

Start an application

To undertake a Short Term or Virtual Program click on the link below to start your application:

<https://bt.latrobe.edu.au/form/geca>

Log in with your usual La Trobe username and password.

In the La Trobe Username field enter your student id

Thank you for your interest in seeking credit approvals towards an overseas study program approval of credits. Before you finalise this request, please ensure that the following has been met:

- You have contacted and received advice from the La Trobe Mobility programs team.
- You have submitted an application for a semester program or a short program option to the proposed host institution/organization.
- The application which you are about to submit is for the same institution that you have previously applied to.

If you have not yet met the above criteria, please set up an appointment with the mobility team. If you have met these criteria, please proceed. Thank you for your understanding and patience.

Please login with your La Trobe account

La Trobe Username

Password:

[Log in](#)

1. Current Course you are enrolled in

Select the current course that you are admitted into. Credit for subjects completed on a short

term or virtual program will be applied towards subjects against this course.

2. Please select your overseas learning program type

Select 'Overseas Short Program or Virtual Program 5.

3. How long are you planning on going for?

Select the duration of your Short Term Program or Virtual Program from the options available in the List (Less than 2 weeks, 2-4 weeks, 4 – 2 months).

Current Course you are enrolled in

Please select your overseas learning program type:

Don't know the difference visit <https://www.latrobe.edu.au/students/opportunities/>

Duration of the Short program?

Less than 2 weeks

2 – 4 weeks

4 weeks to 2 months

4. Host Organisation Details

Select the Host Institution and Country from the generated list.

If you are applying for an OSP through a Third Party provider, please select the Provider's name' (e.g CIS)

If you cannot find your Host Institution in the list, please contact La Trobe Abroad at studyabroad@latrobe.edu.au

Select the Program Type

Select program type from the options available in the drop-down list:

Some options that are available:

- Partner or 3rd Party programs
- Study Tour (LTU lecturer led tour)
- Internship (refer to <https://www.latrobe.edu.au/students/opportunities/wil-placements>)
- Clinical Placement (Discipline based clinical placement)

Short Term Program

Host Institute Name and Country

Program type

Please Select

- Study program
- Study tour
- Internship
- Clinical placement
- Conference
- Volunteering

Add subjects

Proposed Study Period

In this section add all subjects that you would like to be reviewed for pre-credit approval.

Complete the following fields:

Core subject or Elective subject

Is this subject to replace a core or an elective subject in your current course?

*Please see your **Course Handbook** to confirm.*

- **LTU Subject** - What is the core subject code? Select the subject code from the list provided or
- **Elective Subject** - Enter the elective year level

Host Institution subject code

Enter the host subject code

Host Institution subject name

Enter the host subject name

Attach link to the Host Institution Subject Outline/syllabus (mandatory).

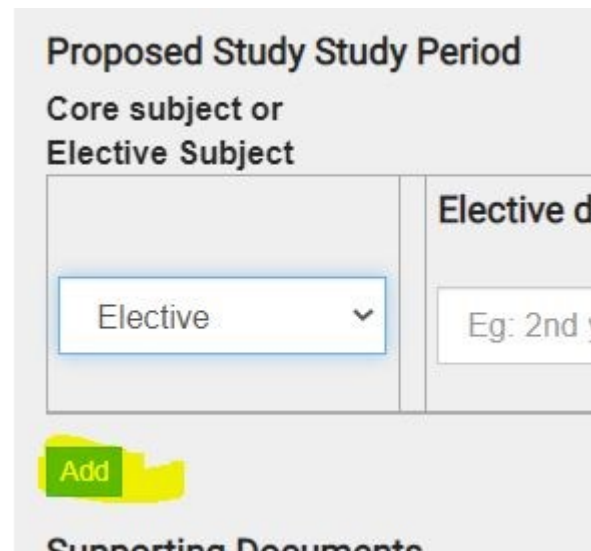
If the Subject information you have for your Host university is not available via a link to a website, please upload any documents by clicking on the 'Upload file' button.

Equivalent Host Institution Credit Points for subject

Host subject ECTS/credit points must equal LTU subject credit points. If you are unsure of the equivalent credit points you may leave this blank. This will be determined during the assessment of your application.

For each subject that you intend to study and require pre-approval, you will need to add a new entry to your application. For example, if you want a subject considered for credit across two different La Trobe subjects such as a core and an elective, both will need an individual entry.

Click the "Add" button to add a new row.



Enter additional subjects by repeating the process above.

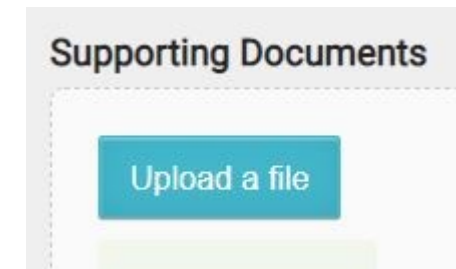
To look at your degree structure please refer to your [course handbook](#). Subjects requested for approval must be available on your study plan as either a core or elective.

Upload supporting documents

Click the blue "Upload a file" button to attach supporting documents.

A subject assessor may determine that insufficient information has been provided by the student for a particular subject. In this instance the assessor will email the student requesting action.

• Equivalent Host Institution Credit Points



Submit your application

1. Review your application and confirm subjects entered and details are correct
2. Read the Terms and Conditions. Click on the green "Submit" button on the bottom of the page to submit your application

Please confirm the checklist before submitting this request.

- I confirm that I have followed the main semester application process for the relevant semester.
- I confirm that I have been advised that I will be placed at the host option that I have applied for credit approvals.
- I confirm that the documents I have attached are authentic and genuine.

Please agree to Terms and Conditions before submitting this form.

I declare that the information provided in this application is accurate, correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in processing and result in a decision based on the information I have provided in this application.

- I agree to the terms and conditions

Submit

Once you have submitted your application a reference number will be sent to your student email.

Outcome

Once all subjects within your application have been assessed for pre-credit approval, you will receive an email notification with the outcome via the reference number provided.

Students can withdraw their Global Experience credit approval application at any time after submission. Students should reply to the original incident reference number to request an application to be withdrawn.

Questions, More information?

Reply to the original incident reference number if you have queries regarding your application.