

University applied for: _____

Length of overseas study (1 or 2 semesters): _____ Commencing (month/year) _____

Postal address: _____

City: _____ Postcode: _____

Phone number: _____ Email (Lincoln): _____

Country of citizenship: _____ Email (alternative): _____

Date of birth: _____ Country of birth: _____

Are you currently an International Student: Yes No

Are you in receipt of StudyLink loans and/or allowances? Yes No

Have you ever travelled or studied abroad? Yes No

B Emergency contact information

Name: _____

Country (if not in NZ): _____

Address: _____

City: _____ Postcode: _____

Phone number: _____ Email: _____

C Medical information

Do you have any disability, impairment, long-term injury, chronic medical condition or special learning needs?

Yes No

If so, please note below or attach a statement about any equipment or support needs you may have. Please note that this information will not affect the outcome of your application, but enables us to ensure that any special needs can be accommodated at your host university.

D Criminal convictions

Have you ever been convicted of a criminal offence either in New Zealand or overseas? (Includes serious driving offences.)

Yes No If stated yes, please provide details:

E Budget details

It is important to plan a budget for your exchange. How do you plan to finance your LincOE and how much will you need? Information on estimated costs of living can be found on the host university website.

Estimated costs (NZ\$)	_____	Funding (NZ\$)	_____
Fees	\$ _____	Personal savings	\$ _____
Flight	\$ _____	Student loans/Allowances	\$ _____
Accommodation	\$ _____	Scholarships	\$ _____
Health & Travel insurance	\$ _____	Parental support	\$ _____
Living expenses	\$ _____		
Visas/Permits	\$ _____		
Other	\$ _____		

F To finish

I agree to participate in the promotion of the Lincoln University Overseas Exchange Programme. (Please note that in terms of the Privacy Act the information you are supplying will be used only for the purposes of assessing your eligibility for admission to the programme you have expressed interest in.)

When I return, I will write an evaluation on my experience.

I understand that my participation in the LincOE programme is contingent upon the maintenance of my current academic performance, my ability to support myself financially, and my acceptance into the programme by both Lincoln University and the host university.

I agree that my name and email address can be passed to other students (both at Lincoln University and partner universities) taking part in the Lincoln University Overseas Exchange Programme.

Yes No

Your signature: _____ Date: _____

How did you first hear about the LincOE programme?

Include: A personal statement, letters of recommendation, a medical certificate, and course advisor approval.

Course Planner

Course: _____ Major (if applicable): _____

Please complete this course planner with your Course Advisor to ensure that you will still meet the requirements of your degree and any major/minor(s) if your application to study overseas is approved.

Please indicate which semester will be your overseas semester.

Year One

Semester One		Semester Two	
Course	Prerequisites	Course	Prerequisites

Year Two

Semester One		Semester Two	
Course	Prerequisites	Course	Prerequisites

Year Three

Semester One		Semester Two	
Course	Prerequisites	Course	Prerequisites

Year Four (eg BLA, BAgSci)

Semester One		Semester Two	
Course	Prerequisites	Course	Prerequisites

Signed by Course Advisor _____ Date: _____

Timetable checked? _____

Notes: _____

Course Approval Form

To facilitate this assessment of cross-credits please complete the following table.

Name: _____ Lincoln Degree: _____

Exchange Institution: _____ Dates for Exchange: _____

Host University course code and title	Level at host university	Credit value at host university	Prerequisite (if applicable)	Detailed course outline provided?	Lincoln course code and title	Year/Level Lincoln University	Credit value	Department approval (Name and signature)	Date

Course Advisor Approval

Name: _____ Position: _____ Signature: _____ Date: _____

Comment: _____

Faculty Approval (Academic Manager Students) Signature: _____

Travel Details and Acknowledgement of Risk

TRAVEL DETAILS

Traveller's Name and Student ID			
Passport No:		Passport Expiry Date:	
Country Passport issued:			
Emergency contact person		Ph. No.	
Partner Institution	Approved Exchange Programme to		
Countries to be visited (including stopover/transit)			
Date Departing:		Date Returning:	

I understand that Lincoln University does not support students travelling to complete approved Exchange programmes travelling to destinations classified as 'High risk' (Avoid non-essential travel) or 'Extreme risk' (Do not travel) www.safetravel.govt.nz.

Insurance

I understand that I am responsible for purchasing the [Studentsafe Outbound insurance policy](#) (or equivalent) for the duration of my overseas study programme and any associated travel. Coverage should commence on the day of my departure from New Zealand and last until my return to New Zealand, or until confirmation that I have completed my study and am eligible to graduate whereupon I will no longer be a Lincoln University student.

Acknowledgement of Risks and Policy Compliance

Travel to any location carries some level of risk; many of these risks are beyond the traveller's control and some are exacerbated under COVID-19 travel conditions. A non-exhaustive list of some of these risks are below.

COVID-19 Border/Regulation - Travel Risks and Requirements

I understand that I must consider the risks involved with travelling during the current COVID-19 pandemic. This includes the potential health risks, as well as the potential for disrupted travel plans and limited insurance cover available for claims for financial losses related to pandemics or epidemics.

As a traveller, I am responsible for ensuring I understand and meet all immigration and entry requirements. I will read the information from the NZ Government regarding travel on their [Covid-19 website](#) .

Additionally, I understand that I have reviewed and understood the risks and requirements below:

- Government policies/travel restrictions, including operation of travel bubbles, may change at short notice; travelers may be unable to return to NZ or a country of origin for an extended period.
- Only individuals with the right of return to NZ without requesting permission from INZ may be able to return to NZ for the duration that quarantine-free travel is suspended.
- Travellers may be required to isolate in an MIQ facility at their own cost upon return to NZ.
- Different countries may have different requirements and rules for travelers related to COVID-19 and these requirements may change with little warning. Travelers are responsible for checking the conditions and requirements for each destination they intend to travel to prior to travelling and adhering to conditions/requirements.
- Travellers are responsible for monitoring local news sources and the NZ government website for any changes in quarantine-free travel arrangements, and for amending travel arrangements accordingly.
- Travellers must bring any equipment they need to study remotely in case travel is unexpectedly delayed.
- Travellers should consider any personal/family commitments in case they are unexpectedly delayed overseas for an extended time.
- Travellers should consider any health/safety/medication requirements and ensure that these can be met while travelling, including unplanned extended stays.
- Costs associated with government imposed COVID border or travel restrictions are not insurable by any NZ based insurance provider and travelers will be responsible for any costs that arise which are not insurable.
- The NZ government maintains a list of country-specific travel warnings, alerts and guidance for travellers, available at <https://www.safetravel.govt.nz> . Lincoln University requires me to read applicable travel warnings in advance and register my travel on the Safe-Travel website.
- Travellers should ensure they have updated their emergency contacts in LUCAS.
- Travellers should discuss any concerns they may have with undertaking travel at this time with the Exchange Co-coordinator in Student Administration.

My signature below indicates I understand and agree to all of the above:

Name:

Date:
