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PLEASE NOTE: When differences are found to exist between the information provided on this document and that provided on any online University of Alberta International (UAI) source, please contact the UAI Exchange Programs Coordinator for clarification. The UAI Exchange Programs Coordinator name and contact information is provided at the end of this document.

Exchange Information

University	University of Alberta
City based in	Edmonton, Alberta, Canada
University website:	www.ualberta.ca
Education Abroad office website:	www.goabroad.ualberta.ca
Exchange Student website:	https://www.ualberta.ca/why-ualberta/international/go-abroad/incoming-exchange-and-visiting-students AND http://www.studyincanada.ualberta.ca/HowToApply/ExchangeStudentsIncoming.aspx
International Students Services website:	http://www.iss.ualberta.ca/en.aspx
International Student Viewbook:	Online International Viewbook

Application Procedures

Application Deadlines	Fall Term (September- December) and Full Year (September – April): March 1 Winter Term (January- April): September 1 Exceptions: Students applying to study in the Faculty of Law for any period of time listed above need to apply by February 1
Application Procedure	<ul style="list-style-type: none"> ▪ Undergraduate students: must complete the Undergraduate Application for Exchange form which needs to be signed by at least the exchange liaison officer, faculty advisor and student. ▪ Graduate students: Students should complete the Application for Visiting Graduate Student form along with the Permission to Participate form. The student is to liaise with department of choice before submitting your application.

Supporting documents required	<ul style="list-style-type: none"> ▪ Original transcript, in English, with an original university seal or signature ▪ Language proficiency documents may have to be submitted. Please see the section entitled, “English Language Proficiency Requirements” found here. ▪ Photocopy of passport particulars page or birth certificate
Other documents required?	<ul style="list-style-type: none"> ▪ Additional application materials may be required for certain programs and will be requested upon receipt of application. ▪ Students wishing to take music courses must provide an audition recording.
Study Areas Restricted to Exchange Students	<ul style="list-style-type: none"> ▪ Art and Design ▪ Medicine ▪ Dentistry ▪ Pharmacy (unless within the Pharmacy exchange program) ▪ Criminology ▪ Nursing ▪ the course called BUS 201 is not open to exchange students ▪ some Business courses, mostly Accounting courses <p>IMPORTANT: Students can only take courses at the School of Business if they are enrolled in the School of Business Students can only take courses in the Faculty of Engineering if they are enrolled in the Faculty of Engineering. Students applying for the Faculty of Engineering are required to have a GPA of 3.0 and have completed 4 semesters in an Engineering program by the time the exchange program starts.</p>
Timeline	It generally takes 6 to 8 weeks for an application to be processed and an admission letter to be released. Some faculties are slower in making admission decisions.
Admission Decisions	Students admitted or tentatively admitted to the University of Alberta for exchange will be issued a student ID number and a computing ID called a CCID. The CCID will give them access to a ualberta.ca email account and a Bear Tracks account. Letters of Admission may be available through both of these accounts and students are advised to check both accounts daily for their letters of admission. Letters of Admission may also be mailed as hard copies directly to the students or to their Exchange Liaison Officers at their home institutions or emailed to their Exchange Liaison Officers. Notices of Rejection would be issued in one of the ways mentioned above as well.

Course Registration and Information

Academic Calendar Dates	<p>Fall Term: Early September– Early December ; Exam period to follow in December</p> <p>Winter Term: Early January - Early April ; Exam period to follow in April</p> <p>UAlberta Calendar</p>
Course Registration Information	<p>The University of Alberta uses an interactive web-based service for students called <i>Bear Tracks</i>. Students MUST register in courses by themselves using <i>Bear Tracks</i>. Students can use <i>Bear Tracks</i> to do the following:</p> <ul style="list-style-type: none"> ▪ register in courses ▪ view their class timetable

	<ul style="list-style-type: none"> ▪ update their address and telephone number ▪ search U of A course listings ▪ search for a specific class ▪ view their financial holds ▪ check their exam schedule ▪ order their official academic transcripts <p>Students will be emailed a log-in ID (called a “CCID”) and password once they submit their exchange applications and they can search the course listings and the course schedules for the upcoming year (which are updated in April or May). Prior to receiving their log-in ID and password, they can access course information and schedules by signing in as a “guest” at this website: https://www.beartracks.ualberta.ca/</p>
<p>Course Listings & Schedules</p>	<p>Please note that the course listings in the official University of Alberta Calendar provide ALL the courses that have been offered in the past and MAY possibly be offered at the University of Alberta. The appearance of a course in the U of A Calendar does not guarantee that it will be offered every term or every academic year. There are also course listings in the online Course Catalogue .</p> <p>However, the most current information is available on <i>Bear Tracks</i>.</p> <p>Course listings and Class schedules for 2017/2018 will be updated on <i>Bear Tracks</i> at the end of March 2017. For a more accurate representation of course offerings, students can compare the course offerings with the current year’s class schedule.</p> <p>Using <i>Bear Tracks</i> to find Course Listings & Schedules</p> <p>There are two important resources that students should refer to when selecting their courses on <i>Bear Tracks</i>:</p> <ol style="list-style-type: none"> 1. The “Course Listings” includes all course descriptions and credit weight. 2. The “Schedule of Classes” outlines in detail the term, time and date, and location that each course is offered. <p>Note: Courses that begin with “AU” are offered at the University of Alberta’s AUGUSTANA CAMPUS. The Augustana Campus is our rural campus and is located about 1.5 hours away from Edmonton by car in a Camrose, Alberta. Please advise your students to refrain from choosing these courses as they are only offered at Augustana and not on the main Edmonton Campus.</p>
<p>Course Registration Procedures</p>	<p>Students are responsible for registering in their courses on <i>Bear Tracks</i>, once they have been officially admitted to the U of A. However, our office will provide some assistance and advice to those students who encounter difficulties. International exchange students compete with other U of A students for course space and thus need to be prepared to take alternate courses. There is no guarantee of registration in the courses they may want or need.</p>
<p>Full-time Academic Course Load</p>	<p>UNDERGRADUATE STUDENTS</p> <p>15 credits per semester / 30 credits per academic year.</p> <p>The minimum full-time course load is 3 courses per term (or 9 credits). The maximum full-time course load is 5 courses per term (or 15 credits). A normal full-time course load for a student at the University of Alberta is five courses per term (or 15 credits).</p> <p>International students must remain registered in AT LEAST three courses (9 credits) per term to</p>

	<p>maintain full-time status for immigration purposes if they wish to work on-campus. Exchange students may take a maximum of five courses (15 credits) per term.</p> <p>GRADUATE STUDENTS 9 credits per semester is the maximum course load allowed.</p>																																	
Contact Hours	<p>Generally a 3 credit course = 39 hours total lecture time. 3- credit courses are offered at 3 hours / week over a 13 week semester.</p>																																	
Grading System	<table border="1"> <thead> <tr> <th>Description</th> <th>Letter Grade</th> <th>Grade Point Value</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Excellent</td> <td>A+</td> <td>4.0</td> </tr> <tr> <td>A</td> <td>4.0</td> </tr> <tr> <td>A-</td> <td>3.7</td> </tr> <tr> <td rowspan="3">Good</td> <td>B+</td> <td>3.3</td> </tr> <tr> <td>B</td> <td>3.0</td> </tr> <tr> <td>B-</td> <td>2.7</td> </tr> <tr> <td rowspan="3">Satisfactory</td> <td>C+</td> <td>2.3</td> </tr> <tr> <td>C</td> <td>2.0</td> </tr> <tr> <td>C-</td> <td>1.7</td> </tr> <tr> <td>Poor</td> <td>D+</td> <td>1.3</td> </tr> <tr> <td>Minimal Pass</td> <td>D</td> <td>1.0</td> </tr> <tr> <td>Failure</td> <td>F</td> <td>0.0</td> </tr> </tbody> </table>	Description	Letter Grade	Grade Point Value	Excellent	A+	4.0	A	4.0	A-	3.7	Good	B+	3.3	B	3.0	B-	2.7	Satisfactory	C+	2.3	C	2.0	C-	1.7	Poor	D+	1.3	Minimal Pass	D	1.0	Failure	F	0.0
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Transcripts	<p>Official grades are ready usually in early February for fall term and mid June for winter term courses.</p> <p>University of Alberta transcripts are NOT automatically mailed after the completion of a student's exchange. Students must complete and submit a "Transcript Request Form" to the Registrar's Office before their return home. They can also order OFFICIAL TRANSCRIPTS on <i>Bear Tracks</i> before they return home.</p>																																	

Accommodation

University Accommodation	<p>Accommodation is guaranteed to all exchange students who start in September and apply online to the following residences before April 30th:</p> <p>For students starting their exchanges in January term, guaranteed housing is not available; however, there are usually less applications for housing at this time and students can expect to learn of their room offers in late November.</p> <p><u>**If applications are received late there is no guaranteed housing. The Education Abroad office has no involvement in housing placements.</u></p> <p>Online residence application can be found here: https://www.residence.ualberta.ca/prospective-exchange-student</p>
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	<p>Students can apply for housing once they have received a CCID and password. This information will be sent to the students in an email once the exchange applications have been received and processed. Students can apply for housing before receiving an admission decision from the University. Students must submit a \$25 application fee when applying for housing. This fee will not be reimbursed if the student pays it and later discovers that their application for exchange has been rejected.</p> <p>As a quick guide to on campus residences:</p> <ol style="list-style-type: none"> 1. HUB International Residence: Apartment Style; furnished and non-furnished, non-catered apartments (shared or single apartments available). 2. International House – furnished single rooms with private bathrooms; shared kitchens on each floor; non-catered. Competitive application to live in I-House. 3. East Campus Village: apartment style; non furnished & non catered apartments (shared apartments available) 4. Residence St. Jean – Located on the French Campus in the French Community. Furnished (bed, desk, chair) single dormitory style with private washroom. Residents are expected to speak French in the residence. <p>Pinecrest House, Tamarack House, Alder House, Linden House, Graduate Residence are not suitable for exchange students because they only offer 11 month leases. Exchange students should not apply for these housing options.</p>
Off –Campus Accommodation	<p>There are also off campus opportunities available. If students wish to set up their own accommodations, they can use our Student’s Union’s housing registry to find rental properties available around the city:</p> <p>http://www.rentingspaces.ca/search.htm?area=Edmonton&ref=2&_search=Search</p>

Estimated Cost of Living

General	Depending on your standard of living, living costs in Edmonton for a single student may vary.		
Living Expenses Guideline	Below is what it might cost a single student to live in Edmonton for 8 -12 months. Please note that this is an estimate and is subject to change and is in Canadian dollars.		
		4 Months	8 Months
	Accommodation (Shared)	\$2000 - \$2420	\$4000 \$4840
	Accommodation (Not Shared)	\$3152- \$5332	\$6304 - \$10664
	Food	\$2000	\$4000
	Clothing	\$400	\$800
	Health Insurance	\$158	\$304
	U-PASS	\$141.67	\$283.34
	Books and Supplies	\$1000	\$2000
	Miscellaneous	\$1320	\$2640
	TOTAL (Shared Accommodation)	\$7013.67 - \$7433.67	\$14,027.34 - \$14,867.34
	TOTAL	\$8165.67-	\$16,331.34-

	<p>(Not Shared Accommodation) \$10,345.67 \$20,691.34</p> <p>The miscellaneous category includes phone (\$50/month), laundry (\$30/month), pharmacy (\$15/month), Recreation & Entertainment (\$50/month) and Dental (\$20/month)</p> <p>U-Pass is a group discount program, which lowers the cost of transit for University of Alberta students. All students pay a low mandatory U-Pass fee each fall and winter term, which is much lower than the cost of purchasing monthly passes for the same period of time because costs are spread over a large participant base. The U-Pass is valid anytime, anywhere on regular ETS, St. Albert Transit and Strathcona County, like a four month bus pass for all three transit systems. For more information on the U-Pass, see www.uofaweb.ualberta.ca/u-pass.</p>
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Health Insurance Information

Health Insurance	<p>Exchange and study abroad students who will study at the University of Alberta for 12 months or less are REQUIRED to enroll in the University of Alberta Health Insurance Plan (UAHIP). UAHIP has been designed to provide equivalent coverage to Alberta Health Care Insurance as well as some additional coverage for prescription medication, ambulance service, and repatriation in the event of illness or death.</p> <p>Coverage by any insurance plan other than Alberta Health Care, will not allow you to be exempted from UAHIP.</p> <p>Please go to http://www.iss.ualberta.ca/en/PreparingForUAlberta/HealthCare.aspx and look under "Basic Health Care Plans" for more information including information about costs.</p> <p>The fee for UAHIP can be paid on Bear Tracks or at the University of Alberta's Financial Services upon arrival.</p>
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Contact Information

Mr Michal Guzowski	Exchange Programs Coordinator (contact for both incoming and outgoing exchange students)	michal.guzowski@ualberta.ca
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