UNIVERSITY OF OTAGO
CHECKLIST FOR INCOMING EXCHANGE STUDENTS

BEFORE ARRIVING IN NEW ZEALAND

- ☐ **Application**
    1. Wait for the nomination email from Otago
    2. Apply online – documents needed:
        - ▪ your most recent official academic transcript (if this is not in English you will need to provide a translation)
        - ▪ your passport – you will need to scan and upload the personal details page
        - ▪ Proof of English language proficiency *(if applicable)*
    3. ***An automatic message will be sent once you submit ALL documents.***
    4. Post a certified copy of the personal details page of your passport to Otago (certification guidelines)
- ☐ **Insurance:** Studentsafe-University is Otago's recommended insurance provider – they provide comprehensive travel and health insurance.
    - ▪ You automatically opt-in for Studentsafe Insurance as part of the online application process
- ☐ Once you have your Offer of Place you **must** apply for your **Student Visa** – this must be granted before you enter New Zealand
- ☐ Apply for **Accommodation**
- ☐ Apply for **Prepare for Otago** if interested *(Semester One only)*
- ☐ Apply for the **Otago International Friendship Network (OIFN)**
- ☐ Read the **Information for Exchange Students coming to Otago** for a wide range of information relating to your incoming exchange to Otago.
- ☐ **Register for a mandatory Orientation/Enrolment Seminar**
    - ▪ Show passport & the NZ student visa

AFTER ARRIVAL BUT BEFORE CLASSES BEGIN - ORIENTATION

- ☐ **Attend a mandatory Orientation/Enrolment Seminar**
- ☐ **Get your Otago student ID**
- ☐ **Update contact details on eVision**
- ☐ **Pay your invoice,** if applicable (insurance, accommodation, student services fees)

AFTER CLASSES BEGIN

- ☐ **Add/drop courses** – Check key dates
- ☐ **Attend Exchange Social**
- ☐ Help promote your home university during **Exchange Week**
- ☐ **Sit final exams**

END OF YOUR EXCHANGE AT OTAGO

- ☐ **Pay any outstanding fees**
- ☐ Your **Otago transcript** will be sent to your home university automatically