# Exchange Checklist

This exchange checklist is intended to make it easier for you to organize your upcoming exchange. You are responsible to make sure that all the following tasks are completed at the appropriate time. Note: this list is not all-inclusive.

**Application Process – Part 1**

**BEFORE APPLICATION DEADLINE:**

1. Online exchange application form - submit before deadline
	* Summer & Fall exchange deadline: February 1
	* Spring exchange deadline: October 1
2. Pay $140 non-refundable exchange fee
	* Payment must be made at the Cash Office. Calgary and Edmonton students should submit payment to their local University of Lethbridge office. Cheques should be made payable to the University of Lethbridge.
3. Pick up your program audit and discuss your program planning guide with your Academic Advisor to clarify what courses you can take on your exchange and how they will transfer back to U of L. It is your responsibility to ensure that courses you take on an exchange will meet your program requirement at U of L. Keep a copy of the program audit for yourself.

**Application Process – Part 2**

**UPON ACCEPTANCE FOR A SPECIFIC EXCHANGE LOCATION:**

1. An exchange planning session with Gizelle and a mandatory preparatory meeting offered by Toby Clark with Risk & Insurance Management will be organized. During the first meeting:
	* Completion of the Exchange Agreement form (legal size paper only). The International Programs Office sends the completed form to:
		1. Registrar’s Office - which will then issue a Letter of Acceptance for you. This letter is one requirement for all study visa applications.
		2. Scholarships and Student Finance Office - will act as confirmation that you are going on exchange and would therefore eligible for certain scholarships related to international travel/studies and also required as documentation for student loan applications.
		3. Cash Office - to determine the amount of tuition owing for your exchange semester.
		4. Academic Advisor - to guide the course transfer process from host institution to the UofL.
		5. The student.
	* Exchange host university application for admission and housing form

 During the second meeting:

* + Liability Waiver form (legal size paper only) any questions regarding the waiver can be directed to Toby Clark for at: tel. 329-2099, email clarkt@uleth.ca

**FURTHER EXCHANGE PREPARATION:**

1. Ensure that your passport is valid for a minimum of 6 months after your expected return date to Canada.
2. Apply for Scholarships through the [UofL Scholarships and Student Finance Office](http://www.uleth.ca/ross/student_finance/index.html) – beware of deadlines; apply early!
3. Doctor’s check-up and/or immunizations (if necessary).
	* In Lethbridge, travel health consultation and immunizations are done at the Health Unit/Community Health Site (located at 801 1 Ave. S. in Lethbridge, tel. 388-6666).
	* For locations across Canada visit <http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic_e.html>
4. Attain acceptance letter from UofL University (you will be notified immediately upon receipt of this letter by our office).
5. Attain acceptance letter from Host University, (you will be notified immediately upon receipt of this letter by our office).
6. Purchase your plane ticket.
7. Complete and send your Student visa application – to the appropriate Consulate or Embassy (when necessary)
	* Contact Consulate for details about application process prior to sending, to ensure no changes have occurred.
	* Letters of acceptance from both the UofL and the host university are necessary components for all study visa applications.
8. Decide whether or not you would need a Power of Attorney Form (optional & provided below) - Print and complete this form if you need to designate and authorize another person to act on your behalf (ie. in regards to **Alberta Student Loans etc.) while you are on exchange.**
	* Form - <http://studentaid.alberta.ca/media/2873/power_of_attorney_form_and_instructions_2012-13.pdf>
9. Send your travel itinerary to International Office at the UofL and the Host University who will arrange for pick-up if available/ necessary.
10. Purchase travel health insurance (mandatory)
	* The UofL SU Health & Dental Plan is one option to consider as it includes international coverage. To sign up for coverage during an exchange semester, you must contact the Health & Dental Plan Administrator, Shelley Tuff (Email: su.health@uleth.ca; Tel: 329-2039). During an exchange semester, this insurance is NOT automatically added to your tuition, as during a regular semester (unless you have already pre-paid for a full academic year).

The SU office will need a copy of your completed Exchange Agreement form.

* + Other travel health insurance can be purchased through a travel agencies and banks.
1. Notify your provincial health care provider if you will be out of Canada for six months or more. Do not cancel your coverage.
	* Alberta Health Care - Tel: 310-0000, then dial 780-427-1432
	* Visit the website at [www.health.gov.ab.ca](http://www.health.gov.ab.ca) and print off a brochure entitled "Travel Insurance Matters" which outlines all the issues re: traveling outside of Alberta.
	* After notifying AHC, they will send you a document confirming that your AHC coverage has been adjusted for an international trip of more than six months. If you are using the SU plan for international coverage, you will need to give a copy of that document to the UofL Students’ Union Health & Dental plan coordinator.
2. Pay tuition for exchange semester prior to departure. You must contact the Cash Office (329-2469) directly to find out your balance due. Your balance owing cannot be viewed on the BRIDGE, as can be done for a ‘normal’ semester.
3. Complete an application for graduation (if exchange semester will be your last).
	* Application forms are available at the Registrar’s Office.
	* Note: Spring exchange students will take part in October convocation.
4. Outgoing fall exchange students must plan courses for return semester at UofL with their Academic Advisor.
5. Confirm housing at the exchange university.

**Submit to** **International Programs Office before leaving on your exchange:**

 **(Please make photocopies of all these items yourself, and then bring them in one package.)**

1. Copy of your flight itinerary.
2. Proof of travel health insurance (not your entire policy, just a document confirming you have coverage).
3. Copy of your student visa or resident permit (where necessary).
4. Your contact information while on exchange (housing address and phone number in exchange city, if available).

**Documents to bring along on your exchange:**

1. This checklist.
2. Copy of your program planning guide, as discussed with an Academic Advisor.
3. Copy of Student Exchange Agreement.
4. Passport.
5. Study visa (where necessary).
6. Travel health insurance coverage and contact information.
7. Acceptance letters from both the UofL and your exchange Host University.
8. All documents necessary to apply for residence permit (where required).

**After Arrival at Host Institution:**

1. Check in with the host university’s International Office.
2. Complete course registration as early as possible.
3. Email exchange course selection to undergrad.management@uleth.ca to confirm that chosen courses will meet your UofL program requirements and transfer appropriately.
* Your email should include: the course name, number of credits assigned from host institution (for partners in Europe this should be ECTS credits) or contact hours (if not assigned credit), and the language of instruction for each course.
1. Register for courses for return semester to UofL (if necessary)
* Outgoing Spring exchange students wishing to register for summer session courses at the UofL may experience problems registering for summer courses through the BRIDGE, or phone system. If so, call the Helpline, or the Records department of the Registrar’s office (329-2230) for assistance in registering for summer courses.

**After Exchange:**

1. Complete an online “[Outgoing Student Survey](http://www.uleth.ca/man-int/students/uofl/survey.shtml)” (http://www.uleth.ca/man-int/students/uofl/survey.shtml)
2. Once your exchange transcript is received by our office you will be notified immediately and a copy made available to you. Review the transcript for accuracy
3. Check that your exchange courses have transferred appropriately to your UofL transcript. (This process may take as much as several months after the end of your exchange semester to complete.)