



## INSTRUCTIONS

This form must be completed, fully endorsed by the appropriate people and included along with all other exchange student application materials sent to the University of Alberta. Complete application packages for exchange students must be sent directly to the exchange administrator **responsible** for administering the exchange at the University of Alberta. Please sign and date where required prior to submitting your package.

### Application Deadlines

COMPLETED APPLICATION PACKAGES FOR **FALL** (SEPTEMBER TO DECEMBER) OR **FULL YEAR** (SEPTEMBER TO APRIL) ADMISSION MUST BE RECEIVED BY **MARCH 1**

COMPLETED APPLICATION PACKAGES FOR **WINTER** (JANUARY TO APRIL) ADMISSION MUST BE RECEIVED BY **SEPTEMBER 1**

### Undergraduate Application for Exchange Package Checklist:

- A completed University of Alberta Undergraduate Application for Exchange Form.
- An official transcript of all post-secondary work completed and/or presently being taken by the student at the Home Institution. Official transcripts must bear an official seal or signature and must be in English.
- Documentation as required to demonstrate English Language Proficiency as stipulated by the Exchange Agreement.
- Copy of photograph and personal information page(s) of student's passport.

### Please ensure that the Undergraduate Application for Exchange is signed by:

- The Home Institution Academic Advisor of the student
- The Home Institution Exchange Liaison Officer
- The student wishing to go on exchange

### Notes:

- No application fee is required to process this application.
- This form is limited to Undergraduate Exchange students only.
- Graduate Exchange students must submit appropriate graduate student application forms.
- Students wishing to enroll in courses that require departmental or faculty consent are responsible for contacting the department or faculty before they arrive or upon arrival at the University of Alberta
- Exchange applications with incomplete forms or missing documents will lead to delays in processing.
- Exchange applications can require up to 6 - 8 weeks to process for admission to the University of Alberta.



# UNDERGRADUATE APPLICATION FOR EXCHANGE

U of A OFFICE USE ONLY  
 ID : \_\_\_\_\_  
 Faculty: \_\_\_\_\_  
**No application fee required**

## USE OF THIS FORM

Please refer to the attached instruction sheet. An Exchange Student is one who is admitted to the University of Alberta under a formal student exchange agreement to take courses for transfer back to their home university. This form is to be used as both an application and a permission to participate form for **Undergraduate Students**, noting all courses a student wishes to take. Procedures and definitions are listed on the attached instruction sheet. **All sections** of this form **must** be completed. Upon receipt of a complete application package, eligibility will be determined.

## PERSONAL INFORMATION AND MAILING ADDRESS

Personal information on this form is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for administration of the Education Abroad Program as well as university planning and research. Students' personal information may be disclosed to potential host organizations and institutions, as required, in accordance with federal and provincial reporting requirements, information sharing agreements with organizations including student governance associations, and to contracted or public health care providers or as otherwise authorized or required by law. For details on the collection, use, and disclosure of this information, contact the Exchange Programs Coordinator at 780-492-6215 or 142 Telus International Centre, Edmonton, AB, T6G 2R3.

**Please enter all of your names in the relevant fields below EXACTLY as they appear in your PASSPORT.**

Last (family) Name	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Former Name (if applicable)	<input type="text"/>
Birthdate (MM/DD/YY)	<input type="text"/>	Birth Place (Country, City)	<input type="text"/>
<input type="radio"/> Male	<input type="radio"/> Female	Country of Citizenship	<input type="text"/>
Address (Street Address, Apartment Number, Box Number)	<input type="text"/>		
City or Town	<input type="text"/>	Province or State	<input type="text"/>
Country	<input type="text"/>	Postal or Zip Code	<input type="text"/>
Home Phone Number (include country code)	<input type="text"/>	Cell Phone Number	<input type="text"/>
Permanent Email	<input type="text"/>	First Language	<input type="text"/>

## EMERGENCY CONTACT INFORMATION

Name	<input type="text"/>	Relationship to Student	<input type="text"/>		
Address	<input type="text"/>		City	<input type="text"/>	
Province or State	<input type="text"/>	Postal or Zip Code	<input type="text"/>	Country	<input type="text"/>
Home Phone Number (include country code)	<input type="text"/>	Fax Number	<input type="text"/>		
Permanent Email	<input type="text"/>	First Language	<input type="text"/>		

## IMMIGRATION STATUS IN CANADA (choose one)

I already have a Study Permit      Date Authorization Obtained (MM/DD/YY)       Valid Until (MM/DD/YY)

I have applied or will be applying for a Study Permit, if needed.

I will attend the University of Alberta as a Canadian Citizen

I will attend the University of Alberta as a Permanent Resident      Date Permanent Residency Obtained (MM/DD/YY)

**U of A EXCHANGE LIAISON OFFICE APPROVAL (U of A Office Use Only)**

Admission is recommended to the Faculty of \_\_\_\_\_

Refer to the Faculty of \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

ORG ID: \_\_\_\_\_

**EXCHANGE TERM AND YEAR (choose one)**

Fall Term Only September to December

Winter Term Only January to April

Academic Year September to April

Other (select specific dates of attendance) Start  End

**HOME INSTITUTION**

Name

Country

Faculty

Attendance Start Date

**COURSE SELECTION**

Please list your course selections in the table below in order of preference (list first choice closest to top of list). To select courses visit <https://www.beartracks.ualberta.ca>. Click on "Guest Sign In" and then click on "Browse Course Catalog" for course descriptions sorted by desired subject. Individual course descriptions will have information about class availability and class schedules. If you are trying to meet the March 1 deadline to apply for a Fall Term or Academic Year exchange and class numbers aren't yet available on the ualberta.ca website through Bear Tracks, you can leave the "Class Number" column blank. Please note that although courses may be listed in the Course Listings and Calendar, courses may not be offered in every term or every academic year. The University of Alberta does not guarantee placement in any course so you are strongly advised to select a few alternate courses and allow for some degree of flexibility in your course selection.

**TERM: F = Fall (Sept-Dec) W = Winter (Jan-April) F/W = Full Year (Sept-April) NOTE: Courses with an AU prefix (i.e. AUPHI, AUMUS...) are offered in the town of Camrose at Augustana Campus and are intended primarily for students admitted to Augustana Faculty.**

TERM	Course Name & Number	Class Number
Fall TERM	ex. BIOL 298	ex. 77661
Fall (first choice)		
Fall (2nd choice)		
Fall (3rd choice)		
Fall (4th choice)		
Fall (5th choice)		
Fall (alternate)		
Fall (alternate)		
Fall (alternate)		

TERM	Course Name & Number	Class Number
Winter TERM	ex. BIOL 298	ex. 77661
Winter (first choice)		
Winter (2nd choice)		
Winter (3rd choice)		
Winter (4th choice)		
Winter (5th choice)		
Winter (alternate)		
Winter (alternate)		
Winter (alternate)		

**HOME INSTITUTION ACADEMIC ADVISOR APPROVAL**

I certify that this student has been advised to take the above mentioned courses and has met all course pre-requisites.

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOME INSTITUTION EXCHANGE OFFICER APPROVAL**

This student has been accepted to participate in the exchange program between our University and the University of Alberta

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTIFICATION OF FORMAL ADMISSION

Students admitted or tentatively admitted to the University of Alberta for exchange will be issued a student ID number and a computing ID called a CCID. The CCID will give them access to a ualberta.ca email account and a Bear Tracks account. Letters of Admission may be available through both of these accounts and students are advised to check both accounts daily for their letters of admission. Letters of Admission may also be mailed as hard copies directly to the students or to their Exchange Liaison Officers at their home institutions or emailed to their Exchange Liaison Officers. Notices of Rejection would be issued in one of the ways mentioned above as well.

In the event that hard copies of the Letter of Admission or Letter of Rejection are mailed to your Exchange Liaison Officer at your home institution, please provide the name and mailing address information from your Exchange Liaison Officer requested immediately below:

Last (family) Name	<input type="text"/>	First Name	<input type="text"/>
Position Title	<input type="text"/>		
Address (Street Address, Apartment Number, Box Number)	<input type="text"/>		
City or Town	<input type="text"/>	Province or State	<input type="text"/>
Country	<input type="text"/>	Postal or Zip Code	<input type="text"/>

## STUDENT'S SIGNATURE AND DECLARATION

I certify that the information in this application is true and complete in all respects and that I have withheld no information. I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in prosecution under the University's codes of behaviour and/or the Criminal Code of Canada. I agree, if admitted to the University of Alberta, to comply with the University regulations as stated in the University of Alberta Calendar.

I understand that I must participate in the University of Alberta Health Insurance Plan (UAHIP) and pay all UAHIP fees unless I provide proof of enrolment in the Alberta Health Care Insurance Plan and participation in UAHIP is waived by the International Centre. I understand that I must participate in the University of Alberta Transit Pass program (U-Pass).

I understand that my course selection is subject to approval and to availability of courses as determined by the Registrar's Office. I authorize the University of Alberta to register me in my selected courses.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Last updated January 29, 2018

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