

CCNU Study Abroad Students

Application Procedure

STEP 1 – SUBMIT THE UOW ONLINE APPLICATION FORM

Submit an online application to the Office of Global Student Mobility through our [Student Mobility Online \(SMO\) portal](#).

Please note: Throughout the application, you will also be asked to upload a variety of documents. You will not be required to provide these as you have previously applied and been accepted into a UOW Program at CCNU. However, you will not be able to proceed through each step of the application if no documentation is included. As such, we recommend simply uploading a blank document (PDF or Word document) for each.

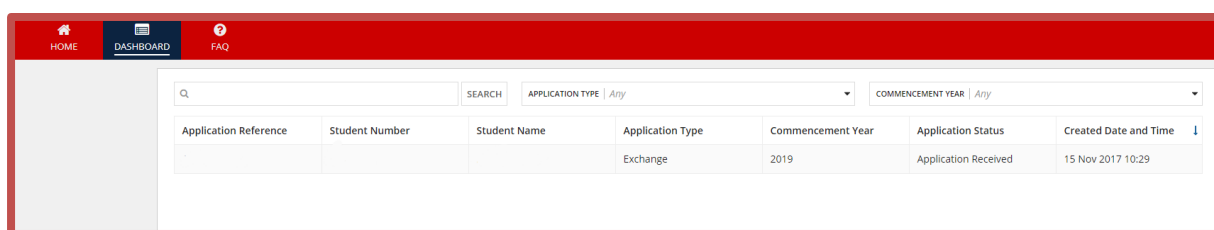
Student Mobility Online (SMO) Application Guide

This is a step-by-step guide to completing your [Student Mobility Online Application](#). Please follow each step carefully, ensuring accurate information is provided.

Once you begin the application, it can be **saved as a draft** and returned to later.

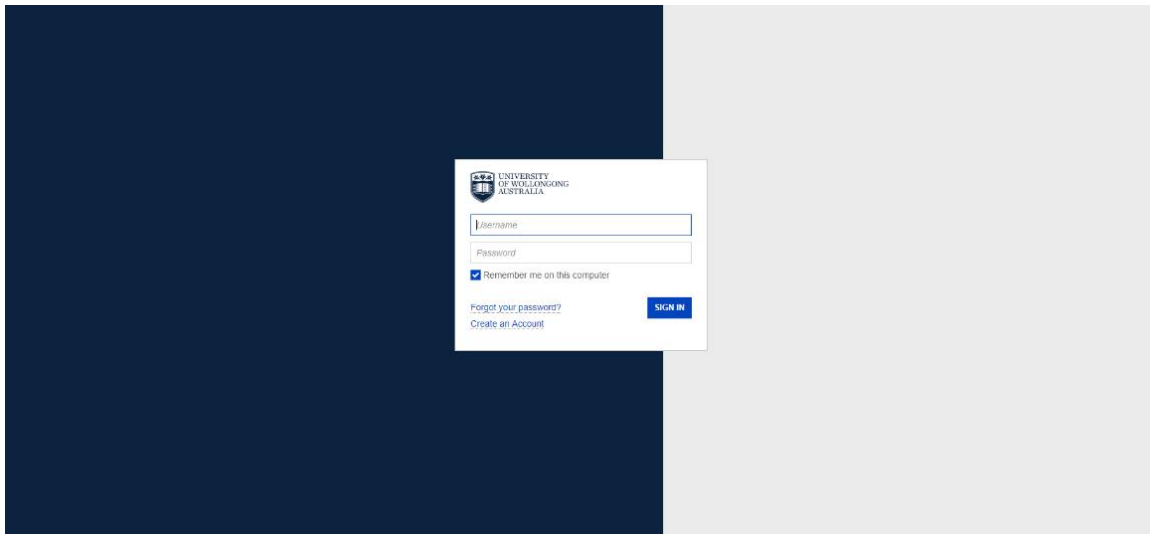
Please note: To locate your existing saved application, you must log back into the [Student Mobility Online \(SMO\) portal](#). Then select the 'Dashboard' tab, open your existing application and continue where you left off.

Once you have completed your application, you can then submit and will no longer be able to edit, but only view your application status in the 'Dashboard' tab.

A screenshot of the Student Mobility Online (SMO) Dashboard. The interface has a red header bar with three tabs: 'HOME' (with a house icon), 'DASHBOARD' (with a document icon and currently selected), and 'FAQ' (with a question mark icon). Below the header, there is a search bar with a magnifying glass icon and a 'SEARCH' button. To the right of the search bar are two dropdown menus: 'APPLICATION TYPE' with 'Any' selected and 'COMMENCEMENT YEAR' with 'Any' selected. Below these elements is a table with seven columns: 'Application Reference', 'Student Number', 'Student Name', 'Application Type', 'Commencement Year', 'Application Status', and 'Created Date and Time'. The table contains one row of data: Application Reference is empty, Student Number is empty, Student Name is empty, Application Type is 'Exchange', Commencement Year is '2019', Application Status is 'Application Received', and Created Date and Time is '15 Nov 2017 10:29'. A small downward arrow icon is visible at the end of the 'Created Date and Time' header.

1. Create an Account

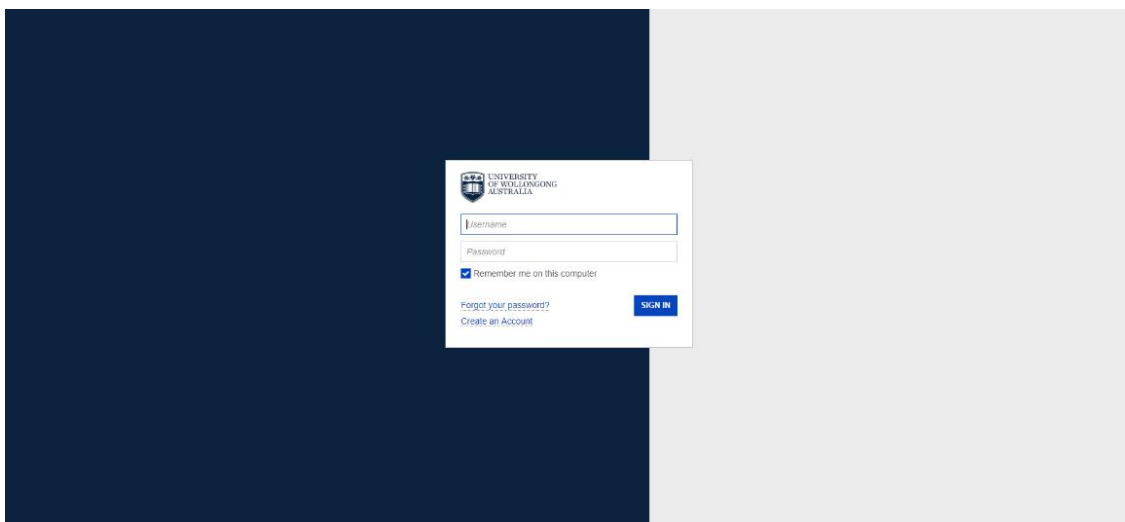
Go to the [Student Mobility Online \(SMO\) portal](#). Select 'Create an Account'.



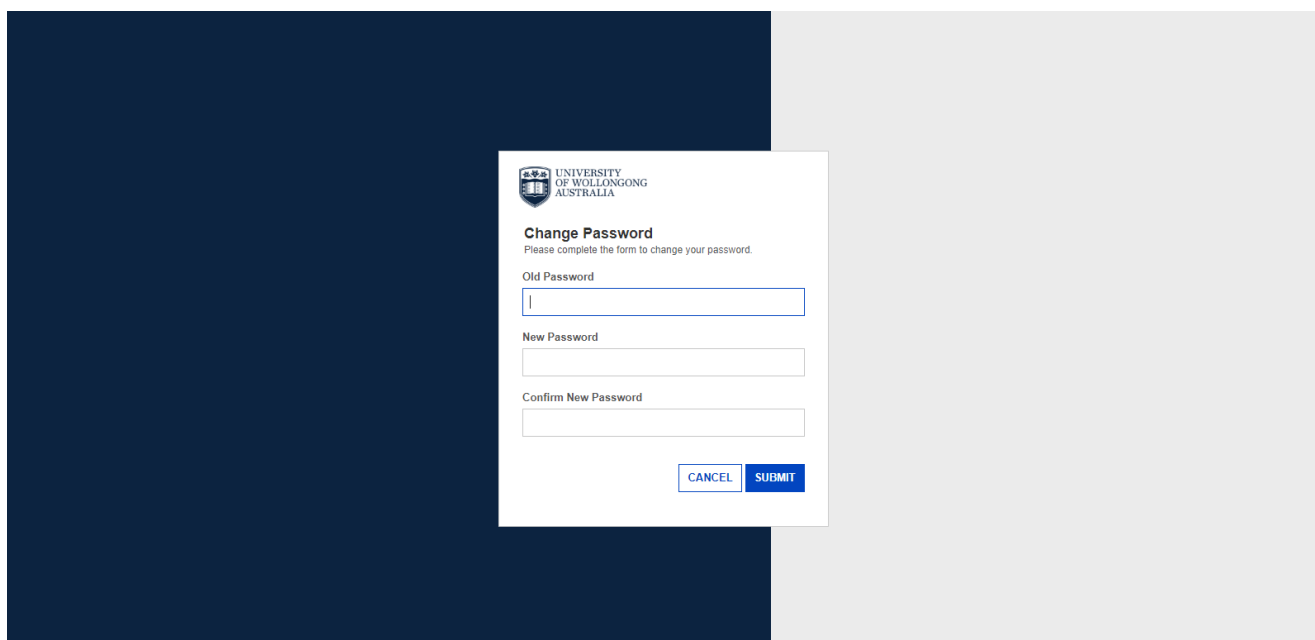
Enter your details to register your account, ensuring to use your CCNU or personal email address and **NOT** your UOW email address. Please note your email address will be your username.

A screenshot of the 'User registration' form. The form is titled 'User registration' and features the University of Wollongong logo. It includes a 'User details' section with fields for 'Email address (This will be your username)', 'Title', 'First name', 'Last name', 'Primary phone number', 'Secondary phone number', 'Temporary Password', and 'Confirm Password'. Below this is a 'Help us make sure you are not a robot' section with a reCAPTCHA widget. At the bottom are 'CANCEL' and 'SUBMIT' buttons.

You will then need to sign in with the username (email) and password you just registered.



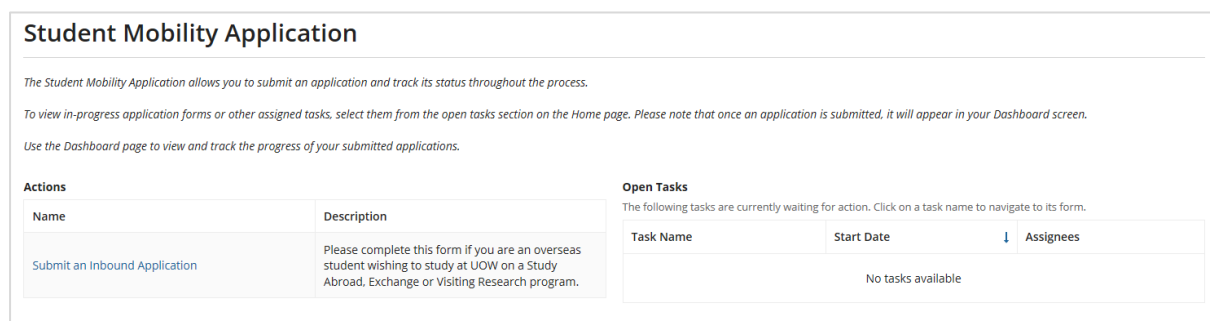
You will then be prompted to create a new password.



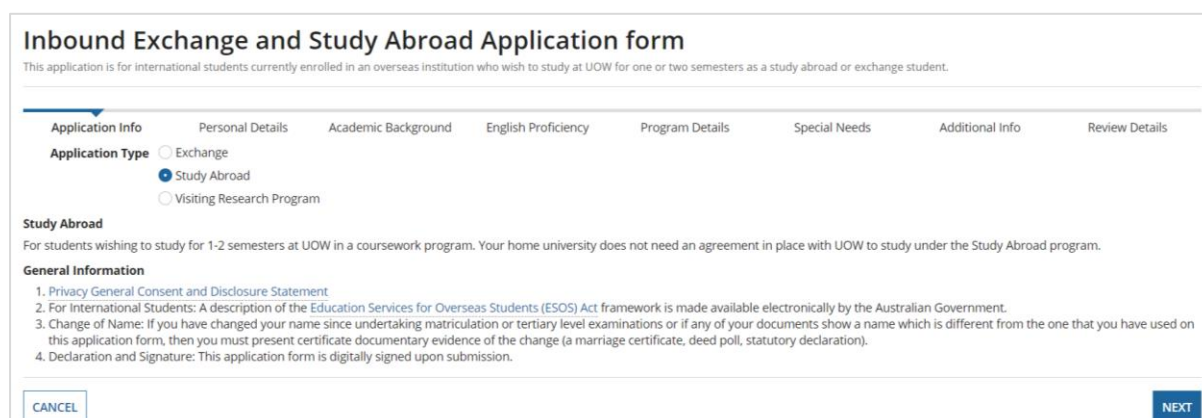
Please ensure you make a note of these login details (username and new password) as you will need this at a later stage to return to your application and complete your Study Plan.

2. Personal Details

From your dashboard select **Submit an Inbound application**



Select **Study Abroad** as your application type



Fill in your Personal Details

Previous Applications

Have you previously made an application to undertake or been enrolled in a course at the University of Wollongong or the UOW College (formerly known as Wollongong College Australia)?

☐ Yes ☒ No

Personal Details

Title *

--- Select a Title ---

First Name *

Middle Names

Last Name *

Former Name

Date of Birth *

dd/mm/yyyy

Gender *

☐ Female ☐ Indeterminate/Intersex/Unspecified ☐ Male

Citizenship *

Start typing a country name

Country of Birth *

Start typing a country name

Contact Information

Home Phone *

Country Code, Area Code and Number

Mobile Phone *

Country Code and Number

Work Phone *

Country Code, Area Code and Number

Email Address *

Contact Address

PO Box or Address Line 1 *

Suburb/Town *

State/Province *

Home Address same as Contact Address?

☐ Yes ☐ No

Home Address

PO Box or Address Line 1 *

Suburb/Town *

State/Province *

Address Line 2

Postcode *

Country *

Start typing to select a country.

Address Line 2

Postcode *

Country *

Start typing to select a country.

CANCEL

NEXT

3. Academic Background

Fill in your **Academic Background**. You will need to select **'I cannot find my institution'** and enter the Country (**China P.R.C**) and Institution Name (**Central China Normal University**).

You can upload a **blank document** (PDF or Word) when required to upload your academic transcript.

Home Institution

Current Institution *

University at Albany, State University of New York

Agent Name

Current Enrolment

Year Level *

☐ 1st Year

☒ 2nd Year

☐ 3rd Year

☐ 4th Year

☐ Other

Current Degree *

☒ Undergraduate

☐ Postgraduate

Degree/Major *

Expected Graduation Year *

--- Select Year ---

Cumulative GPA/ Overall Grade

Previous Semester GPA/ Grade

Documents

Please upload an original or certified copy of your most recent academic transcript

Valid file extensions: JPG, JPEG, TIF, TIFF, PNG, TXT, PDF, DOCX, DOC

Title	Description	Document
Optional	Optional	<div>UPLOAD</div> <div>Drop file here</div>

Note: Drafts cannot be saved with uploaded documents. Please remove the attachments before hitting the Save Draft button if you wish to return to this form later.

Academic Background

Past Studies

If you have not yet started or completed any tertiary studies, please list your highest qualification completed and upload a certified copy of your results. If you have attended multiple tertiary institutions, please also list your previous studies here and upload certified copies of your results from those institutions.

Qualification/ Award	School/ University	Country	Start Date	End Date	Certified Document*	Complete	
No items available							
<div>Add Row</div>							

*Certified copies of academic mark sheets, transcripts and evidence of course completion must be provided with application. Details of required acceptable certification authorities for international students can be found at: <http://www.uow.edu.au/future/international/apply/how/certified/index.html>

Have you ever been excluded (not permitted to re-enrol in any year), or are you liable for exclusion, on academic or other grounds from any tertiary institution, faculty or course? *

☐ Yes

☐ No

CANCEL

NEXT

4. English language proficiency

Please indicate that English is not your first language. You can skip the English proficiency exam section, however you will be required to enter information for **'Enter other demonstration of English proficiency'** to proceed: type is **N/A**, overall score is **0**, and qualification date can be **any date**. You will also be required to upload a **blank document** (PDF or Word) as documentary evidence.

English Language Proficiency

Is English your first language? *

☐ Yes

☒ No

[UOW English language requirements](#)

Have you completed secondary or tertiary Studies in another country where English is the official language? *

☐ Yes

☐ No

Enter any of the following English proficiency exams completed in the last two years. IELTS (Academic), TOEFL - Paper-Based Test, TOEFL - Computer-Based Test, TOEFL - Internet-Based Test

Type	Writing	Reading	Listening	Speaking	Overall Score	Qualification Date
No items available						
<div>Add New</div>						

Enter any other demonstrations of English proficiency if you have not completed any of the above.

Type	Overall Score	Qualification Date
No items available		
<div>Add New</div>		

Documentary evidence, including copies of results must be attached. You may be required to forward ORIGINAL documents prior to enrolment.

Title	Description	Document	
No items available			
<div>Add Row</div>			

Note: Drafts cannot be saved with uploaded documents. Please remove the attachments before hitting the Save Draft button if you wish to return to this form later.

If you do not meet UOW's English requirements are you interested in studying English in the UOW College? *

☐ Yes

☐ No

CANCEL

NEXT

5. Program Details

Enter program details for your Proposed Enrolment at UOW. Please note your program details will be **Autumn (Feb-June)** and **1 session**.

Proposed Enrolment

Campus *
Wollongong Campus

Starting Year *
2019

Students studying Postgraduate Business may study at EITHER the UOW main campus (Wollongong) or the UOW Sydney campus (Sydney). All other courses are offered ONLY at the UOW main campus (Wollongong).

Starting Session *

☒ Autumn (Feb-June)
☐ Spring (July-November)
☐ Trimester 1 (February-May)
☐ Trimester 2 (May-August)
☐ Trimester 3 (August-November)

Length of Stay *

☒ 1 session
☐ 2 sessions
☐ 3 sessions (All Trimesters)

Complete a Study Plan

Your Study Plan outlines the UOW subjects you wish to undertake whilst on study abroad. This is not enrolment in these subjects but an assessment for your eligibility for enrolment by academic staff.

The [Subject Database for 2019](#) has not yet been released. As such, you may need to [return to your application](#) and complete your Study Plan at a later stage. Your Study Plan can be edited once your application has been submitted by returning to the [Student Mobility Online portal](#), selecting the 'Dashboard', opening your existing application and selecting the 'Study Plan' tab.

Once the subject database has been released, please enter the following subjects into your Study Plan, based on the degree you are taking.

Master of Computer Science

2017 cohort (4th session)	2018 cohort (2nd session)
CSCI964 – Computational Intelligence	CSCI814 – IT Project Management
INFO911 – Data Mining and Knowledge Discovery	CSCI964 – Computational Intelligence
CSCI910 – Software Requirements, Specifications and Formal Methods	CSCI933 – Machine Learning Algorithms and Applications
CSCI 991/992 – Project / Professional Project	CSCI968 – Advanced Network Security

Master of Engineering in Telecommunication

2017 cohort (4th session)	2018 cohort (2nd session)
ECTE953 – Advanced Project	ENGG950 – Innovation and Design
ENGG954 – Strategic Management for Engineers and Technologists	ECTE906 – Advanced Signals and Systems
ECTE987 – Optoelectronic Sensing	ECTE882 – Network Engineering
	ECTE967 – Mobile Networks

You can add subjects to your study plan by typing in the subject code of each subject.

If you are unable to find your subjects, select **'I could not find my subjects and would like to update the Study Plan later'**.

Study Plan

For a full list of available subjects, [click here](#).

You MUST enter a minimum of 2 subjects (for Trimester students) or 3 subjects (for semester students). The minimum full-time study load for a semester student is 18 credit points and the maximum is 32 credit points per semester. You can enter up to a maximum of 10 subjects on your study plan for consideration.

Spring 2018

Subject Code	Subject Name	Credit Points	Delivery Method	
ECON100	Economic Essentials for Business	6	On Campus	✗
				✗

[Add New](#)

If you could not find all your subjects, you can still update your Study Plan later. Please select the check box below if you wish to do this and to be notified when new subject data base has been published.

☐ I could not find my subjects and would like to update the Study Plan later.

[CANCEL](#) [NEXT](#)

6. Special needs

- If you **do not** have special needs, follow onto the next step
- If you **do** have special needs, please specify the nature and upload supporting documentation

Special Needs

Do you have special needs which the University of Wollongong should be aware of during your studies? *

☒ Yes ☐ No

Please Select *

☐ Hearing

☐ Vision

☐ Mobility

☐ Learning

☐ Medical

☐ Psychological/Mental Health

☐ Other

By selecting yes to the above question, your details will be forwarded to Disability Services at UOW. Please ensure that you have made contact with the Disability Liaison Officers prior to your arrival at UOW should you require assistance, by phone at +61 2 4221 3445, or by registering [online](#).

Please upload/attach 'reasonable adjustment' letter from disability services, and any other supporting or explanatory documentation.

Valid file extensions: JPG, JPEG, TIF, TIFF, PNG, TXT, PDF, DOCX, DOC

Title	Description	Document
No items available		

[Add Row](#)

7. Additional Information

For the 'Supporting Document' section you can upload a blank document (PDF or Word) and proceed.

Please Note that accommodation applications need to be completed through a different online system, found [here](#).

▼ Housing/Accommodation and Airport Transfer

Applications for Accommodation must be made [online](#).

A complimentary airport pickup service is available for all first time international students. Applications must be made [online](#).

▼ Supporting Document

You must include a complete [Supporting Statement Form \(pdf\)](#) from the relevant authority. Your application is not considered complete without the form attached.

Please upload a completed Supporting Statement Form

Document

UPLOAD

Drop file here

Note: Drafts cannot be saved with uploaded documents. Please remove the attachments before hitting the Save Draft button if you wish to return to this form later.

▼ Additional Documents

Please upload any additional documents/statements you wish to be included with your application.

Valid file extensions: JPG, JPEG, TIF, TIFF, PNG, TXT, PDF, DOCX, DOC

Title	Description	Document
No items available		
Add Row		

Note: Drafts cannot be saved with uploaded documents. Please remove the attachments before hitting the Save Draft button if you wish to return to this form later.

CANCEL

NEXT

Review Details

Before submitting, please review your application details and accept the terms and conditions.

▼ Personal Details

Student Number	Not Available	Date of Birth	16/05/1997
Name		Citizenship	United States
Gender	Male	Country	UNITED STATES OF AMERICA

▼ Contact Details

Telephone	Not Available	Email	
Work Phone	Not Available	Home Address	15 Madison Avenue, Manhattan, New York City, UNITED STATES OF AMERICA, 10022
Mobil-		Contact Address	15 Madison Avenue, Manhattan, New York City, UNITED STATES OF AMERICA, 10022

▼ Current Enrolment

Current Institution	University at Albany, State University of New York	Country	UNITED STATES OF AMERICA
Year Level	2nd Year	Expected Graduation Year	2020
Current Degree	Undergraduate	Cumulative GPA/ Overall Grade	3.7
Degree/Major	Physics	Previous Semester GPA/ Grade	3.5
Agent Name	Not Available		

▼ Documents

Title	Description	Document
N/A	N/A	False Application

▼ Academic Background

Have you been excluded (not permitted to re-enrol in any year), or are you liable for exclusion, on academic or other grounds from any tertiary institution, faculty or course?

No

▼ English Language Proficiency

Is English your first language?

Yes

▼ Proposed Enrolment

Campus	Wollongong Campus	Length of Stay	1 session
Starting Year	2019	Starting Session	Spring (July-November)

▼ Special Needs

Do you have special needs which the University of Wollongong should be aware of during your studies?

No

▼ Supporting Document

Title	Description	Document
Host University Supporting Statement	N/A	False Application

▼ Additional Documents

Title	Description	Document
No items available		

Terms and Conditions

Terms and Conditions

☒ I have read and accept the Terms and Conditions

CANCEL

SUBMIT

You will receive an application number and instructions on how to follow the progress of your application.

STEP 2 – APPLY FOR ACCOMMODATION

If you wish to live in a University of Wollongong residence then you **MUST** apply to UOW Living by the following deadline:

- **November 11** (for students commencing in February)

If you apply by the above date you will guarantee your accommodation placement even if you have not yet been accepted into the Study Abroad and Exchange Program. You can find more information about Housing and Accommodation on our [website](#) and view their [prices](#) as well. Accommodation applications can be made [online](#).

STEP 3 – OFFER OF ADMISSION & RETURNING YOUR ACCEPTANCE

Your application will be processed by the UOW Office of Global Student Mobility and you will receive an **Offer of Admission letter** to the UOW Study Abroad & Exchange Program via email in PDF format within two weeks. Please note that the assessment process may take longer during very busy periods.

How to accept your offer:

- Print and sign 'Attachment A' of your Offer of Admission letter (pages 5 and 6). Please ensure you provide an *original, handwritten signature*.
- Log into your [Student Mobility Online application](#).
- Select "Accept or Reject Offer" in the 'Related Actions' tab.
- Upload your signed 'Attachment A' as a PDF attachment and submit.

You must also make required payments as outlined in your Offer of Admission letter (this includes your tuition, OSHC and SAF). All international payments can be made to UOW through [Flywire](#).

STEP 4 – CONFIRMATION OF ENROLMENT (COE) & VISA

We will send you an electronic **Confirmation of Enrolment (eCOE)** via email once you have accepted your offer and your payments have been processed.

You will use your eCOE to apply for your Australian student visa. You will be required to apply for a [Student Visa subclass 500](#) (Non-Award). For all visa application procedures and enquiries, please visit the [Australian Department of Home Affairs website](#).

You should contact the nearest Australian diplomatic office as soon as possible after receiving your offer, as medical checks and X-rays may be required. It is important to allow time for this.

STEP 5 – APPLY FOR AIRPORT PICKUP

Request your complimentary airport pick-up by [applying online through UOW Airport Pick-up](#).

STEP 6 – ENROL ONLINE

Approximately six weeks prior to the commencement of your program, you will receive detailed instructions on how to enrol as a UOW student and how to enrol in the subjects that have been approved on your Study Plan. You will also receive your UOW username and password and your UOW email address.

Keep checking your personal emails regularly for any other important pre-arrival information.

STEP 7 – ARRIVAL & ORIENTATION

At the latest, you should plan to arrive in Wollongong the weekend prior to Orientation Week (26-28 February).

If you will be living at UOW accommodation, they will indicate the earliest date that you are able to move into your residence.

In preparation for your arrival, we recommend that you:

- Familiarise yourself with the compulsory [Study Abroad and Exchange Orientation](#) program – Tuesday 26th February (this will be confirmed via email closer to the date)
- Take a look at our [Pre-Arrival Checklist](#)
- Start planning [Things to do in Wollongong](#)!

If you have any questions, please don't hesitate to contact the Office of Global Student Mobility at student-mobility@uow.edu.au.