



EXCHANGE SEMESTER CREDIT REQUEST FORM

1. Complete this form x 2 to apply for credit transfer approval from your college to participate in the semester exchange program. In the space provided, select if the host institution is your 1st or 2nd preference.
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](#). *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. When you [apply](#) for your exchange semester online you will need to upload your credit approval letters in the space provided.

STUDY PLAN	STUDENT FULL NAME				
	STUDENT NUMBER				
	COURSE NAME				
	UNIT CREDIT EQUIVALENCE (See Recommended Full Academic Load at Exchange Universities for Full Flinders Credit)				
	PROPOSED EXCHANGE HOST INSTITUTION NAME <input type="checkbox"/> 1st preference (select preference if known) <input type="checkbox"/> 2nd preference				
	PROPOSED EXCHANGE PERIOD (specify exchange semester) i.e. Flinders semester 1 or 2 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
		PREFERRED TOPICS			
		TOTAL VALUE		TOTAL VALUE	
	BACK-UP TOPICS				
	SIGNATURE OF COLLEGE ADMINISTRATIVE OFFICER				
	DATE				
	PRINTED NAME				
	COLLEGE				
	EMAIL				
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 Course Coordinator/Enrolment Course Advisor (ECA) 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/ECA NAME:	SIGNATURE:			