

OUTGOING EXCHANGE CHECKLIST

Use this checklist to help navigate your way from thinking about going on an exchange to landing in a foreign country to getting credit for the courses you took, and everything in between. This checklist is designed for Haskayne BComm students planning to go on an exchange through the Haskayne Undergraduate Program office. If you are thinking about going on an exchange through UCI Study Abroad, please contact their office for assistance in planning your exchange: ucalgary.ca/international/study-abroad.

The Haskayne International Exchange website, haskayne.ucalgary.ca/current-students/undergraduate/international-exchange, has information regarding the processes of applying, getting approval, and going on exchange. Read through the Outgoing Exchange pages, the Travel Tips, and the FAQ's for more information; **this checklist is a rough guide only.**

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STEP 1: You're thinking about going on an exchange...

- Research what countries you might want to travel to, and schools where you might want to study. Things to consider:
 - When do you want to go on exchange?
 - Do you want to travel in any particular area of the world?
 - Are there certain subjects you would like to learn about in another country? Does the host institution have courses that seem interesting?
 - What is your budget for exchange? Do you need to include extra costs (example, travel to consulate/embassy for study visa application)?
- Attend a Study Abroad 101 session or watch them online.
 - Check the UCI Study Abroad website (ucalgary.ca/international/study-abroad) for upcoming session dates/times, and the link to the online videos.
- Read the Outgoing Exchange pages and FAQ's on the Haskayne International Exchange website.
- Consider applying for membership with the International Business Student Association (IBSA, ibсахaskayne.ca), and start volunteering.
 - In order to be eligible for the CIM Grant upon returning from your exchange, you must be an IBSA club member and have volunteered with them or our office.
- Book an appointment if you still have more questions with an exchange advisor: success.ucalgary.ca, Haskayne School of Business, HSB Advising Appointments.
- Join the UCalgary Study Abroad Facebook group (facebook.com/UCalgaryAbroad/) to connect with other students who have been or are going on exchange from the entire University of Calgary campus.

STEP 2: You've decided to apply for an exchange...

- Check that you meet the application requirements.
- Know the application deadlines and process.
- Find courses to include on your application – search the host institution website for courses.
 - Your course selection can change, however it is important to have an idea of what you want to take at the time when you apply. You should have about double the number of courses you want to take on your exchange on your application.
 - The exchange advisors can email you a spreadsheet, which is a historical record of courses students have previously taken on exchange, and how those courses transferred back to the UofC.
- Apply for your exchange through RAISA - the **SUBMIT YOUR APPLICATION** button at the bottom of the application page on the Haskayne Exchange website will take you to the login page.
- Book your mandatory interview with an exchange advisor.
 - The exchange advisor will email you once appointments for application interviews are open for booking, with instructions for how to book an appointment. They are typically done in the two weeks after the application deadlines: first two weeks of February for Summer & Fall exchanges, and first two weeks of July for Winter exchanges. Early interviews can be arranged in extenuating circumstances.
- If you are applying for student loans for your exchange term and have questions, contact Enrolment Services.

STEP 3: You've been approved to go on exchange by a Haskayne exchange advisor...

- The exchange advisor will email an approval email and letter with next step information.
 - The exchange advisor will send a nomination to the host institution with your name & contact details, and the host institution will then be in touch regarding next steps.
- Prepare your application for the host institution. *(This application is typically to get your information into their system as a student; host institutions do not typically deny nominated students.)*
 - The host institution will email you with details about the application after receiving the nomination. You can also usually find this information on the host institution's website.
- Create a folder in your inbox for "exchange" emails to save all relevant emails in one spot.
- Print a copy of the approval letter from Haskayne for use while travelling. Store somewhere safe until your travels begin. (Ex: with your passport, in a zipper pocket in your luggage, etc.)
- Email your exchange advisor with any changes to your course list from your application, if any.
 - Email exchange@haskayne.ucalgary.ca with course outlines for any courses that need to be assessed for transfer credit.
- Start looking into study visa requirements, plane tickets, housing, etc., but **do not book anything or apply for anything** until the host institution confirms your acceptance into their exchange program. They typically email and/or mail an official acceptance letter.
- Confirm your passport will be valid for travel and does not need to be renewed.
- Complete the Program Registration for Risk Management through RAISA. This includes emergency contact information that needs to be submitted approx. 1 month before the start of the UofC term you'll be away; host country contact information should be updated later, within 1 week of arrival.

STEP 4: You've been confirmed by the host institution...

- The host institution will email you to confirm your acceptance, and may email or mail a formal acceptance letter.
 - If mailed to the exchange advisor, she/he will coordinate to have you pick up the letter.
 - Make photocopies of the acceptance letter, and store somewhere safe until your travels begin.
- Plan to attend mandatory UCI orientation sessions – the exchange advisor will email the schedule once available.
- Plan to attend mandatory Haskayne pre-departure meeting - the exchange advisors will email you with details once this event is scheduled.
- Make travel arrangements.
 - Book plane tickets – check start/end dates of term at host institution, check orientation/welcome and airport pick-up if applicable. You should plan to arrive before any orientation/welcome events, and/or before the first day of classes, and you should plan to leave after the last possible day for final exams.
 - Make arrangements to get from airport to housing/campus if no airport pick-up organized by host institution.
- Apply for campus housing, or arrange for off-campus housing.
 - Note: For some countries/regions, it is better to wait until arrival to arrange off-campus housing, so that you can view accommodations in person before putting down a deposit. You can arrange temporary accommodations for your arrival until you find permanent housing.

- Apply for study visa (if applicable). Check whether you need to apply for a study visa in-person at a consulate/embassy outside Calgary.
- Apply for funding; check the costs & funding page of the Haskayne exchange website for more details.
- Drop your UofC courses, confirm with the exchange advisor once done, and she/he will have Enrolment Services set your status to “exchange- outbound” and assess your tuition and fees for the term.
 - The exchange advisor will send an email reminder to do this before your exchange term begins.
- Submit a Letter of Permission (LOP) through your Student Centre once your course registration is finalized at the host institution and no more changes will be made.
 - Include **only** the host institution course name/number on the LOP; we will fill in the UofC equivalent course information.
 - If the host institution course name/number doesn't fit into the number of characters allowed, do your best to shorten it to fit. If needed, email the exchange advisor an explanation of the short code to full course name/number.
 - Please note there is a \$25.00 non-refundable fee for Letters of Permission, due upon submission.
 - Email your exchange advisor to confirm where the courses will fit in your BComm.
- Make arrangements for obtaining money, paying bills, etc. while you are away, and inform bank and credit card companies that you will be abroad.
- Book an appointment with a travel health clinic or speak to your doctor/pharmacist about your travel plans. Get any vaccines / medications recommended. Check into health insurance for your travels.
 - If you have any prescriptions for medications, confirm that you can bring it into the country and if you need documentation, if you can get refills in your host country, etc. (Talk to your doctor.)
- Read the travel tips on the Haskayne Exchange website: haskayne.ucalgary.ca/current-students/undergraduate/international-exchange/outgoing-students

STEP 5: You're in a foreign country taking courses...

- Email the exchange advisor to confirm you've arrived safely in your host country.
- Update your host country contact info on the Program Registration through RAISA.
- Make sure you pay your tuition/fees to the UofC by the UofC deadline.
 - This deadline may be before your exchange term starts!
- Make sure you pay any fees (if applicable) to your host institution by their deadline(s); transcripts are often held until outstanding fees are paid, and it can be quite difficult to pay fees when you are no longer in the host country.
- If you are away when course registration opens for the upcoming academic year at the UofC, don't forget to check your Student Centre for your appointment date/time and register in courses. This might mean registering in the middle of the night, depending on the time difference to the country you are in.
- If you are graduating on exchange, make sure to email your exchange advisor to confirm when to apply to graduate and which convocation ceremony you will be part of.
- Enjoy your adventure!

STEP 6: You're back from your exchange...

- Complete the Haskayne International Exchange Survey online – the exchange advisor will email this to you.
- Apply for the CIM grant if eligible – the exchange advisor will email the application.
- Watch for an email from the exchange advisor confirming your transcript has been received and information for credit being posted – this can happen a few weeks to a few months after the end of your exchange.
 - If your exchange credit is not posted properly in your Academic Requirements report, email the exchange advisor and let her/him know what is incorrect. Often (very often) exchange credit needs to be manually adjusted in Academic Requirements, and the exchange advisor is **not** notified when your transfer credit is posted by Enrolment Services, so is not always aware that the credit is posted and can be adjusted and/or that something is wrong.