

Haskayne

School of Business

Outgoing Exchange Handbook

Haskayne International Exchange Program

💡 Download a copy of this handbook to save and make your own notes and check off items as you complete them!

Last updated: March 2026

Questions? Email undergrad.exchange@haskayne.ucalgary.ca

Outgoing Exchange Checklist

Use this checklist below to keep track of what you have completed as you prepare for and participate in your exchange term. Click the box to mark the item as completed; click the hyperlinked text to read the instructions for relevant items. Note that many resources are shared in this OneDrive folder for your use as well: [Outgoing through Haskayne - Resources](#).

Pre-exchange – stage one (accepted to Haskayne International Exchange Program)

- Sign and return [program acceptance](#) form
- Submit [program registration](#) in RAISA
- Create folder in your inbox / on your computer for exchange-related emails and documents
- Prepare for [study permit/visa application](#)
- Create a [budget](#) – update as you get new information
- Research [funding and/or student loans](#)
- Confirm your passport will be valid for your exchange term – renew if necessary
- Complete [partner school application](#)
- Attend mandatory [pre-departure orientation](#)
- Attend optional events hosted by Haskayne exchange team (information will be emailed)
- Begin process of [selecting courses](#) and [confirming transfer credit](#)
- Review our [travel tips](#)

Pre-exchange – stage two (confirmed by partner school)

- Apply for study permit/visa – refer to your notes on page 5 of this document
- Research [health, medical, travel insurance](#)
- Speak with your [doctor and/or travel health clinic](#)
- Book flights
- Apply for [campus housing / look for off-campus accommodations](#)
- Apply for [funding and/or student loans](#)
- Drop UCalgary courses around one month before departure
- Make [academic accommodation](#) arrangements at partner school (if applicable)
- Plan for paying bills while you're away
- Research banking or ways to obtain money during your travels
- Research if you want to get an eSim or local Sim card for your phone
 - Check your MFA settings and make a note to [update your MFA](#) for UCalgary login if needed
- Update your course list as appropriate; send new courses for transfer credit assessment if needed

Prepare for travel

- Print important documents (2 copies of each) to have on hand while traveling
- Download [International SOS](#) app, and save main number in your phone contacts
- Print or write out International SOS contact info and store in your wallet
- [Register your travel](#) with the Government of Canada
- Review the latest [travel report](#) for your host country
- Make travel arrangements to get from airport to accommodation
- Set up your eSim or make plans to get local Sim card after arrival; don't forget to update your MFA settings if needed!
- For Winter term exchanges: note registration dates and the time zone difference if you are returning to courses at UCalgary in the Fall term following your exchange

During your exchange

- Email us to confirm you've arrived safely in your host country
- Pay UCalgary tuition & fees by the deadline, regardless of start date at your partner school
- Update [RAISA program registration](#) with host country contact information within 1 week of arrival
- [Update/reset MFA](#) if you are getting a local SIM card or eSIM
- Confirm how to order [transcripts](#) after grades are posted

After you return

- Order [transcripts](#) when final grades are posted (if necessary)
- Apply for [CIM Grant](#)
- Complete End of Exchange Experience survey (a link will be emailed)
- [Apply to graduate](#) (if graduating on exchange term)
- Watch for transfer credit to be posted – email us if any is incorrect
- Update your resume to include your semester abroad as part of your education

Pre-exchange – stage one

Program acceptance

When your exchange application is approved, the exchange team will send you an acceptance email which includes an acceptance form. You are required to formally accept the offer to participate in the Haskayne International Exchange program by signing and returning the form by the date indicated in your email. If we do not receive an email from you by the date indicated, your exchange acceptance will be withdrawn and your application cancelled; it is also possible we will offer the space at that partner institution to another student.

Please remember that you have been accepted into a competitive program and another student's application may have been denied in favour of yours. **If you must cancel your exchange at any point in the process, please inform us as soon as possible.** Failure to communicate with us to cancel your exchange may result in tuition/fees being charged for your exchange term (not eligible for refund).

Program registration

Please submit your Program Registration in [RAISA](#) – this is the emergency contact information that is sent to Risk Management before your exchange begins, so that they can get in touch with you and your emergency contacts in the event of a situation during your exchange. You can update the host country information **after** submission, once you have arrived, so please complete the rest for now. Make sure you **submit** the information, don't just save it. **This is a crucial step in the exchange process, so please complete this ASAP.** Follow these [instructions](#) to complete your RAISA program registration; please note you can contact us directly with any questions, not the UCI Study Abroad office.

Study visa/permit

Please start looking into the study visa/permit requirements for your host country (if applicable) as soon as you've been accepted to the exchange program. Typically, you will need a copy of formal acceptance from the partner school in order to apply for a study visa/permit. While some partner institutions have advisors who can help with questions about study visas/permits, our office is not able to advise on the requirements for your host country. **Note that travel within Canada may be required to apply for your study visa/permit.** We strongly encourage you to review all study visa/permit application requirements ASAP in order to be prepared when you are able to submit your application; we also recommend **applying as early as possible.**

The best place to start looking for study visa/permit information is on the consulate website for your host country. There are also sometimes other websites with information (Government websites or embassy websites are best; if you are looking at a third-party website, please ensure you verify the information with the consulate.)

Use the space below to make note of the application process, documents required, any necessary travel, and to save any links you might want to refer to later.

Study visa/permit notes:

Costs and budget

Learn more about [costs and funding](#) on our website. We strongly recommend you create a budget and research costs for your term abroad. Below is a list of items to consider when evaluating your income (anticipated savings) and expenses (anticipated costs); some partner institutions will have estimated costs or other information on their website. You can also find general online resources such as travel guides and cost-of-living comparisons. Your income & expenses should balance for the duration of your program.

Income	Expenses
<ul style="list-style-type: none"> • Personal savings • Work/job income • Financial support from family • Awards, grants, scholarships • Student loans 	<ul style="list-style-type: none"> • Tuition & fees <ul style="list-style-type: none"> ○ Paid to UCalgary for Fall/Winter and nominated Summer exchanges ○ Paid to host university for Summer fee-paying exchanges • Airfare, possibly including for study visa/permit application • Study visa/permit application cost, plus entry/exit visas (if applicable) for other countries you plan to visit while abroad • Health insurance • Vaccines/medications • Housing • Food • Textbooks • Local transportation • Entertainment • Personal expenses, including sightseeing and other travel
<p><i>Consider: Do you have a backup plan in case of unanticipated expenses that your regular incoming won't cover?</i></p>	<p><i>Consider: What other costs might you want to budget for?</i></p>

Funding and student loans

Learn more about [costs and funding](#) on our website. You do not need to wait for official acceptance from your partner school before applying for funding; if you have any questions about an award, scholarship, grant, etc. please contact the appropriate person(s) for help. **Please ensure you are aware of funding application deadlines; you are responsible for applying for funding for your exchange** (if an application is required).

If you are applying for student loans for your term abroad, please [review the information online](#) and contact the [Financial Aid team](#) in Enrolment Services for advice. We will provide loan support letters upon request. Note that we cannot advise on loans or other financial aid.

Application to partner school

Often, partner schools will ask incoming exchange students to complete an online application – this is primarily to get you set up as a student in their system. Note that sometimes partner schools require your course list as part of your application – having your course list prepared early helps avoid last-minute transfer credit assessment requests!

Once you've been accepted to the exchange program, take the time to prepare your application for the partner school - information about this either will be on their website or will be emailed to you by the partner school after they receive your nomination. Review the courses section of this handbook for instructions on preparing your course list.

If your partner school asks you to complete an application, **please ensure you complete it by their deadline. Partner schools have the right to cancel your exchange, especially if the application or other mandatory steps are not completed on time.**

Common documents requested by partners on their applications:

- [Transcripts](#) – typically an official one is needed, and includes the [grading scale/explanation](#)
- Resume or curriculum vitae (CV) – a CV is a more comprehensive overview of your entire academic and professional history; a resume is a short, tailored document highlighting relevant skills and achievements.
- Confirmation of English language proficiency – often you can upload a document confirming either English is your first language or your entire degree program here is in taught in English. If a letter is required from us, please email us to request it.

Pre-departure orientation (mandatory)

As part of our responsibility to prepare you for a successful semester abroad, the UCI Study Abroad team runs a mandatory pre-departure orientation session for all outgoing exchange students. It is comprised of two parts:

Part A: Online pre-departure orientation

You will be added to a D2L course with important resources and training. These modules must be complete before the in-person meeting. You should see this course in your D2L within 1-2 weeks of receiving your acceptance into the exchange program.

Part B: In-person pre-departure day:

UCI hosts the pre-departure day, and information on this is sent via email as soon as it is available.

If you are not in Calgary during the time when your pre-departure day is running, please email us as soon as possible to discuss.

Courses

You should prepare a list of courses you want to take while on exchange, with back-ups, and confirm the transfer credit you will receive for these courses ASAP. The sooner you submit your courses for assessment and approval, the less stressful it will be. Some partner institutions will ask for your approved course list on your application, or a few months to a few days in advance of the start of the exchange term, depending on their registration process. It is better to be proactive, as course assessments can take up to 4 to 6 weeks to process.

Note: BComm students are not permitted to take any of the “common core” classes for the BComm on exchange; you are only permitted to take concentration courses (maximum 2 total across all exchanges), commerce and non-commerce options.

As you are participating in the Haskayne business exchange program, you must take **a minimum of 2 business courses**; these can be concentration or commerce options – you are not obligated to take concentration courses abroad.

Sometimes the partner school will take care of registration, but sometimes you will do this yourself. Depending on the partner school, you may register for courses as part of your application to the partner school (or shortly thereafter), or you may not register for courses until you have arrived. As well, some institutions will not allow you to swap courses after registration is done; once you have received your official acceptance and/or information about courses & registration, you can ask your partner school to confirm the flexibility in changing your courses after registering, if you have any questions. Keeping us in the loop about your courses helps ensure they will transfer and fit properly into your BComm requirements.

We strongly recommend all outgoing exchanges register in courses at UCalgary for your planned exchange term. We will email you to drop your UCalgary courses prior to departure for your exchange term.

Unit/credit equivalencies

This table will help give you an idea of how many courses you should plan to take while abroad:

Region/Institution	Host credits/units/courses	Equivalent UCalgary credits/units
Asia*	3 units	3 units (1 course)
Europe	6 ECTS	3 units (1 course)
Australia	4 courses 3 courses	15 units (5 courses) 9 units (3 courses)
New Zealand & United Kingdom	12 points	3 units (1 course)
*Exception: NUCB (Japan)	Language courses: 2 credits Faculty (incl. Business): 4 credits	3 units (1 course) 3 units (1 course)
*Exception: HKU (Hong Kong)	6 credits	3 units (1 course)

Confirming transfer credit

Step 1: Refer to your partner school's website for their current course catalogue/list/schedule. *(Note: you may have to refer to the previous academic year's course catalogue, as they may not have the next year updated yet.)*

Step 2: Please compare your course selection to the HASKAYNE EXCHANGE COURSE GUIDE (found in our OneDrive folder [COURSES](#)). This is an historical record of courses previously taken on exchange (past 5 years) by Haskayne students, and the transfer credit received; please note, the transfer credit you receive may be different from this historical record.

Step 3: If any of your business courses are **not** listed on the Exchange Course Guide, or if you need a course that was given generic credit re-assessed for specific credit, please [download and complete the Course Assessment Request Form](#) to submit outlines for assessment. **Don't forget to include course outlines with your request!**

- For any courses relating to an Arts or Science program (combined degree, minor, embedded certificate), please submit your course assessment request to the appropriate faculty. Please only submit outlines for courses you intend to take, and up to 1-2 back-up's; these faculties deal with a high volume of assessment requests, and sending more outlines than necessary for assessment only increases the workload and length of time for them to complete assessments.
 - Faculty of Arts: please use their [online webform](#) to submit courses for assessment
 - Faculty of Science: please email your name, UCID, partner school, and course outlines via email to science.advising@ucalgary.ca.

Step 4: Wait for us to send your course assessment results via email. Note that it can take up to 4 to 6 weeks to complete a course assessment. *(Please avoid sending subsequent requests while waiting for a response; if necessary, you can submit another course assessment request after your previous one has been completed.)*

Exchange Courses & Grades

Credits for your exchange courses will be posted one of three ways:

1. **“TR”**: Courses with a grade equivalent to a C- or higher will be posted as a “TR”, which indicates a “successful pass”, in lieu of a letter grade.
2. **“D”**: Courses with a grade equivalent to a D or D+ will be posted as a “D”, which indicates a “pass”; you can have a maximum of 12 units of D level grades in your BComm program, as options only. A course with a D level grade cannot be used as a pre-/co-requisite.
3. **F/No credit**: Courses with the equivalent of an F grade be posted with no GPA impact.

Your exchange courses **will not** be used in your BComm graduation GPA (current Fall 2024 Calendar rules); if you are in a combined degree, please consult the other faculty to confirm how your exchange courses will impact your graduation GPA.

Important: if you intend to apply for any post-secondary graduate or other programs, they may request your exchange transcript and may use your grades from your exchange (either at face value or converted). If you have any plans to apply for anything in the future that needs transcripts/courses/grades, please keep this in mind. If you have any questions about your exchange courses and grades, please email us.

Use this page to keep track of your first choice and back-up courses, and the UCalgary equivalent.

First choice courses:

Course name/code	Units/credits	UCalgary equivalent	Transfer credit confirmed? (Y/N)	Notes

Alternates:

Course name/code	Units/credits	UCalgary equivalent	Transfer credit confirmed? (Y/N)	Notes

Notes about courses at your partner school:

Pre-Exchange – Stage 2

Health, medical, and travel insurance

The Students' Union Health & Dental only covers Canada, and many provincial health policies are only good for that specific province and/or limited coverage in Canada. Please ensure you get medical insurance for the **entire duration** of your travel (including travel before/after your exchange), following the insurance requirements [listed here](#). If you are an international student and looking at getting insurance coverage from your home country, make sure you review the repatriation policies and where you will be repatriated to (IE transported to).

We also strongly recommend considering travel insurance – this usually covers things like flight cancellation or changes, content coverage while abroad (for damage, theft, etc.).

Note: we **cannot** recommend insurance providers, and we cannot review insurance policies or offer advice. As an adult traveller, it is your choice where to get insurance according to your own preference, budget, and health needs. It is your responsibility to ensure you have appropriate, comprehensive travel medical insurance for your time abroad. You will not be asked to share your insurance policy with our office.

Consult with your doctor or travel health clinic

We strongly encourage you to speak with your doctor and/or a travel health clinic about your exchange semester. If you have any prescriptions for medications, confirm with your doctor or travel health clinic that you can bring it into your host country and if you need documentation, if you can get refills in your host country, etc. They can also advise you on any recommended or required vaccines for your host country and can likely administer any you choose to or need to get.

It is important to also take care of your mental health while abroad. The process of adjusting to a new culture can aggravate pre-existing concerns or challenges that had previously gone unnoticed or were well managed at home. The differences in travel can also be distressing and lead to loneliness, culture shock, and feelings of anxiety or stress. Some things to watch for include:

- Inability to Get out of Bed/Motivate Yourself
- Lack of or Too Much of an Appetite
- Unavoidable Negative Thoughts
- Erratic Mood Swings
- Lack of Focus or Pervasive Forgetfulness
- Difficulty Sleeping or Sleeping Too Much
- Irritability
- Difficulty in Upholding Self Care

If you find yourself experiencing any of these while abroad seek support through the International SOS app or by calling their main number, or by contacting the student health office at your partner school.

Housing

While many of our partner institutions have on-campus accommodation, some do not; those that do may not have guaranteed space, or you may choose to live off-campus. Start by looking at your partner school's website for information on housing. If they do not offer on-campus housing or you are choosing to live off-campus, we strongly recommend using any resources the partner school provides to find off-campus housing. If possible, wait to pay deposits until you (or someone you trust) can inspect the place in person. Check if deposits are refundable, and/or if there are any cancellation deadlines you should be aware of. If necessary, you can book temporary accommodations (hotel, hostel, Airbnb, Vrbo) while you finalize your search for housing after arrival.

If you do intend to apply for on-campus housing, we strongly recommend you apply as soon as their applications open.

Academic accommodations

If you have academic accommodations arranged with Student Accessibility Services (SAS) here at UCalgary, your academic accommodations are not automatically set up at your partner school. If you want to have the same or similar academic accommodations at your host university, please request a letter from SAS detailing the academic accommodation(s) you have in place here; you can email the partner school exchange team directly with the letter, or you can ask us to send it on your behalf and request the same or similar academic accommodations for you. Note that not all partners can always have the exact same academic accommodations, but we will work together to get similar academic accommodations set up for you.

Note: we do not have access to your information with SAS and cannot see your academic accommodations or other relevant information; the letter SAS provides usually only includes a description of your academic accommodations, and no personal details about why they are needed.

Prepare for travel

International SOS

While you are on exchange through a UCalgary program, you have access to the services provided by [International SOS](#). Please download their app (iPhone and Android available), and save the main phone number into the contacts on your phone. We also strongly recommend you write their number and the UCalgary membership number on a piece of paper to store in your wallet or another safe space, in case your phone is not working or is stolen.

UCalgary membership number: **27AYCA093142**

We also encourage you to bookmark the [UCalgary Risk Management In Case of Emergency](#) website and review the information on that page.

Updating RAISA program registration

Once you've arrived in your host country, you'll need to update your [RAISA](#) program registration with your host country contact information. **This should be done within one week of arrival.** Follow [these instructions](#) to update your information. If you have trouble updating, please email us.

Resetting your MFA

If you are getting a local SIM or eSIM for your phone, don't forget to update your MFA settings so that you don't lose access to your UCalgary services like your Student Centre. Follow [these instructions](#) from IT, or [contact IT](#) directly if you need further help. **Note you'll need your current MFA verification method available to update your MFA settings, so make sure you do this before you change your phone number.**

Transcripts

Before the end of your exchange term, we strongly recommend confirming with your partner school how transcripts are sent after your term ends, unless you've already been provided with the information. Partners generally follow one of these transcript delivery methods:

- 1) Automatically sent to us (exchange advisors) at the end of your term.
- 2) Automatically emailed to you (student) at the end of your term with a request to forward to us (exchange advisors).
- 3) You (student) need to order transcripts and request they are sent to us (exchange advisors) via email.

Without an official transcript (received directly by us from the host university or from you via a secure service or with a signature verification embedded in the file), you will not receive credit for your exchange courses.

Review how [grades](#) are transferred above if needed.

After you return

CIM Grant

Near the end of your exchange term, we will send an email with the CIM Grant application and instructions for completing the application and eligibility. The CIM Grant is only available to BComm students who complete an exchange through the Haskayne International Exchange Program to one of our business partners. (Unfortunately students who receive the [International Business Award](#) are not eligible to receive the CIM Grant.)

For more about the CIM Grant and other funding opportunities, please visit our [website](#).

Graduation after exchange

If your exchange semester was your final term in your degree, please ensure you apply to graduate by the deadline (noted below) regardless of if your exchange transfer credit has been posted yet or not.

Graduating on exchange:

- **Fall semester:** apply to graduate as of the Winter term following your exchange; deadline is March 31. You will be part of the June convocation ceremony.
- **Winter semester:** apply to graduate as of the Spring term following your exchange; deadline is September 15. You will be part of the November convocation ceremony.
- **Summer semester:** apply to graduate as of the Summer term you are completing your exchange in; deadline is September 15.

We can process your graduation application once your exchange transfer credits are posted and at that time you can usually provide proof of degree completion if needed. Any questions about graduating on exchange, please email us.

If your exchange term is your second-to-last semester of your degree, please apply to graduate for your final term per the regular process and deadlines, regardless of if your exchange transfer credits are posted or not.