## Exchange Checklist

**College of Arts & Social Sciences**

### Name:  
**ID #:**

### Program Code:  
**Program Name:**

### Ph#:  
**email:**

### Mailing Address:  
(For exchange letter)

### Length of exchange:  
(please tick one)
- [ ] six months
- [ ] twelve months

### ANU Semester(s):  
(please tick)
- [ ] Semester 1  
  20
- [ ] Semester 2  
  20

### HECS Loading p/sem for Arts courses:  
(please tick one)
- [ ] 6u
- [ ] 12u
- [ ] 18u
- [ ] 24u

### Full name of exchange Institution:

### Steps in the Exchange Approval Process

1. Initial meeting with Student Advisor
2. Student can fit exchange into degree
3. Student has completed 72u of straight BA / 48u of BA as part of combined degree

*Prescribed Authority Signature*

### Date:

D D M M Y Y

### Subsequent to IEO approval

4. Exchange course descriptions submitted by student on

D D M M Y Y

5. Memos sent for approval  
6. Blue Exchange Enrolment form signed

*Fill out course approval section on reverse side of form*

7. Letter sent to student  
8. to IEO  
9. to file

### Subsequent to completion of exchange studies

10. Status requested by student upon return from exchange

### Comments:

________________________________________________________________
___________________________________________________________________________

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**College of Arts & Social Sciences**

**HECS Loading p/sem for Arts courses:**

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Program Notes
TO BE COMPLETED BY STUDENT ADVISOR

Current Degree Program: ________________________

Total 1st Yr Units Completed: _________

Total Later Yr Units Completed: _________

Major 1: ________________________ Total completed towards major: _________

Major 2: ________________________ Total completed towards major: _________

Major 3: ________________________ Total completed towards major: _________

Left to complete degree: _______________________________________________________

Comments: ___________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Course Approval Section
TO BE COMPLETED BY STUDENT ADVISOR

Approved exchange courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>ANU Status to be granted</th>
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Comments: ________________________________________________________________