



Mahidol  
University  
International  
College

[www.muic.mahidol.ac.th](http://www.muic.mahidol.ac.th)

# Steps to start your exchange abroad at MUIC





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## Step 1 : Get to know the exchange options and qualification to be MUIC outbound students

- Study our supporting resources (requirements, exchange options) in [ICAbroad](#) website
- Learn outbound student requirement and qualification <https://muic.mahidol.ac.th/eng/study-abroad/outgoing-students/qualification/>
- Short list your preferred destinations and study its requirement for exchange students, its curriculum, the courses offered (in consultation with your academic advisor and outbound coordinator) You should assess at least 3 exchange destinations to be an option in case your first choice is not available.
- Start requesting for course equivalency approval from the relevant academic division. Students are encouraged to plan the study plan ahead of time. Submit the request for courses equivalency through the following link <https://forms.gle/44mQn5vR2NEZca5U9>
- Proceed with buddy program activity participation. This activity must be completed before your leaving for an exchange abroad
- With the difference in academic term between MUIC and partner university, the exchange duration for one semester at the host university can be equal to one MUIC trimester or to two MUIC trimesters. The academic accommodation will be provided to outbound students.





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## Step 2 : Application to be outbound student

- Register your application in ICAbroad during our two rounds of call for outbound student application (January and June)
- January round is for study abroad in September onward / June round is for study abroad in January onward (The exact duration of the exchange program depends on the academic calendar of the partner university)
- Select 3 exchange destinations in your application. You will be registered the candidacy for the first destination. In the event that there are number of applicants more than the exchange slot, the selection interview will be arranged.
- The 2nd and 3rd choice will be considered in the event that the first choice is not available.
- The result will be announced around 2 weeks after closing application
- All MUIC outbound applicant who obtain a minimum GPA of 2.85 at the time of application will be eligible for Young Ambassador Scholarship interview selection process. For other scholarships, please study their terms and conditions and timeline for application in its respective website
- Our outbound coordinator will contact you for further steps in application and nomination process





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### Step 3 : Preparation before your departure

- Course equivalency : After getting an exchange slot, request for course equivalency approval from the relevant academic division. [Link to submit the request for course equivalency](#) The form can accept 7 courses per request. Please submit another form for the additional courses. You can submit the requests as many times as you want
- Please read carefully the course syllabus to make sure that the course content matches with the MUIC course. This process take some time to get the approval from division. Students are encouraged to proceed the course comparison ahead of time.
- Logistic and necessary arrangement at the host university : Prepare all required document for nomination and application process. Please study the required document from ICAbroad and from the host university website
- Visa application, finding accommodation, flight reservation and other requirement according to the host university's immigration policy (during the pandemic, please regularly update the situation and immigration policy at the host country before any expense). Study carefully the terms and conditions of any purchase, money transaction, rental. The refundable option is recommended





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#### Step 4 : Begin your study abroad

- As exchange student, nominated by MUIC, you need to be a good MUIC representative at the host university.
- Contact the Thai Embassy nearby to let them aware of your stay in that country and keep in touch with them.
- Registration : communicate with our outbound coordinator about your Wishlist. The outbound coordinator will do registration for you. You need to make sure to complete the registration with the payment in due time
- Enjoy the different teaching style and connect with new friends! Help us to share your exchange experience in ICAbroad and through social media. This will be very useful information for MUIC students.
- **IMPORTANT** : Keep in touch with our outbound coordinator until you complete your exchange abroad

#### Step 5 : Earning your credits from study abroad

- Once you have received your transcript from the host university, please provide it to the outbound coordinator who will later communicate with OAA for transferring credits earned to your academic record at MUIC
- Help us sharing your exchange experience to MUIC students sharing your





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# Resources to support your participation

## ICAbroad website



<https://sites.google.com/mahidol.edu/icabroad-landing-page/home>

## Student Exchange program website



<https://muic.mahidol.ac.th/eng/study-abroad/outgoing-students/>

### Link to submit the request for course equivalency

link <https://forms.gle/44mQn5vR2NEZca5U9>

*\*\* The form can accept 7 courses per request. You can submit another form for the additional courses. ( you can submit the requests as many times as **you want**)*

