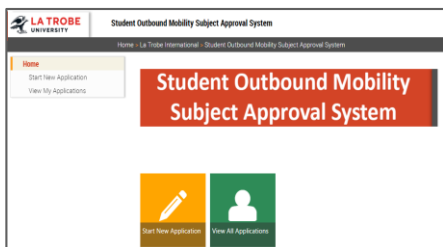


Accessing SOMSAS

Login to SOMSAS via the SOMSAS page:
<https://uniforms.latrobe.edu.au/sites/lti/somsas/SitePages/Home.aspx>

Click the **Start New Application** button



Your personal information and College will automatically populate, then select the **Application Type**.

CREATE A SEMESTER EXCHANGE APPLICATION

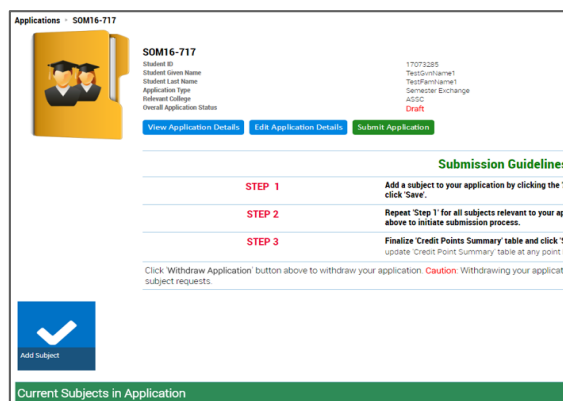
An overseas program equivalent to 1 or 2 La Trobe semesters. Only semesters applicable to the current **Application Period** will be available for selection.

- Select the **Exchange Semester** – the semester you intend to commence your exchange.
- If you intend to go on exchange for 2 semesters also select the relevant **Additional Semester**. If you intend to go on exchange for only 1 semester, leave **Additional Semester** blank.

Add Subjects To Your Application

The main SOMSAS page enables students to add subjects to host institutions/ program providers, monitor the progress of their application, and once approved print the required **Study Plan** and **Credit Equivalence Report**.

As students add subjects to their application these appear in the **Current Subjects in Application** section.



To begin adding subjects to your application, click the blue **Add Subject** button. The **New Subject** screen will open, and this enables you to add the **Host Institution Details** and complete the **Subject Details**.

Host Institution Details

Select your **Host Institution** from the drop down list.

- Students will only be able to see **Host Institutions** relevant to the **Application Type** (Semester Exchange or Short Term Program).
- If you cannot find your **Host Institution** listed, please contact La Trobe Abroad (studyabroad@latrobe.edu.au).
- The **Host Country** will automatically populate for most **Host Institutions**. If this does not occur for your selected **Host Institution**, select the relevant **Host Country** from the drop down list.

Enter the **Preference** for your **Host Institution**. This applies even if you are only entering one **Host Institution**. Where students are entering multiple **Host Institutions** then a sequential preference needs to be entered for each subsequent **Host Institution**.

- Where students select 'ISEP' as the **Host Institution**, enter the name of the specific institution into the **ISEP Host Institution** box. The **Preference** will remain the same for all 'ISEP Institutions' entered

- Where students select 'ACICIS' as the **Host Institution**, enter the name of the specific program into the **ACICIS Program** box. The **Preference** must be changed for any additional 'ACICIS Programs' entered

Once you have completed your **Host Institution Details**, click the **Subject Details** tab.

Subject Details

Enter the **Host Subject Code**, **Host Subject Name**, and **Host Credit Points** for the first subject.

- If the **Host Subject** you wish to take has only a **Code** or a **Name** enter this into both fields

Enter the **Equivalent LTU Credit Points** for your **Host Subject**

- This will usually be 15 or 30

Select the **Subject Type** you want this **Host Subject** to be approved against. This relates to your La Trobe degree structure.

If you require assistance in understanding your degree structure, please see your College Client Services representative via [ASK La Trobe](#) in the Library.

- For **Core** subjects, enter the **LTU Subject Code** in the text box and click **Verify Subject Code**
- For **Elective** subjects, the **LTU Subject Name** will be entered by the College Client Services team after you have submitted your application

Add the description of the **Host Subject**

- Enter the **Host Subject** information, or a link to the information, in the **Host Subject Information** text box; **OR**
- Attach the **Host Subject Description** by using the **Attach File** button from the 'Edit' ribbon at the top of the page

Click Save. You will now return to the main application screen, and will see the subject you added under the Current Subjects in Application section.

ADDING ADDITIONAL SUBJECTS

Continue to enter additional subjects for your first **Host Institution** by repeating the process above. You will see that when you now select the **Add Subject** button the **Host Institution Details** automatically populate on the information you previously entered.

SUBMIT YOUR APPLICATION

Once you have added the **Host Institution** and **Host Subjects** to your application, proceed to submit your application for assessment.

Click the **Submit Application** button at the top of the application page. This will open the **Credit Point Equivalence** page.

Credit Point Equivalence

✓ Host Institution	Host University Credits	Equivalent LTU Credits	Parent ApplID
AIM Overseas			815

Review Credit Equivalence

Complete the **Host University Credits** and **Equivalent LTU Credits** columns:

- **Host University Credits** column
This information is available on the Exchange Partner website (<http://www.latrobe.edu.au/students/exchange/partners>) under the '60 La Trobe credit point equivalency' column.

- **Equivalent LTU Credits** column
This indicates whether you intend to take the equivalent of a standard La Trobe semester (60 credit points) or a reduced full-time load (45 credit points). Enter '60' or '45' in the **Equivalent LTU Credits** column

Once you have completed the **Credit Point Equivalence** table click **Send to College**.

APPLICATION OUTCOME

Once all subjects within your application have been assessed, and an outcome recorded, you will receive an email notification with the outcome.

Download both the approved **Study Plan** and **Credit Equivalence Report** and keep these for your records.

SOMSAS



Contact Details:

Phone: Ext. 8966

Email: somsas@latrobe.edu.au