Thank you for your interest in the International Centre (IC) Student Exchange Program!

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Eligibility Criteria

<table>
<thead>
<tr>
<th>At the time of IC Exchange application</th>
<th>At the time of departure</th>
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<tbody>
<tr>
<td>Full Time UofM Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum GPA of 3.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Strong personal, academic and professional goals</td>
<td>Yes</td>
</tr>
<tr>
<td>Completion of a min. of 30 credit hours</td>
<td>No</td>
</tr>
<tr>
<td>Registered in a faculty other than U1</td>
<td>No</td>
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2018/19 Application Period

**Main Application Period: December 1, 2018 - January 31, 2019**
Available Term(s) for exchange: Fall 2019, Winter 2020 and 2019/20 Full Year
Results sent to students by email in March 2019

**Secondary Application Period: March 1, 2019 - April 30, 2019**
Available Term(s) for exchange: Winter 2020 (for unfilled placements only) and Summer 2020
Results sent to students by email in May 2019
Application Process:

There are 2 Exchange Applications you need to complete in order to go on an exchange:

1 – Application to the IC Exchange Program

**STEP 1**
Apply to the IC Student Exchange Program

See the checklist (page 4) for all application requirements

**STEP 2**
Accept/Decline an IC Exchange Offer

Application result will be sent to your UofM email account.

If successful, you will be notified which Host Institution you will apply to.

**STEP 3**
IC Meet & Greet and Pre Departure Orientation (PDO)

Attend IC Meet & Greet, and PDO. Dates are in your letter of offer.

Note: Step 3 may take place after step 4/5 for some students

2 – Application to the selected Host Institution (HI)

**STEP 4**
Nomination to HI

IC Exchange Coordinator will officially nominate the student to HI.

**STEP 5**
Application to HI

IC Exchange Coordinator will meet with you to review the application to the HI.
You will submit the application to the HI.

**STEP 6**
Credit transfer

IC Exchange Coordinator will review credit transfer process.
You will apply for a Letter Of Permission, based on instructions provided by e-mail.

**Application to Host Institution (HI): Approximate Timelines**

Fall 2019 & Full Year exchange: Mar./Apr. 2019
Winter 2020: Aug./Sept. 2019
Summer 2020: Feb./Mar. 2020
Selection Criteria

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.

2) Year of study and credit hour requirements - 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 – Evaluation of how well the exchange will fit with the applicant’s area of study, personal goals and strengths. It is important to demonstrate that you can adapt to living and studying in a foreign country.

4) The recommendation from 2 references.

5) Foreign language proficiency (if 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.

Application Requirements Checklist

Everything must be completed before the application deadline:

- Meet with **IC Exchange Coordinator** (starting in November) at the International Centre prior to submitting the online application.
- Meet with an Academic Advisor (*see page 7*) in your faculty and discuss how to fit exchange into your degree program.
- Use the **Financial Planning Worksheet** (*see page 8*) to estimate your exchange budget.
- Complete the **online application** (it will be open from Dec. 1, 2018 – Jan. 31, 2019), including statement of intent.
- Submit 2 reference letters (*see page 9*) – separate from online application.
- Pay $50 non-refundable application fee at the IC reception desk*. One of the following payment methods is acceptable:
  - Cash (MUST be in an exact amount), or
  - Cheque / money order / bank draft that is payable to University of Manitoba
* International Centre is open from Mondays to Fridays from 8:30am to 4:30pm. Until further notice, the Centre is closed from 11:50am to 12:50pm.
Frequently Asked Questions

Q: Where can I study as an exchange student?
A: Students can study at one of our partner universities for one or two terms. In your exchange application, you will rank your top three destinations from the partner university list. The number of student placements abroad are negotiated annually, so many placements are filled during the Main application period.

Q: I want to do an exchange, but I can’t choose top 3 of my choice. I have too many countries that I want to go! I want to take this opportunity to go somewhere I never thought of going!
A: I hear you! The IC Exchange Coordinator is here to explore your exchange options, so meet with me before submitting your online application and we can identify what the best options would be for your goals.

Q: What fees do I pay to UofM?
A: You will maintain a full time UofM student status while on exchange, so you will pay the followings to UofM:

- Tuition fees at UofM tuition rate, and
- **Other costs**\* including Library Fee, Registration Fee, Sport & Recreation Fee, Student Services Fee, Tech Fee, U-Pass, UMSU Health and Dental Fees, International Health Coverage (for International Students)

\*may be subject to change. Please use the above information as a reference only.

Q: What fees do I pay to my host institution?
A: It depends on the host institution. You may (or may not) be required to pay some small University fees in addition to your living and travel expenses while abroad.

Q: How much money do I need to go on an exchange?
A: While abroad, you will need to pay for your living and travel expenses as well as the above University-related costs. Visit the Host Institution website to find out the estimated living cost, and complete the Financial Planning Worksheet. You can also visit the UofM [Financial Aid and Award database](#) to find out about funding opportunities you may be eligible for.

Q: How do I know what subjects are available for me to take on exchange at our partner schools?
A: Visit partner schools' website and find out courses that are open to exchange students. You will also be discussing it further with the Exchange Coordinator during the meeting.

Q: How do I transfer my exchange courses back to the U of M?
A: You will apply for Letter of Permission to transfer exchange courses. Approved credits and grades earned on exchange are transferred to your U of M transcript. Full instruction will be provided after you are accepted into IC Exchange Program.

Q: I am an international student at the UofM and English is not my primary language. Am I required to submit Foreign language proficiency score to our partner school?
A: Depending on a partner school, you may (or may not) be required. Please discuss further with the Exchange Coordinator when you meet.

Q: I want to take courses that are taught in a language other than English language at the Host Institution (e.g. French, Spanish, German, Dutch etc.). Am I required to submit a Foreign Language Proficiency score to the HI?
A: It is likely that you are required to provide a proof of language proficiency. Please discuss further with the Exchange Coordinator.
International Centre (IC) Student Exchange Program

#uminternational

Ask an Exchange Alumni:
Why go for a semester abroad?

Micaela Mandelbaum, Faculty of Arts
Winter 2018, Sydney, Australia
Exchange is an opportunity full of new experiences, laughs, incredible friendships and enough memories to last a life time. I would highly recommend exchange to anyone, no matter how shy or outgoing because it gives you the opportunity to strengthen useful life skills and such as interpersonal skills, patience, organization skills and self-reliance/leadership skills. It’s a time for personal growth, crazy adventures, and even a little studying too! It’s all about meeting new people, expanding your comfort zone and having the time of your life learning something new every day.

Sharice Molgat, Max Rady College of Medicine, Fall/Winter 2017/18 Greifswald, Germany
I spent a year on exchange in Germany. During the year, I developed a sense of myself, abilities to communicate in a foreign language and incredible relationships with people from all over the world. During breaks from classes, I used Servas (couch surfing) and Interrail tickets to travel through 25 surrounding countries. (Poland, Czech Republic, Ireland, United Kingdom, Switzerland, Austria, Hungary, Romania, Bulgaria, Greece, Italy, Spain, Morocco, Portugal, Finland, Estonia, Sweden, Norway, Denmark, Croatia, Montenegro, Kosovo, Albania & Macedonia). I am unbelievably appreciative of this life changing experience and glad that I pursued my goal of studying abroad.

Emma Ausen, Clayton H. Riddell Faculty of Environment, Earth and Resources, Winter 2018, Costa Rica
As an environment student it was a great experience to study in one of the most bio-diverse countries in the world, with waterfalls, cloud forests, sloths and more. Taking classes at the University of Costa Rica helped me experience this country in a way not many people get to. My classes took me to wildlife reserves where I captured and held hummingbirds, beaches where I counted sea turtles coming out of the water to lay eggs, and all of this while improving my Spanish. Traveling is always amazing, but living in a country lets you understand the place so much more.
Appendix: Pre-Application - Academic Advising Worksheet

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, in either your faculty or the faculty you hope to enter, prior to applying for exchange. Use the following academic advising worksheet as a resource – you do not need to submit this worksheet to IC Exchange application.

Date: __________________________ Name of Advisor: __________________________

Ask for a program check and map out your intended degree. Discuss your required courses, prerequisites, and intended graduation date.

1. Are there any courses or requirements for your degree that you must complete at the University of Manitoba (and not while on exchange)?

_________________________________________________________________________________
_________________________________________________________________________________

2. Discuss the time and duration of your intended exchange. If applicable, consider which term required or prerequisite courses are typically offered at the University of Manitoba. Is it preferable to go in:

☐ Fall term ☐ Full Year ☐ No preference according
☐ Winter term (Fall and Winter terms) to academic program ☐ Summer term

3. If applicable, discuss how participating in an exchange may impact your intentions to complete a co-op term, complete a thesis for an honours degree, conduct research, complete a capstone or final project as a graduation requirement for your program, or apply to a graduate or professional program.

________________________________________________________________________________

4. What types of courses do you intend to take on exchange?

☐ Required _________________________________________________________________
☐ Options ______________________________________________________________________
☐ Electives ______________________________________________________________________

5. How many courses/credit hours would be ideal to take on exchange (Note: minimum 9 credit hours in each fall and winter and 3 credit hours in summer are required on exchange)?

__________ credit hours

Note that courses must be evaluated for credit transfer (after you’ve been accepted to the International Student Exchange Program). This is done prior to departure for most students, when course syllabi are available. Not all courses are transferrable. You can see which courses students have taken in the last 5 years here (you are not limited to these courses): https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_mai
This resource is used to provide assistance and feedback on your budgeting. It is not used for the purpose of exchange selection. Your Exchange Coordinator will not keep this document, as it is for your own personal use.

Calculate the approximate costs of exchange to your 1st choice exchange host institution. You can print additional copies of this form to calculate costs for your 2nd or 3rd choice host institution (if applicable).

You can often find information on the host institution’s website regarding the cost of living, housing, etc. You can also search online for general costs of living based on cities or regions. Please contact your U of M Exchange Coordinator if you need assistance.

Calculate the costs for the whole duration of your exchange and convert to Canadian Dollars. Remember to multiply monthly or weekly costs by the duration of your exchange.

Host Institution and country: __________________________

<table>
<thead>
<tr>
<th>Expenses for Exchange</th>
<th>Total $</th>
<th>Resources available for Exchange</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Travel expenses (e.g. airline, train tickets)</td>
<td></td>
<td>Family or Spousal support</td>
<td></td>
</tr>
<tr>
<td>Total Visa/permit &amp; passport fees</td>
<td></td>
<td>RESPs, TFSAs, or other investments available</td>
<td></td>
</tr>
<tr>
<td>Total Tuition (same as UM tuition)</td>
<td></td>
<td>Previous savings</td>
<td></td>
</tr>
<tr>
<td>Total Books &amp; equipment</td>
<td></td>
<td>Summer savings (projected)</td>
<td></td>
</tr>
<tr>
<td>Total Rent/Residence</td>
<td></td>
<td>Projected work income devoted to exchange</td>
<td></td>
</tr>
<tr>
<td>Total Utilities (e.g. phone, Internet, electricity, water)</td>
<td></td>
<td>Scholarship / bursary / awards (granted)</td>
<td></td>
</tr>
<tr>
<td>Total Transportation (during exchange)</td>
<td></td>
<td>Scholarship / bursary / awards (projected)</td>
<td></td>
</tr>
<tr>
<td>Total Food - Groceries and going out</td>
<td></td>
<td>Federal / Provincial student loan</td>
<td></td>
</tr>
<tr>
<td>Total Extras (laundry, clothing, social activities)</td>
<td></td>
<td>Bank loan / Line of Credit</td>
<td></td>
</tr>
<tr>
<td>Total Insurance(s)* (Travel, Health, Cancellation)</td>
<td></td>
<td>Other (Please specify)</td>
<td></td>
</tr>
<tr>
<td>Total Personal travel/tourism (not related to studies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td></td>
<td>TOTAL RESOURCES</td>
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*Your UMSU insurance may be sufficient. Please check with the UMSU Health and Dental Staff, Room 101 UMSU University Centre (204-474-UMSU). Your host country or host institution may have a mandatory health insurance that you must purchase.

It's normal to have a deficit or surplus of funds. How do you plan to address a deficit?

Web Resources (note that UM does not endorse these websites)
http://www.numbeo.com/cost-of-living
https://www.expatriate.com/cost-of-living

Updated: November 2017
Appendix: International Student Exchange Program Referee Guidelines

In order to apply for the University of Manitoba’s International Student Exchange Program through the International Centre (IC), applicants must submit two reference letters:

- One academic reference letter from a professor or instructor at the University of Manitoba.
- One professional reference letter from a supervisor/manager of a paid or volunteer position.

General Guidelines

- The application deadlines are January 31st and April 30th. Reference letters should be received by the International Centre on or before the deadlines.
- Reference letters (in word doc. or pdf.) must be sent by email to student_exchange@umanitoba.ca directly from the referee’s email account. IC Exchange Coordinator will confirm the receipt of reference letter via email within 7 business days after the receipt. The applicant will also be copied on the email from IC Exchange Coordinator.
- Reference letters should clarify how long and in what capacity the referee knows the applicant.
- When possible, reference letters should be on organizational letterhead.

Academic Referee Guidelines

IC wants to ensure that exchange students have a successful and enriching academic experience at their host universities. Please outline the academic skills or strengths this student has that would be beneficial for his/her study abroad experience. Referees may comment on how an academic exchange would enhance the applicant’s education. Referees may also comment on how this student would be able to contribute to the academic environment at his/her host university and to the University of Manitoba upon his/her return.

Professional/Volunteer Referee Guidelines

IC wants to ensure that our students have positive experiences abroad. Participating in the International Student Exchange Program involves living, studying and travelling in a different culture. It can be stressful and students will have to adjust and cope in their new environments. It is important to recognize that they become ambassadors for the University of Manitoba, Winnipeg and Canada as they encounter those from around the world. Describe what characteristics the applicant has that make him/her a strong candidate for the International Student Exchange Program. Outline the personal qualities and skills that would allow the applicant to successfully live, study and travel in an international context. Referees may comment on the applicant’s personality, work ethic and interpersonal skills. Referees may also comment on how participating in the International Student Exchange Program would enhance the applicant’s broader career goals.

Submit your reference letter to:

IC Exchange Coordinator
Email: student_exchange@umanitoba.ca

updated: September 2018