



International Student Exchange Program

Outbound Application Guide (page 1)

Eligibility Criteria

- Must be a U of M student
- Must have completed at least 30 credit hours (prior to departure). Students with less than 30 credit hours completed may apply, but must complete 30 before departing for exchange.
- Must be enrolled in a faculty other than University 1 (prior to departure). U1 students may apply, but must transfer to a faculty prior to departing for exchange.
- Must have a minimum GPA of 3.0 (2.5 for Summer Term Exchanges)

2018-19 Application Intakes

Main Intake (for all open placements)

Academic Terms: 2018-2019 Academic Year (Fall 2018 and/or Winter 2019) and Summer 2019

Application Period: November 1 - December 1, 2017

Secondary Intake (for any placements still available)

Academic Terms: Winter 2019 & Summer 2019

Application Period: March 1 - April 1, 2018

Quick Checklist (more details listed below)

- Read the Application Guide thoroughly and Make a list of questions.
- Meet with [Student Exchange Coordinator](#) at the International Centre.
- Meet with an [Academic Advisor in your faculty](#).
- Complete the [online application](#), including statement of intent and unofficial aurora transcript.
- Submit 2 reference letters (one academic, one professional)
- Pay \$50 non-refundable application fee, payable to University of Manitoba at the IC reception desk (cheque, money order or bank draft only)

Before You Apply

Before applying for exchange, there are some important steps to take, in order to consider the academic, personal, professional, and financial impacts of exchange.

Use this 5 page guide to prepare for your exchange application. You may wish to print this guide and take notes. Start a folder/binder to hold all your exchange information, research and questions.

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Academic Fit

1. Do you have space in your degree for an exchange? How will an exchange impact your degree, graduation timeline? Which term should you go on exchange? You are required to meet with an academic advisor, either in your faculty or the faculty you hope to enter, prior to applying for exchange. Use our [Academic Advising Worksheet](#).

How does it work?

1. Students can study at one of our [partner universities](#) for one or two terms (subject to space availability). Consult our Faculty Guides database for more detailed information on program availability.
2. Approved credits and grades earned on exchange are transferred to your U of M transcript.
3. Tuition is paid to the U of M at your regular rate, and paid [the same way you usually pay](#).
4. The Student Exchange Coordinator and the International Centre support you throughout the process.

Where can I go?

1. This depends on many factors, including whether you are applying for the Main Intake (Nov.-Dec.) or the Secondary Intake (Mar.-Apr.). Each of our partner universities offers us a certain number of placements per year. Many placements are filled during the Main Intake and become unavailable for the Secondary Intake. Discuss this when you meet with the Student Exchange Coordinator. Students have the opportunity to include up to 3 [partner universities](#) on their exchange application, ranked according to preference. Non-partner Universities cannot be used for our exchange program.
2. Each of our partner universities has different academic programs offered. The Exchange Coordinator can assist you in finding which partners may offer your area of study. Once you have this information, we expect students to conduct their own research, to see which partner universities would be suitable.
3. Foreign language proficiency may or may not be required. Many of our partner universities in non-English speaking countries actually offer many courses taught in English.
4. Geographic location, lifestyle, campus services, and cost of living are other considerations that students should research when choosing their top 3 exchange destinations. Review our [Financial Planning Worksheet](#).
5. Partner universities often run on a different academic schedule. Their terms may have different names and terms do not always line up to U of M terms. Consider the term dates of potential exchange destinations. Term dates can be found on partner university websites.
6. Students are expected to do some research prior to meeting with the Exchange Coordinator. Prepare your questions ahead of time, so that your meeting is optimized.

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How do I apply?

Our application process includes online and offline requirements. Each of the following must be completed or submitted by the end of the Main or Secondary Intake Period (listed on page 1).

Read the following instructions carefully. Everything you need to know about applying is detailed in this document. Inability to follow these instructions may disqualify your application. This is a competitive program.

Offline Requirements:

1. Come to see the [Student Exchange Coordinator](#) prior to applying (as early as possible in your degree) either during drop-in hours or by appointment. The Exchange Coordinator provides assistance in identifying which exchange partner best fits your academic, personal and professional goals.
2. Meet with your faculty's [academic advisor](#) to discuss your intention of applying for a student exchange program. Discuss what kinds of courses are suitable to take while on exchange (required courses, degree option courses or electives) as well as which courses you should plan to take pre and post-exchange. See our [Academic Advising Worksheet](#). Applicants are expected to discuss this during their interview.
3. Submit two (2) Reference Letters:
 - a. Please refer to the [International Exchange Program Referee Guidelines](#)
 - b. One academic reference letter from a professor or an instructor who has taught you in the past at the University of Manitoba or a post-secondary institution - not from high school.
 - c. One professional reference letter from someone who has supervised you in a volunteer or paid position.

Note: We have a strong preference for Reference Letters to be sent to student_exchange@umanitoba.ca directly from the referee's email account. Paper Reference Letters must be submitted in sealed and signed envelopes.

4. Submit a non-refundable application fee of \$50 in person at our reception desk (541 University Centre) or by postal mail, payable to the University of Manitoba by cheque, money order, or bank draft. We cannot take cash or card payments (i.e. debit and credit cards). Payment must be in Canadian dollars. If you are offered a placement and choose to accept it, there will be a non-refundable placement fee of \$150.
5. Consider the financial implications of exchange. Review our [Financial Planning Worksheet](#). You do not need to submit any financial documentation at the time of application.

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Using the [online application portal](#):

1. Log in to the [online application portal](#) using your UMnetID and password (the same ID and password you use for your U of M webmail).

Note: Use the most recent version of Firefox or Chrome. Other browsers are not supported. Mobile (smartphone) browsers are not supported.

2. Complete the online application form (**Step 1b: IC Managed Outbound Student Exchange Application**). You can complete the form over several days, by logging in again.

Note: Pay very close attention to which application you should use. There are multiple applications to choose from, with clear instructions at the top of the web page.

- 3) Upload your **Statement of Intent** (in **.DOC** format). In no more than two (2) pages, please respond to the following questions:
 - a. Why do you want to go on an exchange?
 - b. How does this opportunity match your personal, academic and professional goals?
 - c. Describe an [intercultural](#) experience you've had (in 3 sentences or less). Then, in more detail, tell us what you learned from this experience as a whole. What was the life-lesson?
 - d. How do you deal/cope with new, unexpected and stressful situations? What are your coping skills?

Note: If you receive an upload error, it's likely because your document is saved as a .DOCX instead of .DOC. Go to "Save As" to change the file format to .DOC.

- 4) Upload a scanned copy of your current online non-official Aurora transcript (as a PDF). Do not order an official copy.

Note: It's easy to save a PDF of your transcript in the Chrome browser. Hit "ctrl p" and then switch from a printer to "save as PDF".

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Selection Process

Your exchange application will be assessed based on the following criteria:

- 1) **GPA** - Applicants should have a cumulative GPA of 3.0 or higher. Case-by-case exceptions may be allowed by the selection committee. Summer Exchanges may accept a GPA as low as 2.5.
- 2) **Year of study** - Applicants must be enrolled in a faculty or school (not U1) during their time on exchange. Applicants must have completed a minimum of 30 credit hours of university courses by the time their exchange begins. Preference may be given to students who are in their 3rd or 4th year of study.
- 3) **Personal Suitability** - How well does the exchange fits with the applicant's course of study, personal goals and strengths. Can the student show that they can adapt to living and studying in a foreign culture.
- 4) **References**
- 5) **Foreign language proficiency** (when applicable)

Result of IC student exchange application will be sent to you via email. Some applicants may be required for an interview and/or additional information.

Note:

Some exchange destinations are more popular than others, so applicant selection for these institutions is competitive. Ensure that you have thoroughly researched and considered your 2nd and 3rd choice schools.

Every year, there are exchange opportunities that go unused. If you meet the eligibility requirements, we encourage you to come to see the Exchange Coordinator to discuss the opportunities that best fit your academic needs and personal interests.

Going on exchange requires a good deal of planning, so if you are even considering going on exchange, we highly recommend that you meet with the Exchange Coordinator early in your studies. This will help you explore options for incorporating an exchange into your program of study.

My notes and questions:
