CONSIDERING AN EXCHANGE?

☐ Connect with International Student Services (ISS) and follow their “Steps to Outgoing Exchange”.
☐ Once approved by ISS, see an academic adviser to discuss how an exchange can fit into your degree program.

AFTER YOU’VE APPLIED AND HAVE BEEN SELECTED

BEFORE YOU LEAVE

☐ Declare your program, if you haven’t already done so.
☐ Meet with an academic adviser to review your CAPP report and ensure you have electives available to take during your exchange.
☐ Read the host institution’s website and review the exchange credit histories to choose potential courses for your exchange.
☐ Discuss the course selection process with the ISS office. Academic Advisers cannot help you select courses at your host institution.
☐ Use the Outgoing Exchange Course Evaluation Portal (OECEP) to start the exchange credit pre-evaluation process. Access to this portal will be provided by the ISS office.

DURING YOUR EXCHANGE

☐ Expect the unexpected; courses that you planned to take may not be offered or may change.
☐ Submit required documents to the OECEP if course changes occur from your initial plan.
☐ Ensure you collect the following documents and information to bring back to UVic with you:
  – Detailed course descriptions in English or French for all courses taken on exchange
  – Contact hours for each course (e.g. total number of hours in class, tutorials and labs)
  – Course syllabus for each course
  – Reading lists, essay topics, test questions and project assignments
☐ Ensure your host institution sends your official transcript to the ISS office upon completion of your exchange.
☐ Remember that you will receive either a COM (Completed) or F (Failed) grade when your exchange courses are entered on your UVic transcript. If you receive an “F”, your academic standing could be affected.

AFTER YOU RETURN

☐ If requested, submit course material to your Records clerk*.
☐ Meet with an academic adviser after your exchange courses appear on your transcript to discuss your exchange credit and how it applies to your UVic degree program.
☐ Determine what courses you should take next for your degree program.

*Depending on your faculty and last name you can find the right contact person here:
- Humanities, Science and Social Sciences: A-G: trifac1@uvic.ca, H-O: trifac2@uvic.ca, P-Z: trifac3@uvic.ca
- Education, Engineering (except Computer Science) and Law: reco3@uvic.ca
- Business* and Human & Social Development: records1@uvic.ca  * 2nd year BCOM and pre-business only
- Computer Science and Fine Arts: reco1@uvic.ca