STEP-BY-STEP PROCEDURES for Outgoing Student Exchange

☐ STEP 1: Research & Preparation

➢ Speak with your Academic Advisor [Student Services Office – 3rd floor University Hall]

➢ This is important in order to ensure that you understand how an exchange can affect completion of your degree program. Consult with your academic advisor to review your program chart and remaining transferable credit options.

➢ This will help you see what options and flexibility you have within your program, clarify any transfer credit limits reached or approaching, and discuss program requirements to best plan your remaining semesters in order to incorporate an exchange semester.

➢ Your Academic Advisor will sign a Permission to Participate form that needs to be included in your exchange application package

* The equivalent of 15-credits of academic course (full course-load / full-time student status) is assessed in the registration of the exchange term. For more information, please see UAlberta-wide policy information on this fee assessment at the UAlberta International website. [https://www.ualberta.ca/international/go-abroad/how-to-apply/what-will-it-cost](https://www.ualberta.ca/international/go-abroad/how-to-apply/what-will-it-cost)

➢ Eligibility

● Applicants must be registered as a full-time University of Alberta student in the Faculty of Kinesiology, Sports, and Recreation.

● Applications may be submitted during the first year, but students must have completed 12 credits by application and a minimum of 18 credits earned to their degree by the time of departure in order to participate.

● Candidates should have a minimum cumulative GPA of 2.5 and a GPA of 2.7 in your most recently completed term at University of Alberta.

● Students in the practicum program are eligible to also participate on an exchange, but must work out timing and coordination with both offices to ensure all requirements and obligations can be met for both programs.

➢ Gather Information

● Visit KSR Study Abroad website at [https://www.ualberta.ca/kinesiology-sport-recreation/programs/study-abroad](https://www.ualberta.ca/kinesiology-sport-recreation/programs/study-abroad)

● Visit the University of Alberta International website for funding opportunities & deadlines at [https://www.ualberta.ca/international/go-abroad/get-funding/individual-award](https://www.ualberta.ca/international/go-abroad/get-funding/individual-award)

● Collect information from the host institution website and other resources

● Speak with the Exchange Coordinator to clarify options and details of participation

● Review feedback & speak with past participants of your preferred destination (ask Coordinator for contacts & resources).
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☐ STEP 2: Formal Application

* All of the items in STEP 1 must be completed before you begin an application for exchange.

➢ Complete the UAKSR Exchange Application Package

Candidates who intend to study abroad, with confirmation of eligibility from KSR, must complete and submit the following application materials by March 13th for KSR Fall & Winter exchanges. (Example: March 13, 2020 for F2020 & W2021 abroad)

1. KSR Exchange Application Form for Exchange
2. Permission to Participate signed by your Academic Advisor.
3. Acknowledgement Form for Outgoing Exchange
4. Letter of Intent - a formal written statement of an applicant’s motivations and purposes for wanting to participate - should include what an applicant hopes to get out of an exchange, how it will benefit them, fit with their goals and why they would be a good candidate. The letter of intent should also show specific advantages offered by the host institution for which they are applying, reasons for choosing that destination and how attending it will help an applicant achieve their goals. (1-2 pages max)
5. Up-to-date UAlberta academic transcripts – can be requested from your Beartracks for "unofficial" copies in electronic format.
6. Two reference (recommendation to study abroad) letters – for demonstrating student’s character and academic recommendation for ability to be a successful student while abroad. Letters may come from your professors, instructors, community members for your volunteer or involvements, employer, or high school teachers, etc. (Letters cannot be from family members.)

This UAKSR Exchange Application Package is only for:

● Loughborough University – United Kingdom
● Palacky University Olomouc – Czech Republic
● Norwegian School of Sport Science – Norway
● German Sport University - Germany

These identified partners with the KSR Faculty-led exchange agreements allow for the best options for transferable credits due to the areas of research and similarities between our institutions. ** If you would like to apply for a study abroad or exchange experience with the programs offered by the International and Community Education Office, Faculty of Kinesiology, Sport, and Recreation, https://www.ualberta.ca/kinesiology-sport-recreation/programs/study-abroad KSRinternational@ualberta.ca
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University of Alberta, beyond the Faculty-led partners, please see the University of Alberta International Education Abroad website for their process. www.goabroad.ualberta.ca

☐ STEP 3: Review and Selection

➢ Application Review
Once submitted, exchange applications are reviewed in the order they are received. Applicants are evaluated on a number of criteria, including academics, preparation, motivation, adaptability, extracurricular, planning and overall impressions based on the interview and written materials of what kind of representative the candidate will be. There are limited spots available and submitting an application is not a guaranteed acceptance into the program. KSR will recommendation you, but the receiving institutions have the final decision.

➢ Attend a meeting with UAKSR Exchange Coordinators
General questions about an applicant’s motivations, preparation, background and goals will be asked in order to assess initial candidacy and suitability for an exchange. The meeting is mainly used to ensure applicants are aware of all important aspects related to participation on exchange and to clarify any questions the applicant might have.

➢ Selection
Upon review, applicants will be notified via email regarding their selection status and informed of any amendments to their application or further steps required. This will confirm approval on the University of Alberta side. Nomination packages will be created by KSR for each student, to be received by the international institution (see Step 4).

** Selection and Nomination from the Faculty of Kinesiology, Sport, and Recreation does not guarantee admission to the partner institution. Only the host university can grant admission to study at their school. Your final acceptance and confirmation of participation therefore, can only come from the host (see Step 6).

☐ STEP 4: Nomination
Successful applicants will be formally recommended to the partner exchange institution by official nomination process according to the host timeline. After nominations have been made, further instructions on how to complete the host institution’s materials will be given to

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exchange nominees which must be returned to Exchange Coordinator or submitted directly online by the deadlines given.

** Some institutions have pre-set nomination periods and while internal selections from the KSR Faculty can be made earlier, there can potentially be an extended wait time for some applicants. There is flexibility between the time they receive approval from the KSR Faculty and when they can move forward with the next step in the process at the host institution. Keep in touch with the Exchange Coordinator, but understand that some information is outside of our control or management.

☐ **STEP 5: Registration and Student Status at Host Institution**

➢ **Completing the Host Exchange Process**
The second stage application process will vary according to the destination chosen. Most host institutions have an online process now, but some destinations might still require hard copy materials that could include things such as essays, letters of recommendation, and ID photos. Applications for housing, course registrations, etc. are sometimes included in the main host application process, while this is done separately after formal admission or upon arrival at other destinations.

➢ **Submission of Host Institution Application**
Completed host institution application materials are either returned to the KSR Faculty International Office for submission to the partner or completed online directly by the student. This second stage application must be completed by the deadline given, after which nominees will await formal acceptance from the host institution.

➢ **Transfer Credit Approvals**
Exchange nominees should look into formal transfer credit at this stage, if they have not already done so. Inquiries for undergraduate transfer credit approval can be made via the Transfer Credit Request Form, along with a copy of the course syllabus, and submitted to you Academic Advisor for review.

** Many courses that are able to be transferred from the host university, are not officially confirmed until after the exchange is completed. We do our best to provide insight based on the successful credit transfers of past students, recommendations from UAI, as well as the international institutions’ recommendations.
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☐ STEP 6: Formal Admission & Exchange Registration

➢ Information Release Waiver
You will sign an information release waiver (electronically or hardcopy), which will allow the University of Alberta to release some information to our partnered university, to which you have applied for your exchange to be hosted at. This allows partner universities to admit your application into their system.

➢ Letter of Acceptance (Host Institution)
When the host process has been completed, the host institution will review nominations and issue formal letters of acceptance according to their internal timeline. The Letter of Acceptance is the official notification of admission to the host institution and final confirmation of the exchange. The Letter of Acceptance will often be mailed directly to the KSR Faculty International and Community Education Office, although some are sent electronically or on their online websites.

** If a hardcopy arrives at KSR, students will be notified upon its arrival and must come pick it up from the Exchange Coordinator. The Letter of Acceptance is often required to apply for a student visa and should be taken with you when travelling to the host country for confirmation of study. Other items such as information on course registration, housing and/or welcome materials are often received at the same time from the host institutions.

➢ Exchange Registration Form (UAlberta)
Once you are committed to going abroad and have gotten your required travel visa, you should ensure that you have completed a signed U of A Exchange Registration Form and submit the form to the Exchange Coordinator. You will then be registered in an exchange term at the University of Alberta. Students are not permitted to add the exchange term themselves on Bear Tracks so this must be done manually, which will maintain enrollment at the UofA and generate
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the tuition for the exchange period. This usually completed 1 month prior to departure but must be completed before the add/drop deadline.

** The equivalent of 15-credits of academic course (full course-load / full-time student status) is assessed in the registration of the exchange term no matter how many classes you take at the host institution. For more information, please see UAlberta-wide policy information on this fee assessment at the UAlberta International website. [https://www.ualberta.ca/international/go-abroad/how-to-apply/what-will-it-cost](https://www.ualberta.ca/international/go-abroad/how-to-apply/what-will-it-cost)

□ **STEP 7: Pre-Departure**

➢ **Visa Application** - Please see Government of Canada official travel visa information: [www.travel.gc.ca](http://www.travel.gc.ca)

Contact the appropriate Embassy or Consulate of your host country to confirm requirements and apply for the appropriate student visa or entry permit, if necessary. It is the sole responsibility of the participating student to ensure they have the proper immigration status to enter and study in their destination country for the duration of the exchange period. You may be denied registration at your host institution if you do not have the proper visa in place.

* You are responsible as a citizen as represented by your passport, in any foreign country, to abide by all laws and rules in the country you reside in during your study and travels abroad.

➢ **Academic Transfer Credit Approvals**

If not already completed, exchange participants should do their best to get as much pre-approval for possible academic transfer credit with the Academic Advisor prior to departure to ensure courses taken on exchange will count towards their UofA degrees. (See Step 4).

➢ **Tuition Payment**

Exchange participants pay tuition and fees for their exchange term to the University of Alberta. Participants should make appropriate arrangements for tuition payment(s) prior to leaving on exchange. The amount of tuition is assessed according to the University-wide process at 15-credits (full course-load / full-time student) no matter how many classes you take at the host institution. Tuition is due at the same time as listed in your Beartracks, as the usual semester deadlines for all University of Alberta students.

➢ **Pre-Departure Forms**

International and Community Education Office, Faculty of Kinesiology, Sport, and Recreation, [https://www.ualberta.ca/kinesiology-sport-recreation/programs/study-abroad](https://www.ualberta.ca/kinesiology-sport-recreation/programs/study-abroad)
KSRinternational@ualberta.ca
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Submit completed Risk Management Agreement form and Health/Travel Insurance Coverage form to Exchange Coordinator before departing for exchange. Ensure all items necessary to facilitate your exchange have been completed and submitted.

➢ Other Preparations
Participants should investigate and secure any necessary insurance coverage, vaccinations, and make appropriate travel arrangements if not already completed.

➢ Register in the UofA Off-Campus Travel Registry
Prior to departure, the University of Alberta highly recommends students to complete the University of Alberta Off-Campus Travel Registry at www.ugo.ualberta.ca and we strongly recommend that you register in the Government of Canada’s Registration of Canadians Abroad. These are utilized when an emergency abroad, such as an earthquake or civil unrest occurs.

➢ Attend an U of A International Pre-Departure Orientation - email goabroad@ualberta.ca for orientation enrollment instructions

☐ STEP 8: While Abroad on Exchange

➢ Maintain contact with the UAlberta while abroad
We understand that it takes some time to settle in to a new place, and there is lots to see and do while abroad, but this is important in order to receive academic counseling as needed and assistance in your return to the University of Alberta (e.g. check your UAlberta Beartracks registration in the courses you will take upon your return). Official University of Alberta emails will still be used for correspondence as you are registered as a University of Alberta student while abroad.

➢ Registration Changes & New Credit Approvals
If you have to make changes to your course registrations after arrival at the host institution, you must contact your KSR Academic Advisor (Student Services Office) as soon as you can to obtain the necessary credit reassessment. Course syllabi, reading material, and contact hours should be part of the information you send back to the University of Alberta. Your advisor will do their best to request pre-approval of courses; credit approvals will be determined as quickly as possible but cannot be guaranteed.

➢ Feedback During Your Exchange
We will usually ask for feedback after completion of an exchange program, but it is helpful to receive feedback and input from your exchange experiences while you are currently on exchange. We might ask for your help in advising other KSR students interested in the institution you are attending, and hope you will agree to respond to inquiries from them as well.
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➢ 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. Some institutions are in the practice of sending the transcripts automatically, but it is the responsibility of the participating student to make sure a transcript is received for courses taken abroad. You might also want to request an extra copy for your own records, but make sure that an original is sent directly to the U of A Registrar’s Office.

** The Registrar’s Office will not accept a transcript unless they can ensure it was received directly from the partner institution and not through the participating student.
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STEP 9: Upon Return from an Exchange

➢ **KSR Study Abroad Ambassador**
  The KSR International office invites returned exchange participants to assist with the promotion of the international program and advising of outgoing students. We hope that you will be willing to provide additional feedback when needed and act as a resource for other students looking into, exploring or preparing for an exchange. Through participation in organized events and informal discussion, your knowledge and first-hand experiences will be extremely useful to those interested in an exchange of their own. Even if you have graduated, we would appreciate your assistance in support of future exchange students.

➢ **Continued involvement after your return to the University of Alberta**
  After your return, you can play a very important role in enhancing the international culture of the faculty. Through participating in the University of Alberta’s international events such as exchange fairs, the international photo contest, and assisting with services & orientation for incoming exchange students to the faculty, we hope that you will get involved.

  Joining the activities with incoming exchange students is also a great way to share your international experience, connect with like-minded individuals, both domestic and international.

  You are a part of an international network of humans and students, and life’s journeys or adventures may open new doors or experiences. Thank you for choosing to study abroad or do an exchange while you are here at the University of Alberta.

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