



To undertake an Overseas Exchange Program for either one or two semesters 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 approval of credits. Before you finalise this request, please ensure that the following criteria are met:

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

If you have not yet met the above criteria, please set up an appointment with the La Trobe Mobility page.

If you have met these criteria, please proceed. Thank you for your understanding.

Please login with your La Trobe account

La Trobe Username

12345678

Password:

Complete general details

- 1. Current Course you are enrolled in** Select the current course that you are admitted into. Credit for subjects completed on semester exchange will be applied against this course.

- 2. Please select your overseas learning program type**
Select 'Semester Exchange'.
- 3. How long are you planning on going for?**
Select the duration of your Exchange Program – one or two Semesters.

Current Course you are enrolled in

AHA - Bachelor of Arts (Honours) - Bundoora - Acti

Please select your overseas learning program

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

Semester Exchange

How long are you planning on going for?

One Semester

Two Semesters

- 4. First Exchange Semester Details** Select which Semester you plan to commence your exchange (i.e., Semester 2 if commencing in Semester 2)
- 5. Host Organisation Details**
Select the Host Institution and Country from the generated list.

First Semester program

First Exchange Semester Details

Semester 1

Host organisation/program Name and Country

Lancaster

Lancaster University-UNITED KINGDOM

Core subject or Elective Subject

Core Subject	LTU Subject
Core Subject	Eg: FIN1FOF

If you are applying to a Host university through ISEP, you will need to select 'ISEP-Worldwide' and make three separate applications for their three preferences.

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

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?
- LTU Subject** What is the core subject code? Select the subject code from the list provided



Global Experience Credit Approval (GECA)

Semester exchange

Quick Reference Guide

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**

This is 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.

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 for subject**

To locate the Host Institution Credit Points please visit the [Exchange Partners website](#). Search the Host Institution, this will show you how many credit points are equal to 60 LTU credit points. **Host subject ECTS/credit points must equal LTU subject credit points.**

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.

Proposed Study Study Period	
Core subject or Elective Subject	LTU Subject
Core Subject	FIN1FOF - FUNDAME

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

Proposed Study Study Period	
Core subject or Elective Subject	Elective detail
Elective	Eg: 2nd year
Add	

Enter additional subjects by repeating the process above.

Note: If you require assistance to understand your degree structure, please contact [ASK La Trobe](#)

Upload supporting documents

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

Supporting Documents

Upload a file

Please confirm the checklist before submitting this request.

- I confirm that I have followed the main semester application process
- I confirm that I have been advised that I will be placed at the host opt
- I confirm that the documents I have attached are authentic and genu

Please agree to Terms and Conditions before submitting this form.

I declare that the information provided in this application is accurate, correct and c
information relating to my application may result in a delay in processing and resu

- I agree to the terms and conditions

Submit

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

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?

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