NON-UVIC STUDENT INFORMATON

MEXICO ETHNOGRAPHIC FIELD SCHOOL 2027

University of Victoria

This document has been put together by UVic Anthropology office and is meant as a guideline only.

This document contains information for **Non-UVic students** to outline the processes and costs associated with participating in our University of Victoria Mexico Ethnographic Field School: **ANTH 381 and ANTH 382**.

For deadlines, application and other details please see the field school's webpage:
www.uvic.ca/socialsciences/anthropology/programs/field-schools/mexico-ethnographic-field-school/index.php

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1) APPLY & GET ACCEPTED

Acceptance into the field school is **the first step in the process of registering.**

2) APPLY FOR ADMISSION TO UVIC

Once you have been accepted into the field school, please contact UVic's Office of the Registrar and Enrollment Management (OREM). You first need to be admitted to UVic before our department can register you in the specific anthropology courses. Please direct questions to OREM about the exact tuition costs and registration requirements:

- **Admission** questions: 1-250-721-8121
- **Tuition** questions: 250-721-7032 or 1-800-663-5260

The admission procedure can take considerably more time for non-UVic students, so please plan accordingly.

There are few different categories of applicants – more information here, but again, OREM is the place to check which category works best for your situation. Most students will fall under the "Visiting with a letter of permission**"** category.

APPLY TO UVIC:

1. Complete online application (& pay application fee)
    - You should receive two emails:
        i. Confirmation email (usually within 3-5 business days after application submitted) with your UVic's student number (V0xxxxxxx). Use your student number to create a UVic NetLink ID, which will enable you to access the UVic application portal.
        ii. Introductory email from UVic admissions assistant (usually within a week of your application submitted) and instructions on what to do next

2. Submit your Letter of Permission (LOP)

   This can take quite some time (based on your university) so please start this early!

   - You must arrange for **your** university or college to send a letter of permission to Undergraduate Admissions. The letter must include: the session for which permission is given (e.g. Summer 2027) AND the specific courses to be taken while you are visiting UVic (e.g. ANTH 381 and ANTH 382)
   - Your application will not be processed until this information is received.

3. Pay acceptance deposit by the deadline provided in your admission letter. This deposit will be put towards your tuition.

3) CONTACT ANTH OFFICE TO GET REGISTERED

Once your UVic application process is complete and you have been admitted to UVic, you need to send your student number (V0xxxxxxx) to Jindra Belanger at jindra@uvic.ca so you can be registered/enrolled into the relevant courses (ANTH 381 and ANTH 382).

TO RECAP

- You must first be accepted into the field school.
- All students must be enrolled at UVic before they can be registered in a UVic course.
- You will not be able to register yourself in the field school courses as there is a department permission block/requirement.
- Jindra Belanger (Anthropology undergraduate & graduate program assistant) (jindra@uvic.ca) will enroll all students in the field school courses. In order to do this, she requires your name and student number (V0xxxxxxx).
  - You will be enrolled once your field school fees have been paid and all documents have been received (signed waiver, consent and liability forms).
  - You will receive a confirmation once your registration is complete.

OTHER INFORMATION

TRANSFER CREDITS

It is **your responsibility** to find out from your home institution what the steps are to have transfer credits recognized (e.g. our UVic students taking courses elsewhere need to supply an

official transcript to Office of the Registrar before their transfer credits will be evaluated and approved. Students might be also required to provide course outlines of any courses they took.

FEES

These fees are on top of the field school fees.

- **Tuition fees**: international or domestic
    - Budgeting/tuition: https://www.uvic.ca/registrar/safa/planning/index.php
- **UVic Application fees**

AUDITING

Auditing is rarely approved for field school courses and has to be discussed with instructor beforehand. More about this option here

- **Auditing fees**: international or domestic

If instructor is willing to accept an auditor, complete and sign this form: audit form. Then forward to jindra@uvic.ca. Jindra will get the instructor's approval and then send it over to OREM for processing.

GRADUATE STUDENTS

Are you a graduate student from another university wishing to take courses for credit in your graduate program? Read this document and if your university is part of the "Western Dean's Agreement" program complete the form.