

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



聖若瑟大學
USJ

Public and
International
Relations Office

OutEx Programme Application Process Step-by-step

Step 1. Check If You Obey the Eligibility Criteria

Undergraduate students who have completed at least 37 credits* and less than 130 credits**

In good academic and financial standing at USJ

Have good knowledge of the language(s) used at the host institution

* Equivalent to completion of two regular semesters

** Equivalent to completion of seven regular semesters

Note: For graduate students, please contact your course coordinator or PIRO.

OutEx Programme Application Process Step-by-step

Step 2. Research the Programme and Express Your Interest

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

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

2) Contact PIRO at global@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)

OutEx Programme Application Process Step-by-step

Step 2. Research Your Options

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

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

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're going to need to have that information for the application.

OutEx Programme Application Process Step-by-step

Step 3. Apply to PIRO

Application Periods

Fall Semester

February 1st until
March 12th

Spring Semester

August 1st until
September 10th

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.

OutEx Programme Application Process Step-by-step

Step 4. 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!

OutEx Programme Application Process Step-by-step

Step 5. 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 Records Office (ARO) on the G/F of the Academic Building

Health Certificate

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



OutEx Programme Application Process Step-by-step

Step 5. 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

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



OutEx Programme Application Process Step-by-step

Step 6. USJ Learning Agreement

PIRO will provide the USJ Learning Agreement so you can fill it out with the help of your course 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 course 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 USJ Learning Agreement includes a section that you can fill out to register those changes and have your course coordinator verify them: Section B. If this happens, you should first consult your course coordinator to choose the best replacement module(s) together.

OutEx Programme Application Process Step-by-step

Step 6. USJ Learning Agreement



Learning Agreement for Studies - Outgoing Exchange Students

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, China
Contact Person	Joana Costa	Contact (E-mail/Phone)	global@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 _____
 Planned period of the exchange programme: from [month/year] _____ until [month/year] _____ of the Academic Year _____

Table A: Study programme abroad

Module code (if any)	Module name (as indicate in the course catalogue/list) at the host institution	[Fall/Spring Semester]	Number of ECTS/Credits to be awarded by the host institution upon successful completion
Total of ECTS/Credits			

II. RESPONSIBLE PERSONS

Home Institution	Date:
Coordinator's Name:	E-mail:
Signature:	Contact number:
Host Institution	Date:
Name:	E-mail:
Function:	Contact number:
	Signature:

III. COMMITMENT OF THE PARTIES

By signing this document, the student, the home and the host institutions confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The host institution confirms that the educational components listed in **Table A** are in line with its course catalogue/list.

The student and host institution will communicate with the home institution for any problems or changes regarding the proposed exchange programme, responsible persons and/or study period. If there is any change to the original Learning Agreement, please fill-in **Section B**.

The student	Date:
Name:	
Signature:	
The home institution	Date:
Coordinator's Name:	
Signature:	
The host institution	Date:
Coordinator's Name:	
Signature:	

SECTION B: To be completed DURING THE EXCHANGE PROGRAMME

AMENDMENTS TO THE LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED EXCHANGE PROGRAMME

Student Name _____ Student ID _____ Programme of Studies _____

Table B: Exceptional changes of study programme(s) abroad or additional components in case of extension of stay abroad.

Module code (if any)	Module name (as indicate in the course catalogue/list) at the host institution	Deleted Module (tick if applicable)	Added Module (tick if applicable)	Reason for change	Number of ECTS/Credits to be awarded by the host institution upon successful completion
Total ECTS/Credits					

By filling out Part I above, the student confirms that s/he approves the proposed amendments to the exchange programme.
 By signing Part II below, the home and the host institutions confirm that they approve the proposed amendments to the exchange programme.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

Person at the home institution	Contact number:
Name:	E-mail:
Function:	Signature:
Person at the host institution	Contact number:
Name:	E-mail:
Function:	Signature:

Remarks: If there is any change to the study programme, please complete and submit **Section B** to USJ's Public and International Relations Office (global@usj.edu.mo). Failure to submit the form within 30 days of the student's arrival at the Host Institution may affect the recognition of credits.

PIRO-LA-001-2019v.1

PIRO-LA-001-2019v.1

Note: Also available in the Outgoing Exchange Student Guide, in Appendix A.



聖若瑟大學
USJ

Public and
International
Relations Office

OutEx Programme Application Process Step-by-step

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)

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

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



OutEx Programme Application Process Step-by-step

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



OutEx Programme Application Process Step-by-step

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



OutEx Programme Application Process Step-by-step

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

OutEx Programme Application Process Step-by-step

During Your Exchange Programme: 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 (global@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 can contact the PIRO Team at any time.

OutEx Programme Application Process Step-by-step

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 form for the recognition of credits
- 3) You must fill out the form and get your course coordinator's endorsement of the credit recognition and then submit it to PIRO

OutEx Programme Application Process Step-by-step

After You Return: Credit Recognition

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

4) PIRO will verify the information and pass it on to the Academic Records Office (ARO) for processing


5) ARO will notify you directly of the result and, if successful, you'll see the credits recognised into your study plan

Official Study Plan			
Year 1	Year 2	Year 3	Year 4
			All (61) Completed (40) Failed (0) Retake (0)
Module	Credits	Grade ?	
LAT212 - ART - LITERATURE AND CREATIVE WRITING more »	2.00	18	
LAT214 - Art - Drama and Dance more »	2.00		
LBA241 - Entrepreneurship more »	3.00		
LCM215 - Comms Lab - Animation more »	3.00		
LCM216 - Comms Lab - Virtual Environments more »	3.00		
LCM217 - Communications and Media Management and Professional Practice more »	2.00		
LCM218 - Ethics and Public Policy more »	3.00		
LCM219 - The Media and Society more »	3.00		
LCM301 - Portfolio I more »	1.00		
LCM302 - Portfolio II more »	1.00		
LCM303 - Portfolio and Internship I more »	1.00		
LCM304 - Portfolio and Internship II more »	1.00		
LCO107 - Building Communities more »	2.00		



OutEx Programme Application Process Step-by-step

After You Return: Credit Recognition



聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Recognition of Academic Work Done Through Exchange & Summer Programmes

Please complete the form and submit it to the University's Public and International Relations Office (PIRO hereafter).

Name:			Student ID:		
Contact (E-mail/Phone):			Programme of Studies:		
Modules Successfully Completed at the Host University			Modules of Your Programme at the University of Saint Joseph		
Module Name	Grade	Credits / ECTS	Module Code	Module Name	Credits
Total Credits/ECTS			Total Credits		
NOTES:					
1. Students are required to submit the official transcript of records of the host university and must obtain recommendation for recognition of credits from the coordinator prior to submitting this form to PIRO.					
2. The recognition of credits will only be reflected in the student's study plan after PIRO receives the official transcript from the host university and the Registrar endorses the student's request.					
Signature:			Date:		
RECOMMENDATION FROM THE COORDINATOR					
Name:			Date:		
Signature:					
OFFICIAL USE ONLY					
Request Received by PIRO:		Request Received by Academic Records Office:		Student Notified by Academic Records Office:	
(Name/Date)		(Name/Date)		(Name/Date)	
DECISION BY THE REGISTRAR					
<input type="checkbox"/> Approved			<input type="checkbox"/> Rejected		
Comments (if any):					
Signature:			Date:		

If you have any questions, please contact PIRO:
E-mail: global@usj.edu.mo; Tel: +853 8592 5645; Fax: +853 2872 5517

PIRO-RC-001-2019v.1

Note: Also available in the Outgoing Exchange Student Guide, in Appendix B.

OutEx Programme Application Process Step-by-step

After You Return: Credit Recognition

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

Please take into consideration that the module names of the host institution will appear in your USJ study plan, instead of the names of the USJ modules.

For example, a module called "Community Development" at the host institution may appear in your USJ study plan as "Building Communities".

2) Language courses that are not available at the host institutions will have to be taken at USJ once you return from the exchange programme abroad.



Check out our OutEx Guide [here](#) for more information and FAQs!

If you have any additional questions, please contact us at global@usj.edu.mo ☺