SEP Application Flowchart

Updated 23 Aug 2024

	Faculty	Student
Initial SEP application and selection within Faculty		
After Accepting Internal Offer		
After SEP		

Initial SEP application and selection within Faculty

Email Science students on Call for SEP applications

If interested, required to submit online application via EduRec and Qualtrics to Faculty by deadline.

Process all applications
- Students assessed based on their academic records, personal statement and answers to questionnaire

Inform students of application outcome within a month after application closes

Indicate acceptance after application outcome release

Accept

NOT allowed to change allocated partner university (PU) and SEP semester after accepting internal offer

Reject or Did not respond by deadline

- **Internal offer will be voided if reject or did not accept offer in EduRec-GE by deadline.**
- **Students who rejected internal offer may only re-apply for balance places in Round 2, which will take place in Semester 2.**

After Accepting Internal Offer

After accepting internal offer, may begin submitting course mapping requests in EduRec-GE.
- Course mapping request will take at least 2 weeks to be processed.
- Course may be done any time throughout the academic year, and must be completed before student request for credit transfer. Refer to Course Mapping Instructions and Course Mapping Guide for more information.

Reminders:
- Maintain GPA of at least 3.0 and meet the entry requirements of PU, or risk being withdrawn from SEP.
- There is a withdrawal penalty of $300 if student withdraw from SEP AFTER accepting internal offer.

Email students on application instructions when PU opens application

Begin application to PU

Reminder:
- **DO NOT** submit an application to PU if you are not prompted by SDO, as the student will not be considered as an exchange student by the PU.
- Refer to the instructions in the email for more information.

PU will notify students of the outcome of their application via email/post.
- Notification is generally two months or more after application deadline.

After admission to PU is confirmed, begin to arrange for accommodation, travel and visa (if required)

After SEP

Submit required Credit Transfer Documents to SDO via MS Forms.
- Refer to Credit Transfer Instructions for more information.

Reminders:
- Credit transfer will take at least 2 weeks for processing after receipt of your complete set of required documents. Please allow up to 2 months during peak period.

- Credit transfer must be submitted latest by Week 13 of the following semester after your SEP. Example: SEP was in AY2024/25 Semester 2. Credit transfer must thus be submitted latest by Week 13 of AY2025/26 Semester 1.

Email students after credit transfer is processed in EduRec-GE

Verify credit transfer

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