

# Outgoing Exchange (OutEx) Programme Application Process Step-by-step



聖若瑟大學  
USJ

Public and  
International  
Relations Office

## Step 1. Check If You Obey the Eligibility Criteria

Undergraduate students who have completed at least 30 MOC\* and less than 105 MOC\*\*

In good academic and financial standing at USJ

Have good knowledge of the language(s) used at the Host Institution

\* Equivalent to completion of 2 regular semesters

\*\* Equivalent to completion of 7 regular semesters

**Note:** For graduate students, please contact your Programme Coordinator or PIRO.

## Step 2. Contact PIRO

1) Make sure to read all the information available online about USJ's Outgoing Student Exchange Programme.

Head to [www.usj.edu.mo](http://www.usj.edu.mo) → International → Exchange Opportunities → Exchange Programmes → [Outgoing Exchange Students](#)

2) Contact PIRO at [exchange@usj.edu.mo](mailto:exchange@usj.edu.mo) expressing your interest in the programme.

Make sure to include the following information:

- ✓ Course and year (e.g. Year 2 Bachelor of Communication and Media)
- ✓ When you intend to go on exchange (semester and academic year)

## Step 3. Research Your Options

1) PIRO will send you a list with the relevant options for your course and you should research them thoroughly, afterwards seeking the assessment/advice of your Programme Coordinator.

You can find more about the Host Institution's programme(s) by visiting their website and contacting them directly.

Please make sure to be informed of any COVID-19-related guidelines or procedures implemented by the prospective Host Institutions and host cities/countries.

2) After you've chosen your option(s), make sure to note any instructions and/or required documents by the Host Institution in case you need to have certain documents for the application.

## Step 4. Apply to PIRO

### Application Periods

**Fall Semester**  
February 1<sup>st</sup> until  
March 12<sup>th</sup>

**Spring Semester**  
August 1<sup>st</sup> until  
September 10<sup>th</sup>

### Application Submission

**Send an email to PIRO with the following:**

- ✓ Motivation letter
- ✓ Scanned copy of passport
- ✓ Scanned copy of Academic Transcript
- ✓ Prioritised list of the host institutions (2-3 options)
- ✓ Recommendation letter from one professor

**Await reply from PIRO**

### Shortlisted candidates must:

- ✓ Proceed with the payment of MOP1,000 administrative service charge fee to USJ's Finance Office and then provide a copy of the proof of payment to PIRO
- ✓ Review and understand the required documents and procedures at the Host Institution

### Result

PIRO will then nominate you to the Host Institution.

Once a reply is received, PIRO will inform you of the result of your application and, if accepted, what you should do next. PIRO will also send you USJ's Learning Agreement for you to fill out with your Course Coordinator.



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## Step 5. Follow the Host Institution's Instructions

After being nominated and accepted, you'll receive an email from the Host Institution with instructions on what to do next.

Make sure to carefully read the email and note down what documents you need, as well as deadlines and instructions or tips to follow so you can successfully complete your application.

Contact the Host Institution's International Relations Office (or equivalent) should you have any questions regarding the application process and/or exchange programme.

**Note:** Contact PIRO at any time if you have any concerns or queries!

## Be Prepared to Provide the Following Information/Documents

During the application, you'll be asked to provide documents according to the Host Institution's requirements. This information is typically included in the email the institution sends you or on their website. Common requirements include the following:

### Application Form

Provided by the Host Institution through their websites

### Travel Documents

Passport (with expiration date of more than 6 months after your proposed duration of study)

### Academic Transcript

Available upon request at USJ's Academic Affairs Office (AAO) on the G/F of the Academic Building

### Health Certificate

Can be obtained at any Health Centre, Hospital or Clinic in Macao



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# Be Prepared to Provide the Following Information/Documents

## International Health Insurance

### Mandatory

A comprehensive medical insurance plan that provides coverage during your stay in the host country is mandatory (please consider if additional clauses are needed due to COVID-19)

## Reference Letter

Ask one of your professors to write it for you!

## Motivation Letter

Write a brief letter mentioning why you would like to be an exchange student

## Financial Statement

You must prove to the host institution that you have the means to cover your living expenses while enrolled in the exchange programme

## Travel Insurance

The plan you choose should cover the entire duration of your stay abroad and include any other countries you plan to visit!

## Passport-sized photos

Typically, one 1.5 inch full-face photo of you on a white background is required



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## Step 6. USJ Learning Agreement

PIRO will provide the USJ Learning Agreement so you can fill it out with the help of your Programme Coordinator.

Make sure to consider the module list provided by the Host Institution. If they don't provide a module list, typically you can access the list of modules via their website.

Make sure that the modules you choose are approved by your Programme Coordinator as this will ensure the recognition of the Host Institution's credits into your USJ study plan.

**Note:** Should any changes be necessary during your mobility period, after you arrive at the Host Institution, the Learning Agreement includes a section that you can fill out to register those changes and have your Programme Coordinator verify them: Section B. If this happens, you should first consult your Programme Coordinator to choose the best replacement module(s) together.

# USJ Learning Agreement



## LEARNING AGREEMENT FOR STUDIES

### OUTGOING EXCHANGE PROGRAMME

#### The Student

Last Name(s)		First Name(s)	
Date of Birth		Nationality	
Gender (M/F)		Academic Year	
Study Cycle		Subject Area & Code	
Telephone		E-mail Address	

#### The Home Institution

Name	University of Saint Joseph	Department	Public and International Relations Office
Address	Estrada Marginal da Ilha Verde, 14-17	Country	Macao SAR, China
Contact Person	Joana Costa	Contact (E-mail/Phone)	exchange@usj.edu.mo +853 8592 5645

#### The Host Institution

Name		Faculty	
Erasmus Code (if applicable)		Department	
Address		Country	
Contact Person		Contact (E-mail/Phone)	

### SECTION A: To be completed BEFORE THE EXCHANGE PROGRAMME

#### I. PROPOSED EXCHANGE PROGRAMME

Student Name		
Student ID		Programme of Studies

# Before You Go

In the weeks prior to your departure, follow the steps below to ensure a smoother arrival and integration.

## Arrival

- ✓ Ensure everything is booked and confirmed for your accommodation
- ✓ Plan your journey from the airport to your accommodation (e.g., pick-up, taxi instructions, public transportation)

## Finance

- ✓ Verify your bank access in the host country
- ✓ Be prepared with cash for at least the first few days of your arrival in case you need time to go to the bank

## Documents

- ✓ Make a copy of one set of all your relevant documents
- ✓ Send a set to your email and give a set to a family member too for safekeeping

**Note:** Make sure to also provide your emergency contact(s) to PIRO.

# Before You Go

Before you go, make sure you have the following documents and/or information:

## Documents

- ✓ Passport
- ✓ Host Institution's Acceptance Letter and required documents
- ✓ Student visa or information to obtain it after you arrive

## Finance

Prior research of the economy of the host institution's country is recommended so you have an estimate of the cost of living according to your needs

## Insurance

- ✓ Comprehensive medical insurance
- ✓ Adequate travel insurance

## Flight Tickets

Make sure to arrive in the recommended dates by the Host Institution

Check if you need any special documents (e.g., visa / student visa) according to your specific journey

# When You Arrive

When you arrive, these are some of the things you should do:

## Host Institution

- ✓ Visit the International Relations Office (or equivalent) to introduce yourself and for instructions on what you should do next
- ✓ Participate in the Orientation Session
- ✓ Note down any important information about your course, schedule and/or accommodation

## Health

Inquire about local health centres, hospitals, clinics, etc., so you know where to go should you need it

## Banking and Other Services

Inquire about local banks and other services that you may need to use during your stay

# Withdrawal

If, at any point during your exchange programme and for any reason, you consider you must withdraw from your exchange programme, the steps below must be followed as soon as possible.

- 1) Inform PIRO in writing ([exchange@usj.edu.mo](mailto:exchange@usj.edu.mo))
- 2) PIRO will officially notify the Host Institution of your decision
- 3) You must settle all pending affairs (e.g., accommodation, books on loan from the Library) before you return

**Note:** This decision should not be taken lightly and careful consideration of all available options is recommended. If you need any advice, you may contact the PIRO Team at any time.

## Before You Return to USJ/Macao

Before returning, make sure you complete the items on the checklist below.

### Before You Return Checklist

- ✓ Return your library books/card
- ✓ Settle any outstanding house rent and utility fees
- ✓ Return any borrowed I.T. equipment
- ✓ Make sure your final transcript will be sent to USJ's PIRO via post

## After You Return: Credit Recognition

To obtain credit recognition into your USJ study plan, the following must happen:

- 1) PIRO receives your official Academic Transcript from the Host Institution
- 2) PIRO notifies you and sends you the USJ Recognition of Credits Form
- 3) You must fill out the form and get your Programme Coordinator's endorsement of the credit recognition and then submit it to PIRO





## Credit Recognition

Modules taken during an exchange programme might not have the exact name and content of those offered in USJ. As long as your Programme Coordinator approves of them, there is typically no issue when it comes to their recognition.

Please take into consideration that the names that will appear in your USJ study plan are the USJ module names instead of the Host Institution module names.

Language courses that are not available at the Host Institution will have to be taken at USJ once you return from the exchange programme abroad.

Please refer to the **OutEx Guide** for more information!

Please contact us at [exchange@usj.edu.mo](mailto:exchange@usj.edu.mo) if you have any queries ☺



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