Steps to Outgoing Exchange

Inquire

☐ Email issinfo@uvic.ca or visit ISS Exchange Website [http://www.uvic.ca/international/outbound-students/exchange/index.php](http://www.uvic.ca/international/outbound-students/exchange/index.php) for an electronic copy of this handout with clickable links.

☐ Attend an Exchange Information Session first, and then make an appointment to see your Exchange Adviser when you have more questions. UVic ISS Office is located in UVC B272

Research and preparation

☐ Review this Outgoing Exchange information handout carefully

☐ Study the [ISS Outgoing Exchange Website](http://www.uvic.ca/international/outbound-students/exchange/index.php)

☐ Consider:
  - Countries and universities where you are interested in studying
  - Finances and how the country you choose will affect affordability for you
  - Are you eligible?
  - The application process and timeline. Will you have time to manage your exchange project?

☐ Look into your favourite universities and exchange credit previously awarded. *(Note: Exchange credit is not the same as transfer credit. Exchange credit is considered resident UVic credit)*

☐ Prepare your [proposed study plan](http://www.uvic.ca/services/advising/see-an-adviser/index.php)

☐ Contact first choice university and obtain course outlines for courses which have not been reviewed at UVic

☐ Know who your correct UVic faculty/academic adviser* is: [www.uvic.ca/services/advising/see-an-adviser/index.php](http://www.uvic.ca/services/advising/see-an-adviser/index.php)

☐ Prepare your questions for follow-up appointments with your ISS Exchange Adviser

Meet with your ISS Exchange Adviser *(as you have more questions, you will need to meet more often before exchange)*

☐ Ask your prepared questions

☐ Discuss your academic plan

☐ Review your exchange plan and application materials

☐ When the ISS Exchange Adviser knows you are prepared, you will receive a ticket to make an appointment with an academic adviser **to discuss exchange issues pertaining to your degree requirements

Ask your Exchange Adviser for a referral to Academic Advising**

☐ Make an appointment with your Academic Adviser

** Note – this appointment might occur even after you have been nominated or accepted for exchange. You must have a ticket from the ISS Adviser prior to going to Academic Advising to discuss your exchange course plan for the first time

☐ Discuss: Declaring your major and understanding your CAPP report

☐ Discuss: Degree Requirements and Exchange Credit vs Transfer Credit

Submit your Exchange Application

☐ Deadlines: February 1 for September term or a full year exchange; August 1 for January exchange.

☐ We expect our decisions to be complete by the end of February for fall exchanges, and the end of August for spring exchanges.

Following your exchange – after UVic has received and evaluated your official transcripts from your host university you will be awarded appropriate exchange credit. Please make an appointment with your Academic Adviser to discuss your awarded exchange credit and your degree requirements after your credit has been awarded following your exchange.
Who can participate?

The International Student Services Exchange Program is for undergraduate students in the Faculties of Sciences, Social Sciences and Humanities. If you’re registered in business, law, nursing, engineering or other professional programs, you should consult with your individual department. Graduate students will work closely with their department advisers and the ISS office to plan for exchange.

To be considered for participation in the UVic student exchange program, you must:

☐ Be a registered full-time UVic student
☐ Have completed at least one year of study at UVic before the start of the exchange
☐ Be in good academic standing
☐ Select an exchange country other than your country of origin

What exactly do I pay for?

☐ Administrative Fee: non-refundable $50.00 administrative fee to ISS Office in UVC B272. Payable by ONECard only.
☐ UVic tuition for 7.5 units for each term you are on exchange. Tuition fees are due by the usual UVic deadline each term.
☐ The cost of travel and housing varies between countries, cities and universities. Planning your budget will depend on the added features such as support services, airfare, accommodation, extended medical insurance, medical exams or vaccinations, visa applications, passport renewal, living expenses, textbooks, food, clothing, field trips, fees for textbooks, and meal plans etc.

Funding and Financial Aid

Student Awards and Financial Aid (SAFA) located in the University Centre, Room A202, has specific requirements for students going on exchange. You are responsible to provide them with the information they require to ensure your funding is not interrupted.

☐ Student Loans or Academic Scholarships: Check with Student Awards and Financial Aid (SAFA)
☐ Scholarships: there are many funding opportunities for students going abroad. UVic Global Engagement Office (UVC Room B202) and website offers current scholarship information and application deadlines.

What about Course Credit and my degree?

As an exchange student, you will pay for 7.5 units of coursework per term while you are on exchange regardless of the number of courses you take at the host institution. This fee is not adjusted if you receive more or less exchange credit value from your exchange; for example, if you fail a course or if you take fewer units than are required to equal 7.5 UVic units, you will still pay for 7.5 units, but may receive fewer units on your academic record.

Exchange credit is different from transfer credit, and will be applied to your academic record after your exchange, provided you do the following:

☐ Register in a full-time course load as determined by your host institution and confirmed by UVic Records.
☐ Pass all of your courses (a minimum of a 50% in each course).
☐ Your selected/completed courses are approved and meet the value of 7.5 units at UVic as determined by the UVic Registrar’s Office and respective Faculty*. *Upon your return to UVic, your official transcript from your host institution will be reviewed by the UVic Registrar’s Office to determine the exchange credit you will receive towards your UVic degree

Please note: The credit value for the courses you take on exchange will be determined by the UVic Registrar’s Office in conjunction with academic departments. One course on exchange does not equal one course at UVic (1.5 units). If you are registered in 5 courses on exchange you cannot assume that you will receive 7.5 units of exchange credit upon return. Discuss this with your Exchange Adviser or Records Clerk for more information about the number of courses you need to take at the partner institution.