STOP! Have you been nominated for an exchange by your home institution and has your nomination been accepted by the University of Alberta? If you don’t know the answer to either question then please check with the office at your home institution responsible for exchanges before you start an exchange application. (Only applications from students whose nominations have been accepted will be considered.)

STOP AGAIN! This document is for students wanting an undergraduate-level exchange at the University of Alberta. If you are applying for an exchange at the graduate / postgraduate level then please only refer to the instructions you will find in the “University of Alberta Incoming Exchange Information 2020-2021” document.

BEFORE YOU BEGIN YOUR APPLICATION

1) Please understand that you will be in the first cohort of undergraduate students to use our new online application system. As with the adoption of any new system, unanticipated problems may arise. We thank you in advance for your patience as we deal with any problems as quickly as we become aware of them.

2) If you have any questions regarding the application or encounter problems, please contact the relevant University of Alberta Exchange Programs Coordinator to ask for help. If you don’t know who that person is then please contact Mr Michal Guzowski at his michal.guzowski@ualberta.ca email address. When contacting Mr Guzowski or anyone else at the University of Alberta please be sure to:
   (a) Do so from your ualberta.ca email account once it has been assigned to you
   (b) Provide your full name EXACTLY as it appears in your passport
   (c) State your University of Alberta student ID number once it has been assigned to you
   (d) Identify yourself as an incoming exchange student applicant (before you are accepted for the exchange) or as an incoming exchange student (after you are accepted for the exchange)
   (e) Mention the name of your home institution

3) You don’t have to complete your application in one sitting. You can logout at any time and then finish it later. If you’d like to continue working on your application at some later time then please go to https://www.ualberta.ca/admissions/international/admission, click on the button for “International Student” (if you’re asked to do so – you might not be asked), and click on the button for “Continue Your Application”.
4) Please very carefully review ALL the information contained in the “University of Alberta Incoming Exchange Information 2020-2021” document. What you read will likely impact what you are asked to do in the next five items of this section (and later on, once you start your online application).

5) Get the mailing address of your home institution.

6) Get the name, job title and email address of the person at your home institution who has nominated you for the exchange (i.e., your “Exchange Officer”) and the same information for the person at your home institution who would be your Academic Advisor (i.e., someone who might advise you for course selections while on exchange at the University of Alberta). It is possible that your Exchange Officer could be the same person as your Academic Advisor.

7) Come up with a list of courses at the University of Alberta that you would hope to take while on exchange. Please be sure to review the information found in Section #2 (“What can I study?”) and in the "Other information about exchange applications" part of Section #4 ("How do I apply?") of the “University of Alberta Incoming Exchange Information 2020-2021” document before coming up with your list of courses.

8) Get an official transcript from your home institution that shows all of the post-secondary course work that you have completed and that you are currently taking. Official transcripts need to have an official seal or signature, be in English, and be stamped and signed by the person at your home institution who nominated you for exchange (i.e., your Exchange Officer) or someone in his/her office.

9) If applicable, collect proof that you meet the University of Alberta’s English language proficiency (ELP) requirements. Please be sure to review the information found in the "Other information about exchange applications" part of Section #4 ("How do I apply?") of the “University of Alberta Incoming Exchange Information 2020-2021” document to make sure that you are aware of all options and caveats affecting any demonstration of English language proficiency you may have to make.

ONCE YOU ARE READY TO BEGIN YOUR APPLICATION

It will be very important for you to follow the instructions below EXACTLY as they are given. Sometimes the instructions might request that you enter information that is not correct for your specific circumstances but please be sure to do what’s asked even if it seems incorrect. (The application system has been designed for degree-seeking students, not for exchange students, so if you don’t carefully follow the instructions in this guide you’ll be creating problems and extra work for yourself!).

When you are ready to begin please:

1) Go to https://www.ualberta.ca/admissions/undergraduate/admission and click on the button for “International Student” (if you’re asked to do so – you might not be asked).

2) Click on the button for “Start an Application” in the section for "Undergraduate Studies".

3) Enter the email address, first name, last name and birth date information requested. You MUST enter your first and last names EXACTLY as they appear in your passport. Making a mistake in this section could have serious consequences (e.g., not being able to get any required Government of Canada documents – like study permits, visas, etc. – to allow you to enter
Canada for your exchange or even problems at the border). When you are ready, please click on the button labelled, “Continue”.

4) You’ll get notice that a temporary PIN has been sent to your email address. Please check the inbox, spam/junk mail and deleted/trash/garbage folders of your email account for it. Once you have it, use it to create a permanent password.

5) After creating a permanent password, you’ll be taken to a screen that says, “Apply for Undergraduate Admissions”. Click on “Start New Application”.

6) A dialog box will appear entitled, “Start New Application”. Click on “Create Application” to proceed.

7) A new dialog box will appear entitled, “Application Details”. Click on “Open Application” to proceed.

8) The first screen you will encounter is entitled, “Personal Information”:
   (a) Please enter all requested information, making sure to follow the specific instructions listed immediately below.
   (b) Please note that you are required to select “Study Permit” for the field at the bottom of the page entitled, “Status in Canada” (You may or may not need a study permit for your exchange; however, we need you to select “Study Permit” simply because of a limitation with our application system).
   (c) When you are ready, please click “Continue” at the bottom of the page.

9) You will now be at the “Personal Information – Continued” screen:
   (a) Please enter all requested information, making sure to follow the specific instructions listed immediately below.
   (b) Please leave the section for “Alberta Student Number (ASN)” blank.
   (c) In the "Hometown" section please select "No" for "Is your hometown address different from your mailing address?"
   (d) When you are ready, please click “Continue” at the bottom of the page.

10) You will now be at the “Academic Information” screen:
   (a) Please enter all requested information, making sure to follow the specific instructions listed immediately below.
   (b) In the “Applicant Category” section please select “I am a Post Secondary applicant”.
   (c) The screen will change to provide new options.
   (d) Select “I am attending or have attended a University or College Program”
   (e) Select “No” for “Have you ever been required to withdraw from any institution?”
   (f) Select “Yes” for “Have you completed 8 or more post secondary courses?”
   (g) Select “No” for “Have you ever taken high school level courses at a post-secondary institution?”
   (h) Select “No” for “Do you have a University degree or will receive a University degree by your intended start date?”
   (i) In the “Curriculum of Study – High School” section please select “Other International Curriculum” and then select the country in which your home institution is located.
   (j) When you are ready, please click “Continue” at the bottom of the page.
11) You will now be at the "Academic History" screen:
   (a) Please click “Add New” to add the required information for your current home institution.
   (b) You can leave the field for “CEEB” blank or leave it alone if it is automatically filled in for you.
   (c) For the “From” field select “January 2015” and for the “to” field select “January 2016”.
   (d) For “Institution Level of Study” select “Undergraduate”.
   (e) For “Degree Status” select “No Degree Awarded or Expected”.
   (f) Please click on “Save”.
   (g) Please click “Add New” again to add the required information for your current home institution again following the same instructions as given above but please enter “January 2010” for the “From” field.
   (h) Enter “January 2014” for the “to” field.
   (i) Select “High School” for the “Institution Level of Study”.
   (j) Select “Not applicable” for the “Diploma” field.
   (k) Please click on “Save”.
   (l) When you are ready, please click “Continue” at the bottom of the page.

12) You will now be at the “Term & First Program Selection” screen:
   (a) For the “Term Selection” section you select “Fall (September)” or “Winter (January)” and the appropriate year for your exchange.
   (b) For the “What is your intended status?” section you must select “Incoming Exchange Student”.
   (c) For the “Program Choice One” section you must select “Incoming Exchange”.
   (d) When you are ready, please click “Continue” at the bottom of the page.

13) The next screen, “English Language Proficiency Requirement” may not appear for you:
   (a) If it doesn’t then please skip ahead to step 14.
   (b) If it does then please select “I will present an English Language Proficiency Examination” in the “English Language Proficiency Fulfillment” section.
   (c) Please select “IELTS (Academic)” for “Which test will you present to fulfill this requirement?”
   (d) When you are ready, please click “Continue” at the bottom of the page.

14) You will now be at the “Incoming Exchange” screen:
   (a) Please enter all requested information, making sure to follow the specific instructions listed immediately below.
   (b) Please re-read Section #2 (“What can I study?”) and the “Other information about exchange applications” part of Section #4 (How do I apply?) of the “University of Alberta Incoming Exchange Information 2020-2021” document before selecting your desired faculty and before indicating your course selections. If you don’t carefully follow the guidelines provided your current application may be denied and you may be asked to start a new application.
   (c) When you are ready, please click “Continue” at the bottom of the page.

15) You will now be at the “Declaration” screen:
   (a) Please select “Yes, I agree” in the Transcript Authorization section.
   (b) Please select “No” in the “Agent or Recruiter Representation” section.
   (c) Please select “Yes, I agree” in the “Declaration” section.
(d) When you are ready, please click “Continue” at the bottom of the page.

16) You will now be at the “Student Survey” screen:
   (a) Please click “No” both times on this screen.
   (b) When you are ready, please click “Continue” at the bottom of the page.

17) You will now be at the “Signature” screen:
   (a) Please type your name EXACTLY as it appears in your passport.
   (b) When you are ready, please click “Continue” at the bottom of the page.

18) You will now be at the “Review” screen:
   (a) At this point, you still have the opportunity to update any part of your application.
   (b) When you are ready, please click “Finalize Application and Pay” at the bottom of the page
       but PLEASE NOTE that you will not have any opportunity to go back and correct information
       previously entered after clicking “Finalize Application and Pay”.
   (c) The normal application fee will be automatically waived for incoming exchange students;
       you will not be asked to pay an application fee.

19) You will now be at the “UAAlberta Launchpad / Welcome to your Status Page” screen:
   (a) On this screen you will be required to upload the transcript from your home institution and,
       if applicable, the document demonstrating your English language proficiency.
   (b) Please make sure that your home institution transcript satisfies the requirements explained
       in the “BEFORE YOU BEGIN YOUR APPLICATION” section of this document and that the
       document demonstrating your English language proficiency, if applicable, satisfies the
       requirements explained in the "Other information about exchange applications" part of
       Section #4 (“How do I apply?”) of the “University of Alberta Incoming Exchange Information
       2020-2021” document
   (c) You will upload the document for the transcript from your home institution 3 times as your:
       (i) actual home institution transcript
       (ii) international high school diploma/certificate
       (iii) international high school transcript/statement of results
   (d) In the “Upload Materials” section please click on the drop down menu close to “Choose File”
       and select “IELTS Score Report (copy)”, if applicable. If you don’t see an option for “IELTS
       Score Report (copy)” then please skip ahead to step 19 (g).
   (e) Click on “Choose File” and choose the document demonstrating your language proficiency.
   (f) Click on the “Upload button”.
   (g) In the “Upload Materials” section please click on the drop down menu close to the “Choose
       File” and select “Transcript: the name of your home institution would be here”.
   (h) Click on “Choose File” and choose your home institution transcript.
   (i) Click on the “Upload button”.
   (j) In the “Upload Materials” section please click on the drop down menu close to the “Choose
       File” and select “International High School Diploma/Certificate (copy)”.
   (k) Click on “Choose File” and choose your home institution transcript.
(l) Click on the “Upload button”.

(m) In the “Upload Materials” section please click on the drop down menu close to the “Choose File” and select “International High School Transcript/Statement of Results (copy)”.

(n) Click on “Choose File” and choose your home institution transcript.

(o) Click on the “Upload button”.

20) Your online application is now complete and needs to be reviewed by the University of Alberta.

21) Please refer to Section #5 ("How will I find out if my exchange application has been accepted and how long will I have to wait for the decision?") in the “University of Alberta Incoming Exchange Information 2020-2021” document to find out about what to expect at this point in the application process.

Last updated on November 21, 2019