**La Trobe Abroad FAQs - Overseas Short Programs (OSP)**

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| **Query**  | **Response** |
| **Before Program** |
| ***What is an Overseas Short Program? Can I get credit for it?*** | An Overseas Short Program can be academic, a Clinical Placement, an internship or even a volunteering opportunity that you can possibly receive credit for as part of your degree. This is shorter in duration than an entire semester of exchange (less than 6 months). This program can be undertaken during the winter or summer break. Please refer to the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for options available and then click on ‘How to Apply’ for the application process.  |
| ***How long is an Overseas Short Program?*** | A Short Program can be academic, a Clinical Placement, an internship or even a volunteering opportunity that you can possibly receive credit for as part of your degree. This is shorter in duration than an entire semester of exchange (less than 6 months). This program can be undertaken during the winter or summer break. Please refer to the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for options available and then click on ‘How to Apply’ for the application process. |
| ***What do I need to be eligible for a short program?*** | You can apply for a short program after completing a semester at La Trobe University or receive advanced standing for 60 credit points towards your degree. Please note that if you wish to apply for an [OS Help loan](http://latrobe-current.custhelp.com/app/answers/detail/a_id/2225#gs=eyJndWlkZUlEIjoxMiwicXVlc3Rpb25JRCI6NSwicmVzcG9uc2VJRCI6MTAsImd1aWRlU2Vzc2lvbiI6Im5iQWQyZHFwIiwic2Vzc2lvbklEIjoiWno1VV9jcXAifQ..), the requirement will be to complete at least 120 credit points before commencing your program.Other eligibility criteria will depend on the program provider. Some programs might require a minimum WAM, a CV or even an interview to confirm your acceptance.These requirements are normally listed on the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply). We recommend that you contact the program provider for any details you are not sure about. |
| ***Do I need language proficiency certificates to qualify for an Overseas Short Program?*** | Most of the overseas short programs do not need foreign language proficiency but there are some that do have language requirements. These requirements are specified under each program on the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) and can also be found on the program provider brochure or website. |
| ***Can I only participate in the Overseas Short Programs listed on the main website or am I allowed to find one on my own?*** | If you wish to apply for an Overseas Short Program outside of La Trobe University’s Exchange Partners and Approved Providers, you will need to submit a Non-Partner Vetting Checklist with your GECA application and OSP Supporting Documents. The Non-Partner Vetting Checklist can be found in the Forms section of the how to apply webpage and will address aspects of the program including content, accommodation, safety and public liability insurance.Please refer to the [overseas short program application webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for more information regarding the application process. If the requirements of the Non-Partner Vetting Checklist are not met, the program may not be approved. |
| ***Do Overseas Short Programs take place during university holidays or do I have to skip some weeks in the semester?*** | Most Overseas Short Programs take place during the Winter or Summer period, though there may be exceptions.Please refer to the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for options available and then click on ‘How to Apply’ for the application process. |
| ***Can a paid internship undertaken overseas count as an Overseas Short Program?*** | Most programs undertaken overseas can count as an Overseas Short Program, provided you follow the application procedure and receiving approval before commencing the program.Please refer to the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for options available and then click on ‘How to Apply’ for the application process. |
| ***How do I get credits for undertaking an unlisted Overseas Short Program?***  | It is highly recommended that you pre-plan your subjects before commencing your Overseas Short Program application.Information about pre-planning your subjects and seeking credit approval can be found in the [overseas short programs application website](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply). (See under Step 1 – Online Credit Approval - GECA). |
| ***Do I get graded or marked for my Overseas Short Program?***  | This depends on the kind of program you have applied for. Academic short programs and clinical placements may have marks/pass and fail grades.Most short programs will only award credits through advanced standing.  |
| ***How far in advance do I have to apply to an Overseas Short Program?*** | It is ideal that all Overseas Short Program application documents are submitted 6-8 weeks before the commencement of the program. The host institution or organisation may also have separate deadlines.Please refer to the [overseas short program application webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for step-by-step instructions and to access the forms.  |
| ***How much does it cost to do an Overseas Short Program and who do I pay the fees to?*** | Costs will vary depending on the program provider, currency exchange rate of the program location and services and activities covered by the program fees. These fees are generally payable to the program provider and can usually be found on their program brochure or website. Some costs will not cover accommodation, meals and flights so you will need to take this into consideration as well. Any additional trips either side of your program will also impact on your costs as well as visa fees and general spending.Further information can be found on the [Grants, scholarships and costs webpage](https://www.latrobe.edu.au/students/opportunities/exchange/fees). |
| ***What kind of scholarships are available for students interested in Overseas Short Programs?*** | All students opting for an Overseas Short Program that can be used to obtain credit towards their degrees should be eligible for a Mobility Grant and be covered by the La Trobe University insurance. The amount of mobility grant received will depend on the type of Program you choose (see our [Program funding and costs](https://www.latrobe.edu.au/students/opportunities/exchange/program-funding-and-costs)).This is arranged automatically after all application documents have been received and approved by La Trobe Abroad. The payment for the mobility grant will not be requested until a month before the program commences and it can then take a few weeks for the money to reach your bank account. If your program requires you to pay up-front fees or deposits prior to your program commencement, it is important that you seek alternative funding to cover these costs. Domestic students may also apply for the [OS Help Loan](https://www.latrobe.edu.au/students/admin/fees-and-money/assistance/loan-studying-abroad) and continued Centrelink payments for additional financial support.Please refer to the [Program funding and costs](https://www.latrobe.edu.au/students/opportunities/exchange/program-funding-and-costs) for further information on grants and scholarships. |
| ***The Overseas Short Program I want to attend will be finishing after start of semester. Is that an issue?*** | Please contact your subject coordinators and inform them of your overseas study plans before going overseas. If you need any additional assistance, you may also get in touch with La Trobe Abroad via studyabroad@latrobe.edu.au  |
| ***If I choose to use La Trobe travel insurance for my Overseas Short Program, but am travelling before and/or after the beginning and end of the program, do I have to purchase extra cover?*** | La Trobe University’s insurance will cover you from 10 days before your program starts until 10 days after your program ends. If you are travelling overseas longer than this period, it is highly recommended that you purchase additional cover for the extra travel period. You will need to include a copy of the certificate for the additional insurance with your application if this is the case.See ‘Step 3 – OSP Supporting Documents’ of the [overseas short program webpage](https://www.latrobe.edu.au/students/opportunities/exchange/short-programs/apply) for further information regarding insurance.  |
| **During Program** |
| ***I am overseas on an Overseas Short Program and require urgent help. Who do I contact?*** | Students overseas are advised to contact their program provider in the first instance for assistance and then inform La Trobe Abroad via studyabroad@latrobe.edu.au as soon as possible.  |
| ***I am starting my Overseas Short Program soon but I haven’t received my Mobility Grant yet.*** | The Mobility Grant is only paid after all application documents have been received and approved by La Trobe Abroad. You will receive an email confirmation from the La Trobe Abroad, Short Programs Coordinator to confirm your application is complete about a month before commencing your program. It can take up to 4 weeks for the payment to reach your nominated bank account from the time you receive confirmation from the La Trobe Abroad, Short Programs Coordinator. If you have not received your money after this period, please get in touch with studyabroad@latrobe.edu.au so that it can be investigated. It is imperative that the details of your nominated bank account are correct to avoid potential delays with receiving the payment. |
| ***There have been complications during my Overseas Short Program and I will not be able to arrive in Australia in time for start of semester. What do I do?*** | Please contact your subject coordinators and inform them of your situation, along with an approximate return date. If you need any additional assistance, you may also get in touch with La Trobe Abroad via studyabroad@latrobe.edu.au |
| **After Program** |
| ***How do I apply for credit transfer after finishing my Overseas Short Program?*** | When you have finished your overseas short program, the program provider will usually send an official academic transcript or completion certificate to you or La Trobe Abroad. You will be contacted by La Trobe Abroad if the official academic transcript has been received by them with details for collection. If you have received an unofficial copy of your transcript, you will need it signed and stamped by La Trobe Abroad staff as genuine.To apply for credit transfer, you will need to upload either your original official transcript copy or your unofficial transcript (must be signed and stamped as genuine by La Trobe Abroad) as you fill in the [Application for Advanced Standing form](https://admissions.latrobe.edu.au/advancedstanding/Wizard/). This form will then go through to the College for credit transfer. |