**Steps to Outgoing Exchange**

*Study at a partner institution. Earn UVic credits. See the world!*

**Discover your Edge**
- See the world while earning academic credit towards your UVic degree
- Develop your skills in a second (or third?) language
- Gain international perspectives in your field of study
- Add a competitive edge to your resumé

**Review requirements**
- Enrolled in an undergraduate program in the Faculty of Humanities, Science, or Social Sciences at UVic
  - If you are a graduate student or are registered in Business, Law, Nursing, Engineering, or other professional programs, consult with your department
- Registered as a full-time UVic student
- Completed at least one year of study at UVic
- Meet good academic standing at UVic

**Do your research**
- Review the partner universities index for detailed information about where you can study
- Check the exchange credit histories for our partner institutions
- Use the application documents as planning tools to help guide your research

**Contact International Student Services (ISS) and attend an Exchange Information Session**
- Email issinfo@uvic.ca or visit uvic.ca/exchange for an electronic copy of this handout (with clickable links!)
- Attend an Exchange Information Session

**Talk to your Exchange and Academic Advisers**
- Meet with your Exchange Adviser at the International Student Services (ISS) to talk about your exchange plan and application materials. Email issinfo@uvic.ca to book an appointment
- When the Exchange Adviser knows you are prepared, you will receive a ticket to make an appointment with an Academic Adviser to discuss your exchange pertaining to your degree requirement, declaring your major, understanding your CAPP report and exchange credits

**Apply to the ISS Exchange Program**
- Complete the application process
- Application deadlines: February 1 (First Term exchange) and August 1 (Second Term exchange)
- You can expect to hear back by the end of the month of the application deadline

**Accept your offer to join the ISS Exchange Program**
- Pay your $50 exchange administration fee at International Student Services, University Centre B272. NOTE: *This fee can be paid by ONECard only*
- Submit your signed exchange contract and signed waiver to International Student Services, University Centre B272

**ISS will nominate you to your host university**
- ISS will send a formal nomination to your first or second choice university, depending on availability
Apply to your host university
☐ Your host university will now invite you to complete their application process.

Attend mandatory ISS Exchange Program pre-departure sessions
☐ Pre-Departure Orientation
☐ Go Global Advisory Session

Complete the ISS on-line risk management training program
☐ Course Spaces Take Flight with Academic Exchange

Go on Exchange!

F.A.Q.

What exactly do I pay for?
☐ Non-refundable $50.00 administrative application fee. Payable by ONECard only.
☐ UVic tuition for 7.5 units for each term you are on exchange. 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. 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. Use the budget worksheet to help guide your research.

Am I eligible for financial aid while on exchange?
☐ If you have student loans or scholarships, Student Awards and Financial Aid (SAFA) has specific requirements for students going on exchange. Be sure to provide them with the information they require to ensure your funding is not interrupted.
☐ There are many funding opportunities for students going abroad! Check with Global Engagement for current funding information and application deadlines.

How do I receive UVic credits for the courses I take on exchange?
☐ Review the Exchange Credit Histories posted on our partner universities index. This a great place to start for a general idea of UVic equivalencies for courses previously taken at our partner universities.
   Please note: This is a guide only; it is not a complete list of courses that are eligible for credit and it does not guarantee that you will receive the credit listed.
☐ Submit requests to the Outgoing Exchange Course Evaluation Portal, an online tool that the UVic Undergraduate Records office and academic units use to pre-determine the potential credit value for the courses you will take while on exchange. You will receive access to the portal after you have been accepted to the ISS Exchange Program.
☐ When you return – Submit course outlines and course materials (assignments, tests, etc) to the Outgoing Exchange Course Evaluation Portal and you will receive final credit values for the courses you completed on exchange once your final transcript from your host university has been received.
   Please note:
   o In order to receive credit, you must pass your courses as determined by the host university’s guidelines.
   o One course on exchange does not necessarily 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.