



## Information for U of M Students Participating in the IC International Student Exchange Program

### Credit and Grade Transfer

Not all courses taken at partner universities are eligible for transfer back to The University of Manitoba. In order to get credit for courses, students participating in an International Centre (IC) Exchange must submit an Application for Letter of Permission (LOP) form to **the Student Exchange Coordinator in person (541 UMSU University Centre)**

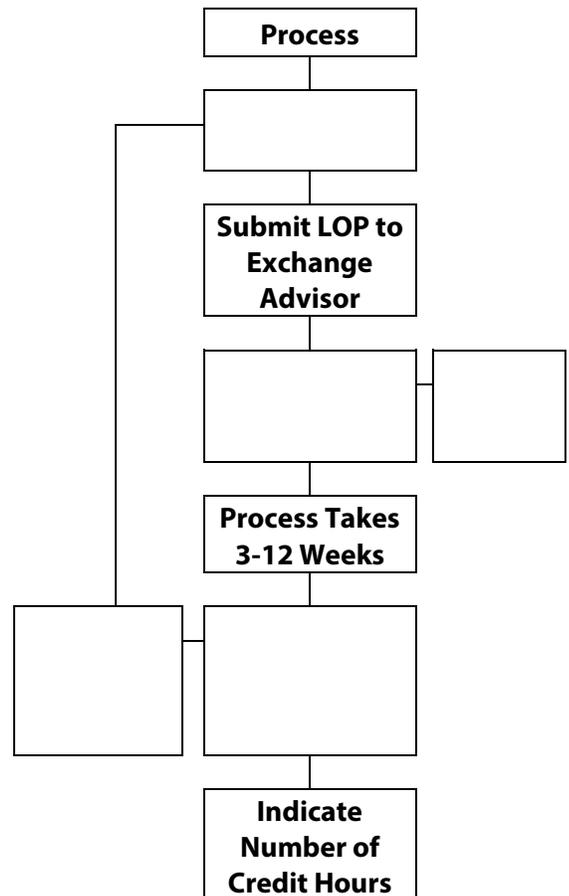
#### Letter of Permission for Transfer of Credit

Students are responsible for filling out the Application for Letter of Permission form, collecting detailed course descriptions and submitting the completed form to the Student Exchange Coordinator (**not** the Registrar’s Office). If a student is unable to find enough course information, Student Exchange Coordinator can provide further assistance. Courses will not be approved without sufficient information.

The Application for Letter of Permission process is managed by the Registrar’s Office, and the form can be accessed [here](#).

It can take anywhere from 3 weeks to 3 months for a course to be evaluated so it is a good idea to get the process started as soon as full course outlines are available from the host institution. Course outlines are not universal, and your host institution may not have them available. You may have to undertake the credit transfer process during or after your exchange has ended. A more detailed list of Guidelines is provided at the end of this document.

Once the evaluation has been completed, the Registrar’s Office will mail a letter outlining the list of approved courses to the student’s postal mailing address. Students should make sure that their address in Aurora is current. Students can check Aurora for updates on the status of their course evaluations under “Statement of Transfer Credit”.



#### Grade Transfer

Students need to ensure that transcripts from their host institution are sent to the Student Exchange Coordinator at the University of Manitoba at the end of each exchange term. Grades **will** be transferred back and **will** be included in University of Manitoba grade point averages. The Registrar’s Office uses international grade conversion tables.

#### Selecting Courses

Students should meet with an [Academic Advisor](#) from their faculty at the University of Manitoba prior to selecting courses for their exchange term. Knowing which courses are still required and how many credits are needed for

graduation can help students make better choices. Students may also want to bring along course descriptions for the host institution in order to get some sense of how they might transfer back. See our [Academic Advising Worksheet](#)

## **Finances and Exchange**

Financial Planning is an important aspect of exchange preparation. Click [here](#) to access our **Financial Planning Worksheet**.

The costs of an exchange can add up. Although students pay their regular tuition to The University of Manitoba, there are additional costs associated with an exchange. Some of those costs are accommodations, food, transportation, student visas, health insurance and additional travel expenses. Here are some of the resources that a student can access to help finance their exchange.

### **Student Aid**

Students who are eligible for Student Aid at the University of Manitoba remain eligible during their time on exchange. Contact [Manitoba Student Aid](#) for more information.

### **Student Exchange Awards**

The IC offers several awards that students can apply for to help finance their exchange. Applications are provided to all participants each summer. More details will be provided after admission into the IC student exchange program.

### **Canadian Bureau for International Education**

CBIE often offers scholarships for Canadian students who are studying abroad. Check out their website for eligibility guidelines and due dates. CBIE web site: [www.cbie.ca](http://www.cbie.ca)

### **Student Awards Database**

Students receiving scholarships continue to remain eligible while on exchange. Check the [Awards Database](#) to see what kind of awards you may qualify for. Students are also encouraged to research additional funding opportunities.

### **U of M Faculties**

Check with your faculty to see if they can offer funding for your exchange. The [Faculty of Arts](#), [Faculty of Science](#), and the [Faculty of Agricultural and Food Sciences](#) all offer travel awards.

### **Other Funding**

Some exchanges have scholarships offered through the partner university or the country's government. Students should ask their Exchange Advisor if there are any additional scholarships connected to their host institution.

**DAAD Undergraduate Scholarship to Germany** Highly qualified undergraduate students are invited to apply for scholarships funding study, senior thesis research and/or internships in Germany. The goal of this program is to support study abroad in Germany and at German universities. Preference will be given to students whose projects or programs are based at and organized by a German university. Scholarships are available either as part of an organized study abroad program or as part of an individual, student-designed study abroad semester or year.

More information at: [www.daad.org](http://www.daad.org)

## **Application for Letter of Permission (LOP) Guidelines for IC Exchange Students**

- The University of Manitoba requires you to fill out an [Application for Letter of Permission](#). Once issued, the Letter of Permission ensures that the courses you take on exchange will transfer back for credit towards your U of M degree, and keeps your status as a U of M student current.
- The Student Exchange Coordinator will go over the LOP Application after admission into IC exchange program, and can help with the process if there are any questions along the way.
- The sooner you take care of this matter, the sooner you can relax and have the comfort of knowing which courses will transfer back for credit towards your U of M degree.

Use this checklist below to ensure that you include all of the necessary information, prior to submitting your Application for LOP to the Student Exchange Coordinator. Your LOP application should be submitted a minimum of 3 months prior to departure, earlier if possible. We strongly encourage you to list double or triple the amount of courses that you actually plan to take, as some of them may not be approved or offered.

- Find the website of your host institution's course catalogue & schedule.
- Find detailed course information (i.e. course description/syllabus) and make sure the following information is included. (Use the **previous year's catalogue** to find course description/syllabus as the upcoming year's catalogue may not include all the necessary information.)
  - Course name & number/code
  - Method of evaluation (tests, projects, essays etc.)
  - Percentages given for assignments
  - Schedule of topics being covered
  - How many credits or contact hours (U of M's 3-credit hour courses have 39 contact hours)
  - Textbook(s) or readings being used

If you cannot obtain description/syllabus, contact the Student Exchange Coordinator:

[Student\\_Exchange@umanitoba.ca](mailto:Student_Exchange@umanitoba.ca)

- Print course descriptions/syllabus as they appear from the website and separate with paper clips (**no** staples please). Do not cut and paste all the descriptions/syllabus into one document.
- Fill out an [Application for Letter of Permission](#) (LOP): Don't pay the \$70 application fee. Courses can be added later on (by submitting an additional LOP Application – page 3 & 4), and you are not required to take every course on your LOP. Approximate course dates are sufficient. If the courses were assessed within 4 years from the term you will go on exchange, you don't need to include course descriptions/syllabus for them.
- Submit a printed copy of your LOP application with all the course descriptions/syllabus in the order listed on your LOP application to the IC front desk / the Exchange Advisor (please do not submit to the Registrar's Office). The Exchange Advisor prefers to quickly check them over so please ask for this when you submit.
- Closer to your departure, contact your faculty to meet with an [Academic Advisor](#) and to inform them that you are going on exchange. Request your program/graduation check. Your Academic Advisor can give you valuable feedback about the types of courses which fit your degree (required/core, options, electives). See our [Academic Advising Worksheet](#) for more information.

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- *If you plan to take **History** courses, the following information is also required:*

**FOR HISTORY COURSES ONLY**

Details on required recordings and final paper:

Final paper assignment instructions including length (i.e. word count) and expectations for research (i.e. primary & secondary sources to be used etc.)

You are encouraged to book an appointment with Dr. Tina Chen, Department Head of History at [Tina.Chen@umanitoba.ca](mailto:Tina.Chen@umanitoba.ca) prior to submitting your LOP to make sure there is enough information for the department to assess your history course(s). In the email to Dr. Chen, please indicate her that you have been accepted into IC exchange program and need feedback for course description(s) prior to applying for a Letter Of Permission. Take notes on any feedback you receive so that the Exchange Advisor can assist you if needed.

- *If you plan to take **English** courses, the following information must be included):*

**FOR ENGLISH COURSES ONLY**

- 1) A minimum of three pieces of written work of 3-5 pages, or a minimum of two pieces of written work of 6-8 pages.
- 2) There must be a minimum total word count of 3,000.
- 3) There must be feedback on style as well as content.
- 4) The written work must include a written description or argument that is clear, concise and logically structured and that reflects an appropriate awareness of the audience or readership being addressed.

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