Education Abroad Advising Sheet: Faculty of Business

Education Abroad can help you...

- Understand your field of studies from an international perspective
- Expand and enhance cross-cultural communication and competency
- Improve problem-solving skills
- Broaden outlook and understanding of the world
- Take a step toward personal, academic, and professional goals
- Prepare to work in an increasingly diverse and international workplace
- Experience another culture and language environment first hand
- Challenge yourselves to discover new strengths and perspectives
- Enhance critical and independent thinking skills
- Improve language skills
- Gain confidence academically, personally and professionally
- Network and develop academic and professional contacts

Set goals and plan for results

- Begin at least 12 months in advance of participation in education abroad. It is never too early to start planning;
- Set some goals. There is no single program that is best suited for you in the Faculty of Business. There are many good education abroad programs, and the best one depends on what you aim to achieve;
- Prioritize goals. Consider long term academic and professional goals, as well as UAlberta degree requirements;
- Give yourselves time to research and talk to the Education Abroad Program Office and Faculty advisors and returned students from education abroad programs

Can I afford education abroad?

Yes, you can afford to go abroad through financial planning such as saving, applying for scholarships, and student loan. Seeking financial support through student loan and scholarship will help offset cost incurred by international travel and accommodation. Even though you are studying abroad, you are eligible to apply for student loan. The University of Alberta International (UAI) offers more than $500,000 in scholarship to support students participating in study abroad. Faculties and Graduate Studies may have awards to encourage student participation in education abroad. Personal saving is another great way to save up for your sojourn abroad. If you work, you should consider saving for education abroad when setting spending priorities.

For funding information consult the Education Abroad Program website at or visit the Education Abroad Program (EAP) office in 3-600 Enterprise Square Building, 10230 Jasper Ave.
What are the next steps?

Research
- EAP/UAI and Faculties have online resources and websites where you can find useful information on education abroad programs and options.
- Get a general overview of the types of Education Abroad programs offered, eligibility information, costs of studying/working abroad, etc. by visiting the Education Abroad website.

Investigate Programs and Options
The University of Alberta provides a variety of education abroad programs such as semester/year exchange, short term/summer, faculty-led and various types of work abroad programs.

Learn more by viewing the definitions of the different types of education abroad opportunities available at the University of Alberta.

To search for international opportunities provided through the Education Abroad Program office and across campus, you can use:
- EAP’s Go Abroad Program Finder (searchable database)

Talk to EAP and Faculty Advisors
The EAP coordinators and advisors in your Faculty will be able to provide guidance, consultation, and detailed information on the program(s) of your interest. They will be able to help you identify suitable program(s) and viable options based on your academic need and interest.
- Education Abroad Drop-In Advising Schedule
- Please check with your Faculty Advisors for faculty advising

Understand the Application and Selection Process
The application process differs for exchanges, summer/short term and internship programs. Please click on the appropriate program link to find more information on how to apply, what documents are required, and how participants are selected etc.
- For application for exchanges or summer/short term programs, please click here: Apply for an Exchange/Summer/Short Term Program
- For application for internship programs, please go to Apply for an Internship Program

Research and Apply for Funding
- UAI offers Education Abroad Group and Individual awards for students going abroad. To see what scholarships are available, please consult the UAI Awards and Funding webpage
- Students may also find funding opportunities within their own faculties and through external sources. To see what scholarships are available, please consult the Faculty Awards and Other Funding webpage
Risk Management

Pre-Departure Training
Students going abroad must receive pre-departure training which is comprised of two parts:

- **Online Pre-departure Moodle course**: this course is part of the pre-departure training offered by EAP and is designed as resource to support students before, during and after their experience abroad. Students will cover relevant topics such as cultural adaptation, financial issues, academic matters, risk management, etc.

- **In-person Pre-departure workshop**: students will attend an interactive workshop to prepare for cultural encounters and risk management through the review of case studies and scenario simulation. As well, students will have the opportunity to meet and talk with returned education abroad participants for helpful and practical advice.

Travel Registration
Before students go abroad, they must register with:

- **UAlberta’s UGo Off-Campus Travel Registry**
- **Government of Canada’s Registration of Canadians Abroad**

Academic Considerations

You should discuss with an academic advisor in your faculty regarding the specifics for going abroad, as well as regarding choosing and taking academic courses. Below are aspects you should be aware of as part of academic considerations.

Faculty approval
All students participating in an Education Abroad program must get approval from their Faculty to go abroad. You need to take the following steps to get Faculty Approval:

Exchange and Summer Abroad Programs
1. Once you have created an online application and submitted the initial application, the initial application will be reviewed by the program coordinator;
2. If the initial application is approved, you will be granted access to the rest of the online application system to submit the final application;
3. As part of the application, you are required to complete and submit the Preliminary Approval form (Exchange) or the Permission to Participate form (Summer Abroad). These forms are available to the students through their online application;
4. You are required to download the Preliminary Approval form (Exchange) or Permission to Participate form (Summer Abroad) from the online application, print the form, complete the required sections of the form and take the form to your Faculty for the Faculty to sign the form;
5. You must allow up to 4 weeks for the Faculty to sign and return the form to you;
6. Once you have received the signed form from your Faculty, you must scan and upload the completed form to your online application.

Please note, the Preliminary Approval form and the Permission to Participate form are only available once the student has been approved to complete the application process.
Credit Transfer
Students may be eligible to receive academic transfer credit if the coursework they complete abroad fits into the program requirements of their UAlberta degree. Faculties will assess credit on a per-course basis and factors such as:

- the hours of instruction for a course
- the length/duration of a course
- the level of a course
- the course content

Education Abroad Programs for students in the School of Business

General Program Information
As a student in the School of Business, you are eligible to apply for and participate in all of the education abroad programs that are open to all UAlberta students. Use the Go Abroad Program Finder to view all education abroad programs you are eligible for.

Specific Program Information
School of Business-Managed Programs
The School of Business has an exchange office that coordinates more than 30 exchange programs just for students in The School of Business. The office also offers short-term study tours for students in the School of Business.

EAP/UIA-Managed Programs
Exchange
The following exchange programs are recommended for students in the School of Business based on past participation from students in the Faculty, credit-transfer, and relevance.

Asia and Oceania
AUSTRALIA
- University of Queensland
- University of Sydney

CHINA
- Tsinghua University
- University of Hong Kong

JAPAN
- Sophia University

NEW ZEALAND
- University of Canterbury
- University of Otago
Summer and Short-Term Programs
The following summer and short-term programs are recommended for students in the School of Business based on past participation from students in the Faculty, credit-transfer, and relevance.

Americas
BRAZIL
PUC do Rio de Janeiro – Portuguese as a Second Language Pre-Term Intensive Course

Asia and Oceania
CHINA
Chinese University of Hong Kong – International Summer School
SOUTH KOREA
Yonsei University – International Summer School

Europe
FINLAND
University of Jyväskylä – Summer School in Human Sciences
FRANCE
Université Catholique de Lille – European Summer Program

GERMANY
e3 in Berlin Program
Ludwig Maximilians Universität München – European Study Tour
SOUTH KOREA
Yonsei University – International Summer School

Work abroad programs
The following work abroad programs are recommended for students in the School of Business based on past participation from students in the Faculty and relevance.

Asia and Oceania
SINGAPORE
National University of Singapore Research Internship Program

**Americas**
- MEXICO
  - Canadian Consulate Guadalajara Internship Program

**UNITED STATES**
- Academic Internship Council Program
- The Washington Center Internship Program
- Cultural Vistas Program

**Europe**
- GERMANY
  - Alberta-Saxony Internship Program
  - e3 in Berlin Program
  - Berlin Initiative Program

**Worldwide**
- Aga Khan University Internship Program (Kenya, Tanzania, India, Tajikistan)