



**Asia Institute  
The University of Melbourne**

**Application for Accrediting Overseas Study  
INDONESIAN LANGUAGE AND STUDIES PROGRAM**

*After being endorsed by the Asia Institute staff indicated below, applicants will receive a copy of this form, and they should take it to their home Faculty. All applications for Study Abroad and/or Exchange must be approved by their home Faculty. Eligibility to undertake Study Abroad and/or Exchange is dependent on criteria set by the applicants' home Faculty. All overseas study is subject to DFAT warnings and may need travel approval from Academic Registrar's office.*

Please read the instructions below, and type in all answer boxes. Put "N/A" if certain questions are not applicable to your case. When completed, save the document, and send it as attachment to both Dr. Michael Ewing <mce@unimelb.edu.au> and Undergraduate Programs Officer Bree Claffey <bclaffey@unimelb.edu.au>, or in hardcopy to both officers via the Reception Office. Questions about this Application Form can be directed to either officer at the email above. If necessary, students may consult with either officer about their applications, but at least one week after the complete application has been submitted.

Please note that not all Study Abroad and/or Exchange programs are valid for credit. The amount of time required for reviewing the application varies, depending among other things on the complexity of the case, and the time of the academic year. The process is usually simple and quick when students are applying for accreditation of in-country programs run by the Indonesian Program itself.

Students are advised to provide as complete and accurate information as possible in the first instance, and submit their application well in advance for adequate review before approval can be granted. As a general rule, all applications for credit must be submitted prior to any commitment to participate in study overseas. Where necessary, relevant documents can be attached to the application, and additional information be provided in a separate sheet of paper.

Students are allowed to take language courses other than those run by the Indonesian Program, but the total weight of these courses should not be in excess of the total weight of the languages courses taken within the Indonesian Program. Students at Level 2 and 3 are able to take a 4-week or 6-week ungraded language course in Indonesia and earn up to 12.5 or 25 points credit. Successful completion of full time study for one semester may apply for up to 50 points credit (25 points in Indonesian language subjects, plus 25 points in Indonesian studies). Students may be required to sit a test on their return.

**STUDENT DECLARATION**

*I have read and understood the instructions above. By affixing my name below I certify that, to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I understand that final approval of my application is dependent upon obtaining endorsement from the Faculty, Travel approval from the University, and a visa to the host country/ies.*

Signature:

**1. Applicant & Application Submission**

1.1 Full Name	
1.2 Student ID	
1.3 Date this application was submitted	

**2 Current Status and Enrolment at The University of Melbourne**

2.1 Full time or Part time?	Full Time		
2.2 Enrolled Course			
2.3 Date of Admission			
2.4 Taking Indonesian Subjects as?	Major		
2.5. Total Number of Subjects and Total Number of Credit Points from Indonesian Program needed for completion of the current course?	Total Number of Subjects		
	Total Number of Credit Points		
2.6. List all Subject Names/ Code Numbers from the Indonesian Program that have been successfully taken and indicate the grade obtained for each			
	Name of Subjects	Code Number	Grade
2.6.1			
2.6.2			
2.6.3			
2.6.4			
2.6.5			
2.6.6			
2.6.7			
2.6.8			
2.6.9			
2.6.10			
2.6.11			
2.6.12			

**3. Requested Subject Substitution**

List no more than two required language subject names/ code numbers from the Indonesian Program that you want to be substituted by the overseas study. Participants of a full time study for one semester in selected programs and institutions in Indonesia may enter additional maximum of two required non-language subjects from Indonesian studies.

	Name of Subjects	Code Number	Grade
3.1			
3.2			
3.3			
3.4			

4. Overseas Study				
4.1 Name of Overseas Study				
4.2 Name of Host Institution				
4.2.1 Address of Host Institution				
4.2.2 Name and Title of the Person in charge				
4.2.3 Telephone				
4.2.4 Facsimile				
4.2.5 Email				
4.2.6 Website				
4.3 Date of commencement				
4.4 Date of conclusion				
4.5 List all Subject Names/ Code Numbers to be taken in Indonesia				
Name of Subjects		Level	Total Contact Hours	Grade (if applicable)
4.5.1				
4.5.2				
4.5.3				
4.5.4				
4.5.5				
4.5.6				
4.5.7				
4.5.8				
4.5.9				
4.5.10				
4.5.11				
4.5.12				

This space is for official use only
Assessed by:
Name:
Title:
Date:
Remarks: