Checklist & Timeline - Outgoing Student Exchange

Research & Preparation - September to February

- Speak with your Academic Advisor - get Permission to Participate form signed.
- Determine Eligibility - see Step by Step Procedures.
- Gather Information about different host institutions - see KSR study abroad website.

Formal Application - Due March 13

- Complete the UAKSR Exchange Application Package by March 13, 2020
  1. KSR Exchange Application Form
  2. Permission to Participate signed by your Academic Advisor.
  3. Acknowledgement Form for Outgoing Exchange
  5. Up-to-date UAlberta academic transcripts – requested from your Beartracks.
  6. Two reference letters - recommendation to study abroad.

Review and Selection - March to May

- Attend a meeting - with Exchange Coordinator, you will receive an email invite.
  * Selection - applicants will be notified via email regarding their selection status.
  * Nomination - After nominations have been made, further instructions on how to complete the host institution’s materials will be given to applicants.

Registration at the Host Institution - June to December (follow host deadlines)

- Submission of Host Institution Application - application must be completed by the deadline given, after which nominees will await formal acceptance from host institution.
- Transfer Credit Request Form - completed & submitted to you Academic Advisor.
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Formal Admission

- Information Release Waiver - signed and submitted to Exchange Coordinator.
- Letter of Acceptance received from Host Institution - issued by host institution for official notification of admission and final confirmation of exchange.

Pre-Departure & Exchange Registration

- Visa Application - Student must obtain proper immigration status to enter and study in their destination country for the duration of the exchange.
- Exchange Registration Form - signed and submitted to Exchange Coordinator.
- Academic Transfer Credit Approvals - If not already completed, get pre-approval for possible academic transfer credit with the Academic Advisor.
- Tuition Payment - pay tuition & fees for exchange term as per usual semester deadlines for all U of A students.
- Pre-Departure Forms - submit Risk Management Agreement form & Health/Travel Insurance Coverage Form to Exchange Coordinator.
- Register in the UofA Off-Campus Travel Registry
- Attend U of A International Pre-Departure Orientation - email goabroad@ualberta.ca for orientation enrollment instructions

While Abroad on Exchange

- Registration Changes & New Credit Approvals - If you make changes to your course registrations after arrival at the host institution, contact your Academic Advisor.
- Exchange Transcripts - Please ensure that you make a request for your host institution to send official transcripts to the U of A Registrar’s Office upon completion of your exchange term.