



Academic advising for exchange

Before you leave

Confirm that you have declared your program

If you have declared your program, you will be able to access your CAPP report. If you still need to declare your program, you can do so at www.uvic.ca/declareme.

Meet with an exchange adviser

Set up a meeting with an exchange adviser in the International Centre for Students by emailing goglobal@uvic.ca. Come prepared to discuss the course selection process, and to learn about your next steps in the process.

Review the information on UVic's partner universities

Spend some time with the information on the ICS website about [partner universities](#). Review the exchange credit histories, and make a list of potential courses you would like to take on exchange.

Meet with an academic advisor

[Book an appointment](#) with an academic adviser in the Academic Advising Centre to review your program plan, your CAPP report, and discuss how your exchange credit will apply toward your degree.

Get your exchange courses pre-evaluated

The staff in the [International Centre for Students](#) will assist you with this process. You will gain access to the Outgoing Exchange Course Evaluation Portal (OECEP) where you can submit courses for pre-evaluation.

During your exchange

Be prepared for changes: Institutions occasionally change their course offerings, and it is possible that one of the courses you had planned to take is no longer being offered. Have a back-up plan ready to go.

Communicate: Keep in contact with the International Centre for Students while you are on exchange in case you need to submit any documents or need advice.

Keep track of your documents: Collect and retain any information you may need to provide to UVic.

Order your transcripts: Ensure that you know the process for ordering your transcripts once your exchange is program has ended. Your exchange institution will need to send your final transcripts to ICS.

Understand your grades: Your UVic transcript will not reflect your exchange grades once we have updated your exchange credit. It will show completed exchange course grades as COM (completed) or F (failed). However, it is important that you know what your grades are; your exchange course grades may be reviewed if a minimum grade is needed for a specific requirement as part of your UVic degree program. If you fail courses while on exchange, this could affect your [academic standing](#) at UVic.

When you return

Review the ICS website instructions on [returning home](#).

Meet with an academic adviser to review your exchange credit, understand how it applies to your degree, and plan your next steps. Book an appointment at www.uvic.ca/advising.