

OE-PD

This form is to be completed after you are officially accepted by your host institution and submitted to La Trobe Abroad at least 28 days prior to departure.

Section A – Personal details as stated on passport

Gender Male Female Title (Mrs, Ms, Miss, Mr, Dr, etc.) La Trobe student number

Family name Given name(s)

Date of birth (dd/mm/yyyy) / / Preferred contact number

Email

Country of birth Citizenship

Australian mailing address

Street number and name Suburb

City/town Postcode

Any supporting documents required for Sections B through E are to be submitted to La Trobe Abroad.

Section B – Anticipated travel dates and locations

Student: For more information about this section, please see latrobe.edu.au/insurance/travel
If you run out of space to include additional destinations, please attach a separate sheet to this form with the additional travel information.

Host University Country

Date of departure (dd/mm/yyyy) / / Date of return (dd/mm/yyyy) / /

Country	City	Date from	Date to	Purpose (e.g. study, travel)

Section C – Risk Assessment Checklist confirmation details

Student: Please refer to the Smartraveller website for more information about risk ratings for your destination: latrobe.edu.au/insurance/travel

Current risk rating as per Smartraveller website (please tick):

- Exercise normal safety precautions (Level 1)
- Exercise a high degree of caution (Level 2)
- Reconsider your need to travel (Level 3)
- Do not travel (Level 4)

Date that you checked this on the Smartraveller website (dd/mm/yyyy) / /

Please note that destinations classified as “Do not travel” (Level 4) will not be approved for commencement by LTU.

Please contact La Trobe Abroad to discuss this if your destination currently shows this risk rating.

For destinations showing “Reconsider your need to travel” (Level 3) or higher, you will need to complete a “Risk Assessment Checklist” form and submit to La Trobe Abroad with your OE-PD form.

latrobe.edu.au/___data/assets/pdf_file/0004/542029/6265_LTI_Travel-risk-assessment-checklist.pdf

Section D – Smartraveller subscription

Visit smartraveller.gov.au and subscribe to receive email updates before you go and while you are abroad.

I declare that I have subscribed to Smartraveller email updates

Section E – Travel insurance confirmation details

All postgraduate and undergraduate students are covered under the University’s travel insurance for an international LaTrobe Activity approved by LaTrobe. The LaTrobe insurance policy has a limit of 365 days for a LaTrobe Activity. Insurance cover is provided for up to a combined 10 business days prior to the commencement of each semester and following the termination of each semester of a LaTrobe Activity.

“LaTrobe Activity” means one or two semesters to be undertaken by the Student at the host institution abroad as approved by LaTrobe.

You are strongly advised to purchase your own travel and health insurance for any additional days that you are not covered under the LaTrobe insurance policy.

No cover applies to destinations advised as “Do not travel” by the Department of Foreign Affairs and Trade.

For further details on emergency assistance, claims procedure or other travel insurance queries, please contact the Insurance Office (insurance@latrobe.edu.au) at LaTrobe University or refer to the Travel section of the Insurance Office website: latrobe.edu.au/insurance/travel

Please ensure to carefully read through the summary of the insurance policy for the key benefits and exclusions through the link below: latrobe.edu.au/insurance/travel

Students accepting the University’s insurance cover: (Please complete and attach a copy of the Travel Insurance Form (TIF))

- I have read through the Travel Insurance Policy Summary carefully and agree to the terms and conditions.
- I accept the University’s travel insurance cover.
- I have completed and attached a copy of the Travel Insurance Form (TIF).
- I have Downloaded and registered with the Chubb Travel App.

Students organising additional/independent cover:

- I am declining the university travel insurance cover. If selecting this, please specify briefly your reasons (e.g. purchasing spousal/family cover independently). Please provide confirmation details of the insurance cover below if purchasing independently.
- Reasons for declining:

Please refer to the exchange website for the LaTrobe Travel Insurance Guidelines:
latrobe.edu.au/___data/assets/pdf_file/0003/542028/6265_LTI_Travel-insurance-guidelines-for-student-exchange.pdf

I have attached a copy of my independent insurance cover policy details to this form (compulsory).

Insurance provider	Policy number
<hr/>	
Dates valid from	until
<input type="text"/>	<input type="text"/>
(dd/mm/yyyy)	

LaTrobe Abroad to confirm receipt. (For students organising additional/independent insurance cover. Please tick).

The student has submitted a copy of their Travel Insurance Certificate for processing.

Staff name	Staff position
<hr/>	

Signature	Date (dd/mm/yyyy)
<hr/>	<input type="text"/>

Section F – Host university acceptance confirmation

Upload a copy of the official correspondence that you have received from the host institution, confirming your acceptance into their exchange program. Email us at studyabroad@latrobe.edu.au once you have done this.

Date complete (dd/mm/yyyy)

Section G – Outbound Enrolment Confirmation Form

Student: You are required to be enrolled in a full-time semester exchange academic load at LaTrobe University and the host institution for each semester of exchange. It is your responsibility to ensure your enrolment is correct by the census date for each semester of exchange you participate in. To access the online Outbound Enrolment Confirmation Form, see: latrobe.edu.au/students/your-course/enrolment/change

Student to confirm submission. (please tick)

- I confirm that I have completed and submitted my online Outbound Enrolment Confirmation Form for approval for my exchange period.
- I confirm that I have nominated to enrol into at least 45 LTU credits per semester exchange period on the Outbound Enrolment Confirmation Form.

Outbound Enrolment Confirmation Form Reference Number -

Student signature	Date (dd/mm/yyyy)
<hr/>	<input type="text"/>

Section H – Optional forms

Optional forms prior to your departure, depending on your circumstances: latrobe.edu.au/students/opportunities/exchange/how-exchange-works

Application for Centrelink letter form latrobe.edu.au/students/forms/letter-to-centrelink (if applicable, supporting documentation also required)

- Original to ASK LaTrobe

For questions about the letter to Centrelink process, contact ASK La Trobe: latrobe.edu.au/students/exams/contact

LaTrobe Abroad do not process letters to Centrelink and are not able to liaise with Centrelink on your behalf. Discuss your eligibility for Centrelink directly.

Amendment to personal details form latrobe.edu.au/students/enrolment/documents/Personal-Details.pdf (if applicable)

- Original to ASK La Trobe
- Email a copy to studyabroad@latrobe.edu.au
- Please retain a copy of this document for your records

As per the LTU Exchange Program Conditions of Participation (part of your La Trobe Offer Letter), without submission of a completed OE-PD form (i.e. includes submission confirmation for sections), we will not be able to release any grants or scholarships.

Section I - Student Confirmation

I confirm that the information I have provided on this form is accurate and true in every detail.

I confirm that I have attached all required supporting documents for Sections B through E.

Student signature _____

Date (dd/mm/yyyy)

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Section J – La Trobe Abroad approval

La Trobe Abroad staff:

Signature _____

Date completed OE-PD document (and necessary attachments if applicable) was submitted for processing (dd/mm/yyyy)

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Manager, La Trobe Abroad approval:

Signature _____

Date (dd/mm/yyyy)

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LaTrobe Abroad staff to save in student's file once approval has been finalised and submit a copy to LTU Risk Management/Insurance office for processing.

La Trobe Abroad contact details

Melbourne Campus
La Trobe Abroad
Global Lounge
Upper East side of the Agora
(clock tower end)
Office Hours
Monday to Thursday 11.00am to 3.00pm
T +61 3 9479 2112

Our general email address (all campuses) is:
E studyabroad@latrobe.edu.au