



PRE-DEPARTURE CHECKLIST for Outgoing Student Exchange

Name: _____

ID Number: _____

Exchange Destination: _____

Departure Date: _____

As part of the preparation process for your upcoming exchange program, please confirm your completion of the following pre-departure items. Please leave any *optional items blank if they do not apply to you.

- Admission Letter from Host University**
- Passport** (should be valid well beyond the intended date of return; keep a copy of the identification page separate from the original)
- Visa / Entry Permit** into host country (and other countries to which you will travel)
- *Visa Extension** if you do not hold Canadian Citizenship
- Copies** of your passport ID page, itinerary, insurance policy & other important documentation left with friends or family
- Housing Abroad** – Application Deposit Confirmation
- Read the Travel Report for destination country/countries** available at travel.gc.ca/travelreports
- Secure appropriate insurance & submit the [Health/Travel Insurance Coverage Form](#)
- Health Needs** (vaccinations, prescriptions, medical certificates, supplies, extra glasses/lenses)
- *Check whether [dual citizenship](#) is an issue for you
- Complete the University of Alberta [UGo Travel Registry](#)
- Sign up for the Government of Canada’s [Registration of Canadians Abroad](#) service
- Up-to-date Official University of Alberta Transcript** - Extra copy to be taken to host institution
- *Student Loan procedures and arrangements**
- *University of Alberta Scholarships, Bursaries and Awards**
- Arrangement for Tuition and Fee Payment(s) at the UofA**
- Pre-approval of credits from Your Program Office via [Transfer Credit Request Form](#)
- Read issues illustrated in the [International Exchange Terms of Student Participation](#)**
- *Power of Attorney** (if necessary)

NOTES:

STUDENT CONFIRMATION

By signing below, I confirm that I have addressed the above items and informed myself accordingly on all matters needed to facilitate my exchange participation prior to departure.

Signature: _____

Date: _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act*, for the purpose of administering international student exchange programs within the Bachelor of Commerce and MBA programs at the Alberta School of Business. Authorization to reproduce Personal Information process and will be protected under Part 2 of that Act. Questions concerning the collection, use and disposal of this information should be directed to: Cathy Anne Pachnowski of the Information & Privacy Office at 780-492-3840.