



Incoming Student Exchange Application Guide 2019/20

The University of Alberta welcomes exchange students from around the world to its campus every year. Our formal exchange agreements allow students to take courses at the University of Alberta which can often be transferred back to their degrees at their home institutions. This document will guide you through the exchange application process.

There are 10 sections in this document:

- [1. When can my exchange take place?](#)
- [2. What can I study?](#)
- [3. What deadlines do I have to meet?](#)
- [4. How do I apply?](#)
- [5. How will I find out if my exchange application has been accepted and how long will I have to wait for the decision?](#)
- [6. Where can I find information about course registration and transcripts?](#)
- [7. Where can I live?](#)
- [8. What will it cost and are scholarships available?](#)
- [9. What should I do if I will arrive late after the start of classes or decide to cancel my exchange?](#)
- [10. Who can I contact for help?](#)

1. When can my exchange take place?

Unless the student exchange agreement with your home institution specifies otherwise, you can study at the University of Alberta on exchange during our **Fall Term** (September – December), **Winter Term** (January – April) or **Academic Year** (Fall + Winter Terms).

You are strongly encouraged to participate in [Transitions Orientation](#) and any other orientation offered before the start of your exchange.

2. What can I study?

Unless the student exchange agreement with your home institution specifies otherwise, you can take any courses you wish with the following exceptions:

- 1) Undergraduate students cannot take courses at the graduate level (usually numbered 500 or higher).
- 2) Any courses described in [Bear Tracks](#) as being closed to exchange students (see below for more information about Bear Tracks).
- 3) [Cost-recovery courses and courses in cost-recovery programs](#)

- 4) Courses from the Faculties of Extension, Medicine & Dentistry, Nursing, Pharmacy and Pharmaceutical Sciences, and Rehabilitation Medicine.
- 5) SOC 399 (Field Placement in Criminology) and SOC 499 (Advanced Field Placement in Criminology).
- 6) ACCTG 480, BUS 201, BUS 301, FIN 436, FIN 480, MGTSC 312, MIS 441, SMO 310, SMO 441, SMO 470 and SMO 471. In addition, independent research, internship, study tour, competition, work experience and Special Topic (numbered 488) courses in the Alberta School of Business are not open to exchange students.

Please note these other restrictions:

- 1) **There is no guarantee of registration in the courses you may want or need.** Some courses might not be offered even though they have been in the past, some courses may fill up even before you have a chance to register in them and/or University of Alberta officials may determine that you don't have the necessary prerequisites for some courses. It's best to prepare a list of alternative courses in the event that some of your initial selections are unavailable.
- 2) If your home institution has a student exchange agreement with only one faculty at the University of Alberta you can expect to take courses only in that faculty.
- 3) Unless your exchange is to our Augustana Campus you should not plan to take courses there (i.e., avoid courses having course codes starting with "AU").
- 4) With one exception (see below), you need a minimum cumulative GPA of 2.5 (on a 4 point scale) to be considered for an exchange at the University of Alberta.
- 5) You need a cumulative GPA of 3.0 (on a 4 point scale) and had to have completed 4 semesters in an Engineering program by the time the exchange program starts if you wish to take courses in our Faculty of Engineering.
- 6) You can only take courses in our Faculty of Engineering if you are enrolled there while on exchange. The same restriction is in place for our Faculty of Law.
- 7) You can only be enrolled in our Alberta School of Business if you are enrolled in a business faculty at your home institution. An exception might be possible if you are enrolled in a program at your home institution that straddles business and another subject area.
- 8) Courses in some departments at the University of Alberta are in extremely high demand and often fill up quickly. It is unlikely that you will be able to take many courses, if any at all, in our Departments of **Computing Science, Economics**, and (with the exception of History of Art, Design and Visual Culture - HADVC - courses) **Art and Design**.
- 9) Undergraduate students can't take more than 15 credits worth of courses (typically 5 courses) per term while for graduate students the maximum is 9 credits worth of courses (typically 3 courses) per term.
- 10) The majority of courses you take should be in the same faculty (for undergraduate students) or department (for graduate students).
- 11) Graduate students cannot audit courses.
- 12) Undergraduate students cannot conduct research.
- 13) Graduate students can take courses or conduct research, but not both. Graduate students wanting to conduct research will need to find a host supervisor at the University of Alberta **before** they submit their exchange application.

You can access course information and schedules on the University of Alberta's [Bear Tracks](#) system at any time. The process to do so is as follows:

1. Go to www.ualberta.ca
2. Click on "Bear Tracks" (look at top of screen for link)
3. Click on "Guest Sign In"

4. Click on "Browse Course Catalog". This particular screen may be slow to load.
5. Select your desired "Term" from its drop down menu. Depending on when you are applying for an exchange you may not see the term when you will actually be here. Use the information from the closest term viewable instead.
6. Select your desired "Course Subject" from its drop down menu.
7. Click on "SEARCH".

The process described above will give you access to a list of courses, and their descriptions, that you can quickly scan. These courses **may or may not be offered** during your time at the University of Alberta. To see if any courses that interest you are actually offered please use the following procedure:

1. Instead of clicking on "Browse Course Catalog" as listed above, click on "Search for Classes" instead.
2. Select your desired "Term" from its drop down menu. Depending on when you are applying for an exchange you may not see the term when you will actually be here. Course listings and schedules for the upcoming school year are typically updated in March or April. If course listings have not yet been updated, please use the information from the closest term viewable instead.
3. Make sure the "Show Open Classes Only" box is checked.
4. Select your desired "Subject" from its drop down menu.
5. Click on "SEARCH".

[Go back to start of document](#)

3. What deadlines do I have to meet?

It is recommended that we receive your **nomination** 1 – 1.5 months before the application deadlines mentioned below.

If you want to be on exchange during our **Fall Term** or for our entire **Academic Year**, then we should receive your **exchange application by March 1** of the same year.

If you want to be on exchange during our **Winter Term**, then we should receive your **exchange application by September 1** of the previous year.

Please note: We usually accept exchange applications past the deadlines indicated above; however, the later we receive your applications the less likely you'll be able to meet the April 30 deadline for guaranteed [on-campus housing](#) (for exchange students with September start dates) or that you'll be able to satisfy any [Government of Canada immigration requirements](#).

[Go back to start of document](#)

4. How do I apply?

Step #1: Find out if your home institution has a student exchange agreement with the University of Alberta, which is a requirement for all exchanges to our institution.

Please note: A memorandum of understanding between the University of Alberta and your home institution is not sufficient. In order for you to be considered for an exchange at the

University of Alberta there would also need to be a student exchange agreement in place between both institutions.

Step #2: Get nominated for exchange by your home institution. Your nomination must include:

- 1) Your full name as it appears on your passport
- 2) Your level of studies (i.e., undergraduate or graduate)
- 3) Your intended area(s) of study while on exchange
- 4) The requested duration of your exchange (i.e., Fall Term, Winter Term or Academic Year)
- 5) An email address at which you can be contacted

If your nomination is accepted and you have a **documented disability affecting mobility, vision, hearing, learning and/or physical or mental health**, then you will need to [register with our Accessibility Resources office](#) as soon as possible. As part of your registration be sure to identify yourself as an international student who is currently applying for an exchange experience at the University of Alberta. Personnel from Accessibility Resources will arrange an online Skype conversation with you to assess the functional impact of your disability. You may be asked to provide a description, in English, of the disability from any disability services office at your institution or a medical professional who may currently be assisting you. We encourage exchange students to utilize the accommodations for success that the University of Alberta recommends and can offer once your assessment is complete.

Please note: Acceptance of your nomination does not guarantee that you will be accepted for an exchange. Although it doesn't happen often, your nomination could be accepted but your exchange application may later be rejected by the University of Alberta faculty or department in which you wish to take all or the majority of your courses.

Step #3: Put together your application:

Undergraduate students must submit:

1. "[Undergraduate Application for Exchange](#)" form
2. A photocopy of the photograph / personal information page(s) of your passport
3. Official records of the post-secondary work presently being taken by the student. Official records must contain an official seal or signature and must be in English.
4. A demonstration, as required, of the [minimum required English language proficiency](#)
5. Please check below, in the part entitled, "Other information about exchange applications", for other considerations that might be relevant for your application.

Graduate students must submit:

1. "[Application for Visiting Graduate Student](#)" form
2. "[Permission to Participate Form](#)"
3. A photocopy of the photograph / personal information page(s) of your passport
4. Official records of ALL post-secondary work completed and presently being taken by the student. Official records must contain an official seal or signature and must be in English.
5. A demonstration, as required, of the [minimum required English language proficiency](#)
6. Please check below, in the part entitled, "Other information about exchange applications", for other considerations that might be relevant for your application.

Other information about exchange applications:

- 1) Whenever you are asked to provide your name please be sure to provide your full name as it appears in your passport.
- 2) You need to be registered as a full-time student at your home institution at the time of your application and while you are on exchange at the University of Alberta.
- 3) **You cannot apply for a graduate-level exchange while you are still an undergraduate student.**
- 4) [Undergraduate students](#) and [graduate students](#) from certain countries or international universities do not have to demonstrate the minimum required English language proficiency.
- 5) If you are an **undergraduate student** and are required to demonstrate the minimum required English language proficiency, there are some options for doing so that are not explicitly listed in the University of Alberta's Academic Calendar. You can:
 - a. Send a copy of official English language test results from a test taken at your home institution.
 - b. Send a letter from the exchange office at your home institution (using a template provided by the Exchange Programs Coordinator at the University of Alberta responsible for your exchange) that attests that you have the minimum required English language proficiency.
- 6) Some departments and faculties may have higher [English language proficiency requirements](#) for **graduate students** than those shown through the link just provided. It is your responsibility to find out, before applying for an exchange, the minimum English language proficiency requirement that you will need to demonstrate.
- 7) Exchange students choosing to demonstrate the required English language proficiency with test results from an approved external testing organization (like TOEFL, IELTS, etc.) need to have the results (please do not use "test taker" copies of TOEFL results) sent directly to their home institution's exchange office. Your exchange office would have to stamp the results with an official university seal before they are sent to the University of Alberta. **Please do not have test results mailed directly to the University of Alberta from the approved external testing organization.**
- 8) Test results used to demonstrate English language proficiency must not be more than 2 years old at the time of application.
- 9) **Undergraduate students** will need to be assigned to a "home faculty" at the University of Alberta. Therefore, the majority of courses you list on your "Undergraduate Application for Exchange" form should be selected from one faculty only and the first course you list on the application form should be in the faculty where you intend to take the majority of your courses.
- 10) **Graduate students** will need to be assigned to a "home department" at the University of Alberta. Therefore, the majority of courses you list in your application documents should be selected from one department only. The courses listed on your "Application for Visiting Graduate Student" form and "Permission to Participate Form" need to be the same and in the same order. The first course listed on your "Application for Visiting Graduate Student" form and "Permission to Participate Form" needs to be a course from the department where you intend to take the majority of your courses.
- 11) If you would like to take courses in both our Alberta School of Business and a different faculty this may be possible, but only if you are enrolled in a program at your home institution that straddles business and a different subject area. If this is the case, please indicate so immediately under the course selection charts on the third page of the "Undergraduate Application for Exchange" form or, for graduate students, in the area entitled, "Proposed Program of Study" on the "Permission to Participate" form.

- 12) **Graduate students** wanting to conduct research while on exchange will need to indicate that they wish to enrol in "RSCH 900" on their "Application for Visiting Graduate Student" forms and "Permission to Participate Forms" along with writing the names of their University of Alberta host supervisors.
- 13) Additional application materials may be required for certain programs and will be requested upon receipt of your application.
- 14) Please only submit what you are asked to submit and nothing more.
- 15) Once you submit exchange application documentation it becomes the property of the University of Alberta and the original documents will not be returned to you.

Step #4: Have your home institution **courier hard copies** of all of your application documents to the relevant Exchange Programs Coordinator at the University of Alberta. **Please send all required documents together at one time only.** In other words, please wait until you have all required documents before you send us your exchange application.

[Go back to start of document](#)

5. How will I find out if my exchange application has been accepted and how long will I have to wait for the decision?

After you submit a complete and error-free application, it can take up to **8 to 10 weeks** for it to be processed and for an official letter of admission to be released. **Some faculties and departments are slower in making admission decisions.**

Students admitted or tentatively admitted to the University of Alberta for exchange will be issued a student ID number, a computing ID (called a "CCID") and a password, often before official letters of admission are released. The CCID and password will give you access to a ualberta.ca email account and a [Bear Tracks](#) account. Official letters of admission may be available through one or both of these accounts and you are advised to check both accounts daily for your letter of admission. Official letters of admission may also be mailed as hard copies directly to you or to the Exchange Liaison Officer at your home institution or emailed to your Exchange Liaison Officer. Notices of Rejection would be issued in one of the ways mentioned above as well.

Please note: You should **NOT** make financial or other commitments for an exchange (like purchasing airline tickets) until you have your official letter of admission from the University of Alberta and you have satisfied any [Government of Canada immigration requirements](#).

[Go back to start of document](#)

6. Where can I find information about course registration and transcripts?

The University of Alberta uses an interactive web-based service for students called [Bear Tracks](#). You can use Bear Tracks to do the following:

- search U of A course listings
- register in courses
- view your class timetable

- pay most fees that you have been assessed
- view your financial holds
- check your exam schedule
- order your official academic transcript

After submitting your exchange application you will be emailed the computing ID (called a “CCID”) and password that you will need for course registration. **You are responsible for registering in courses on [Bear Tracks](#) after you have been officially admitted to the University of Alberta** (however, we will provide some assistance and advice if you encounter difficulties). You can access the “User Guide” (from a link near the top right corner of the screen in [Bear Tracks](#)) for an explanation regarding how to build a schedule of classes.

Course listings and schedules for the upcoming school year are typically updated in March or April.

Generally, a 3-credit course = 39 hours total lecture time and 3-credit courses are offered at 3 hours / week over a 13 week term.

The University of Alberta Grading System is described in the following chart:

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

Official grades are usually ready by early February for Fall Term courses and in the middle of June for Winter Term and Academic Year courses.

University of Alberta transcripts are **NOT** automatically mailed after the completion of a student’s exchange. You must [order transcripts](#) on [Bear Tracks](#) before you return home.

[Go back to start of document](#)

7. Where can I live?

You can [apply online](#) for **on-campus housing** once you have been issued a student ID number, a CCID and a password and before receiving an official letter of admission from the University of Alberta.

You must submit an application fee when applying for housing (which **will not be reimbursed** if you later discover that your application for exchange has been rejected).

On-campus accommodation is guaranteed to all exchange students who start in September and apply by the **April 30 deadline**. For students starting their exchanges in January, guaranteed housing is not available; however, there are usually less applications for housing at that time.

There are also **off-campus housing** opportunities available throughout Edmonton. If you wish to set up your own accommodations, one service you may choose to use to help you do so could be the [Students' Union housing registry](#).

[Go back to start of document](#)

8. What will it cost and are scholarships available?

You will have to pay three types of fees while at the University of Alberta:

- 1) Since your exchange will be for 12 months or less, you **MUST** enroll in the [University of Alberta Health Insurance Plan \(UAHIP\)](#). Coverage by an insurance plan (other than the Alberta Health Care Insurance Plan) will **NOT** allow you to be exempted from UAHIP.
- 2) [U-Pass](#) is for public transit for University of Alberta students.
- 3) If you choose to take courses for which there are [mandatory instructional support fees](#) then you will be required to pay such fees.

There are [many ways to pay your fees](#) including through your [Bear Tracks](#) account.

Please note: Your University of Alberta transcript will not be released until you've paid all of your University of Alberta fees. Also, late payments will accrue interest charges.

The University of Alberta provides cost estimates for [undergraduate](#) and [graduate](#) students showing **other expenses** that you can expect to have.

The [University of Alberta administers some scholarships on behalf of the Government of Canada](#) for exchange students that are citizens of certain countries. You need to apply for any for which you might be eligible by the University of Alberta (not Government of Canada) deadlines indicated.

[Go back to start of document](#)

9. What should I do if I will arrive late after the start of classes or decide to cancel my exchange?

Should it become apparent that you will **arrive late** after the start of classes then immediately:

- 1) Send the relevant University of Alberta Exchange Programs Coordinator an email that explains the situation and includes notice of your expected arrival date.
- 2) Contact all of your University of Alberta professors/instructors directly to advise them of the situation and find out if there's any way you can mitigate the impact of your late arrival by, for example, gaining access to course resources, journal articles, etc. so that you can start your academic work before you arrive.
- 3) Contact Residence Services directly at housing@ualberta.ca to inform them and ask what they would have you do to secure any on-campus housing arrangements you may have made.

Depending on how late your arrival turns out to be you may want to consider either cancelling your exchange or trying to defer it. To be clear, a deferral might not be possible but it's definitely something we can explore.

Should you decide to **cancel your exchange** you will need to inform:

- 1) The relevant University of Alberta Exchange Programs Coordinator
- 2) Your home institution exchange officer
- 3) Any other individual or group at the University of Alberta (e.g., Residence Services if you've made on-campus housing arrangements) or at your home institution with whom you've made financial or other types of exchange-related commitments.

Please note: Failure to inform the people and groups listed above about your exchange cancellation could result in a situation in which you are still charged fees (and any related interest) for the exchange. Unpaid fees could negatively impact your credit rating and give you unwanted attention from collection agencies.

[Go back to start of document](#)

10. Who can I contact for help?

When contacting anyone at the University of Alberta for help please be sure to:

- 1) Do so from your ualberta.ca email account once it has been assigned to you
- 2) Provide your full name as it appears in your passport
- 3) State your University of Alberta student ID number once it has been assigned to you
- 4) Identify yourself as an incoming exchange student
- 5) Mention the name of your home institution

For questions about or assistance with:

- 1) **Courses** and **course registration** please contact a student or academic advisor in the [faculty or department](#) that is home to the course in question.
- 2) **Canadian immigration issues (like study permits, work permits, visas, etc.)** please contact one of our International Student Advisors at advising@international.ualberta.ca.
- 3) **On-campus housing** please contact Residence Services at housing@ualberta.ca.
- 4) **All other matters**, please contact the relevant University of Alberta Exchange Programs Coordinator. If you don't know who that person is then please contact Mr Michal Guzowski, the University of Alberta Exchange Programs Coordinator for university-wide exchange agreements, at michal.guzowski@ualberta.ca.

[Go back to start of document](#)

Last updated on August 31, 2018