



AUSTRALearn CHECKLIST:

Prior to Applying:

- Discuss your plans with the Associate Director for Study Abroad, Monica Schechter. She can be reached in the Study Abroad Office (38-106), call 756-5964, or email mschecht@calpoly.edu;
Daily Study Abroad Office hours: 10-11:00am and 2-4:00pm (38-106)
- Review the programs listed on the AustralLearn website: www.australearn.org in order to find the most ideal location and university to help you achieve your academic and personal goals;
- Attend an AustralLearn informational meeting at Cal Poly if one is offered this term (meeting schedule located on IEP website: <http://iep.calpoly.edu>);
- Provide the course descriptions to your Academic Advising Center to determine course equivalencies and how credits will transfer to Cal Poly. Students are highly encouraged to complete the “Substitution for Major” with their Major Department and the “Substitution for GE” with the Study Abroad Office. You should allow at least four weeks to hear back about substitution approvals. You will NOT need to complete an academic leave form, because you will be considered a continuing student while participating in this Cal Poly affiliated program;
- Contact a former AustralLearn student to find out more details of the daily academic and social experience in the host country (see Monica for alumni names);

To Apply:

- Complete the online AustralLearn application and receive guidance from an AustralLearn Enrollment Coordinator;
- Although rolling admissions is available, students are encouraged to apply well in advance of the following application deadlines: Nov. 15 (February start), April 15 (July start), Bond University deadlines: Oct. 15 (January start) & June 15 (September start) NOTE: some application deadlines can be extended – confirm dates on website;
- Bring the application signature page to Monica Schechter for her to confirm whether you are in good standing at Cal Poly; it will take approximately five days to process;
- Students who are on Academic Probation (AP) at the time of application or the term prior to going abroad must notify the Study Abroad Office. Normally they will be considered ineligible to participate in the program unless extenuating circumstances exist and the Study Abroad Office gives its approval;

After Accepted:

- Once accepted, students will receive the “Participant Guide” containing comprehensive instructions about the study abroad process and a “To Do” list;
- The next step of the acceptance process is to complete your *Intended Subject Plan*. The Host University will notify AustraLearn if there are any problems with your subject selections;
- Notify your Major Department to let them know you will be participating in a study abroad program;
- Those students who have completed the FAFSA should complete the “Study Abroad Student Agreement” form and meet with a Financial Aid Counselor. Complete the “Authorization to Release Student Account Information” form to provide permission to your parents to discuss financial issues at Cal Poly:
http://www.afd.calpoly.edu/student_accounts/Forms/FERPAform.pdf;
- Financial Aid is disbursed the first day of the Cal Poly quarter, not the first day of the AustraLearn program;
- Attend the general pre-departure orientation offered during Fall or Spring Quarters;
- **Study Abroad Fee:** A \$200 charge will be placed on your Cal Poly account during the registration period for the term you will study abroad and will be due within four days, unless you are receiving financial aid. This campus study abroad fee will not result in additional costs because the study abroad program provider will also issue a \$200 automatic discount to be deducted from your study abroad program fees;
- Once you have completed the AustraLearn program, your official transcript will be sent to the Admissions Office at Cal Poly and you will also be mailed a copy.

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