

EXCHANGE / STUDY ABROAD –  
**GUIDELINES for Spanish and Latin American studies**

Dear Student,

Before speaking to your Language Exchange Adviser, please follow these steps:

1. Visit Melbourne Global Mobility (MGM), either in person or their website <http://www.mobility.unimelb.edu.au>
2. Collect an application brochure from MGM and read it thoroughly.
3. Register for and attend an application information session: <http://studentexchange.unimelb.edu.au/StudentExchangeEvents.aspx>
4. Ensure you are eligible in terms of year level and weighted average.
5. **Read the following guidelines carefully:**
  - To be eligible to apply for Spanish credits toward your Melbourne University degree, **you need to be enrolled as a student in Spanish and Latin American Studies**, you need to have done at least two semesters of Spanish at Melbourne University. Some partner Universities require 4 semesters.
  - \* There is **NO 'lose or spare' credit given for Spanish** subjects done overseas.
  - **NO retrospective credit is given. You need to seek approval for your subjects before undertaking them.**
  - You can apply for :
    - 12.5 to 25 credit points towards your Spanish studies if you are doing a MINOR
    - up to 37.5 if you are doing Spanish a Major or Diploma.
  - 60 hs of Spanish at any tertiary institution you choose, if approved by your Exchange officer, would be equivalent to 12.5 points.
6. Study this carefully. Choose a university and study the websites of relevant departments (including their range of subjects).
7. Choose some provisional subjects (more than you need) and fill out the application form. We can approve a list towards just 2 at MU, so you have plenty of choice once you are at the partner institution
8. **Only at this point** contact me in order to have your subjects approved. Please send me a message answering the following questions and I'll send you a formal email approving your subjects that you can then forward to your Exchange advisor or print out and attach to your application as proof of my approval.
  - 1) name and student number
  - 2) where are you going? For how long? When?
  - 3) what Spanish subjects have you already done with us?
  - 4) are you doing a major or diploma, or a minor?
  - 4) how many subjects are you seeking approval for? (at MU)
  - 5) I need a list of the subjects you'd like to undertake overseas and descriptions or links to description of them.

Thanks,

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