



## Exchange Opportunities FAQ

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Going on an undergraduate exchange is an amazing opportunity for you! Studying in another country offers you the unique opportunity to attend a university for one or two terms in another part of the world, while retaining your UWinnipeg student status.

### COVID-19 Update

Many disruptions have occurred because of COVID-19. While UWinnipeg hopes that no interruptions will occur for students to study abroad on exchange, we are unable to predict what the next year will look like. If the Government of Canada [Travel Advice & Advisories](#) deems non-essential travel safe and UWinnipeg determines the risk is low, exchange opportunities will take place as planned.

UWinnipeg will be accepting applications to study on exchange for the 2023-2024 year, however applicants should be prepared that exchange programs could be postponed or cancelled, as your safety is our first priority.

Planning a semester abroad can take 6 to 9 months of careful preparation. UWinnipeg will be there, guiding you through this new process with safety in mind.

Students should be prepared to purchase proper travel insurance, flight cancellation insurance and have an airline ticket that can be adjusted if the exchange has been cancelled or postponed due to safety regulations.

### New! Students Leading Students Outbound Mobility Project

The Exchange Office is incredibly pleased to announce that we have received funding through the Government of Canada's Outbound Student Mobility Pilot Program to provide stipends for domestic students to study abroad! Between 2022 and 2025, we expect to be able to provide more than 100 students with a financial contribution to assist with the costs of going on exchange. This could cover between 30 to 90% of the costs of your exchange! This project is funded by Global Skills Opportunity, the Government of Canada's outbound mobility pilot program.

Once students are accepted for an exchange program, they will be given the opportunity to submit an additional application to apply for this funding.

### Frequently Asked Questions

#### Who can participate in exchange program opportunities?

Students registered in any undergraduate program of studies at UWinnipeg and who meet the following criteria are eligible to participate:

- Have completed a minimum of 24 credit hours at UWinnipeg
- A minimum cumulative grade point average of 3.00
- Submit two letters of recommendation (1 academic, 1 personal)

- Submit a 500 word personal statement of interest
- Possess adequate proficiency in the relevant language in order to undertake courses on an exchange (if the language of instruction at the partner university is not English).

*Note: Some exchange opportunities may have unique requirements. Please see the [Partner List](#).*

**If you are currently completing 24 credit hours, you may still be eligible for a conditional spot. Contact [exchange@uwinnipeg.ca](mailto:exchange@uwinnipeg.ca) for more information.**

### **What do I need to apply for an exchange program through UWinnipeg?**

A good academic record, a completed application form, two letters of reference (1 academic and 1 personal), and a brief personal statement are required. Your application can be emailed directly to [exchange@uwinnipeg.ca](mailto:exchange@uwinnipeg.ca). Have your references email your reference letters directly to [exchange@uwinnipeg.ca](mailto:exchange@uwinnipeg.ca), including your full name and the program you are applying for.

### **When can I participate in an exchange program?**

You can apply for an exchange after completing a minimum of 24 credit hours at UWinnipeg. During the exchange you are still a student of UWinnipeg, you are expected to return, complete your studies at UWinnipeg and graduate. Please be aware that universities have varying semester periods throughout the year and may not be the same as UWinnipeg. Program lengths can vary from one month to as long as one year.

If you are currently completing 24 credit hours, you can apply for a conditional spot if space is available. Contact [exchange@uwinnipeg.ca](mailto:exchange@uwinnipeg.ca) for more information.

### **What language skills are required?**

If the language of instruction at the exchange partner institution is not English, you will be required to be proficient in the language of instruction, as outlined by the host university. Some exchange programs offer introductory language courses. In all cases, you should have an understanding of the culture and be able to handle the linguistic demands of daily living and classes comfortably. Many institutions abroad are interested in hosting English-speaking students and may offer courses in English. Be sure to check the language of instruction at the institution you are interested in attending.

### **How do I finance my studies abroad?**

The majority of exchange programs specify that students pay tuition for four (4) full courses (12 credit hours)/term and related fees at UWinnipeg. You do not pay tuition at the host institution but will be responsible for other expenses such as student fees, health insurance, textbooks, accommodations, and living expenses (exceptions are the Bamberg, Tours and special summer exchange programs). Some departments may offer small stipends, and you may apply for [government student aid](#) and [Awards](#) to cover your expenses.

### **Are there any related scholarships or awards?**

UWinnipeg has created a **Study Abroad Award** that will provide six \$500 awards for students participating in official UWinnipeg exchange programs. Recipients must have a minimum cumulative grade point average of 2.50 and demonstrate financial need. See link for application: [Awards](#)

### **Are there other study abroad opportunities besides those in the exchange programs?**

It is possible for you to study abroad at an institution that is not part of our exchange network. As long as the institution is recognized by UWinnipeg and you are admitted by the institution, you may take courses as a Visiting Student (Letter of Permission).

Before you go, be sure you are eligible for a Letter of Permission:

- You must get permission from UWinnipeg to take courses by filling out a [Letter of Permission](#)

- You must apply for admission to the school abroad and be accepted, and
- You must make sure the courses you select will be transferable to your UWinnipeg degree.

*Note: While studying abroad on a Letter of Permission you do not maintain your UWinnipeg student status. Thus all tuition fees are paid at the host institution and you are not eligible for UWinnipeg awards or government student aid.*

## Exchange Programs by Country

Your first step should be to research countries, universities, and programs that may be of interest. UWinnipeg has several partners across the world where we offer exchange programs, found here: [Exchange Partners](#). Here are some examples of places you could visit:

Australia	Czech Republic
Denmark	France
Germany	Japan
Jamaica	Norway
South Korea	United Kingdom

## Application

To apply for an exchange program, please fill out the [Application Form](#) by the deadline date. Once your application is received, a Committee will review all applications. Admissions will notify you within two weeks of the application deadline and provide you with next steps. Once you are approved for an exchange program, you must apply to the institution of your choice and adhere to all published deadlines. You may choose more than one exchange of interest on the application. Number your choices by preference, but include only courses of interest for your first choice.

As we aim to make exchange opportunities accessible for all, you may choose to let us know on the application form of any accessibility needs/services you may require during an exchange, so that we can assist in finding a suitable host university to suit your required accommodations. Disclosing details about any required accommodations will have no impact on the selection process for the exchange program and your comments will not be shared outside of the UW Exchange Office.

## Deadlines

There are two main deadlines to consider when applying for an exchange program:

- **Fall and Winter**                      **February 15**
- **Spring/Summer**                        **October 1**

Deadline dates are subject to change based on agreements with exchange universities. Not all universities offer exchange programs in the Spring session, so choices may be limited. Also, terms may not align with the terms at UWinnipeg. [Open exchange spaces](#) for the current academic year are advertised online along with application deadlines. Please note, only a few partners may have a spring/summer program eligible for exchange.

## Decision

The Exchange Committee will review completed applications received by the deadline. You will receive notification of decisions within two weeks of the application by email. You will then have two weeks to accept the exchange spot and return a signed offer letter.

## Registration

Students who participate in exchange programs are required to register at UWinnipeg for the terms of exchange study. You will be manually registered into exchange courses here at UWinnipeg by Student Records. Typically, you will be required to enroll in and pay for four courses per term (for a total of 12 credit hours/term) along with registration and student fees. Please note, depending on credit hours/course or host university academic regulations, this may be more. Students participating in an exchange at Bamberg or Tours will be required to pay registration and student fees only.

## Billing

Students will be required to pay full tuition and fees before leaving on an exchange program. This is extremely important. Refunds will be credited to your student account for students who did not enroll in four classes abroad. This refund will take place once your courses have been evaluated and UW credit applied after your return.

## Academic Credit and Grades

Once approved for an exchange program, all of the courses that you plan on taking must be pre-approved. You must meet with the Exchange Officer to begin this process and you may be required to meet with the Chair of the appropriate department to complete this process.

To aid in the processes of academic credit when you return, be mindful of collecting the following things:

- List of instructor(s) and credentials of instructor(s)
- Course outlines and syllabi
- List of textbooks used
- All assignments, tests and exams
- Contact hours in classes
- Start and end dates of terms.

**It may not be possible to know exactly how courses will transfer back to UWinnipeg prior to leaving.**

The most important step is getting pre-approval for courses prior to leaving.

Once abroad, syllabi must be email to Admissions ([exchange@uwinnipeg.ca](mailto:exchange@uwinnipeg.ca)) for formal departmental evaluation. All credits will be evaluated and added to your student record once your final transcript has been received.

**Note:** You will be awarded a grade of 'S' on all courses passed with the exception of 'F' grades, which will show up on your transcript but will not be reflected in your grade point average.

## Travel Documents

### Passport

In order to travel outside of Canada, you will need a valid passport. Processing times vary depending on the time of year, so do not wait until the last minute to get a passport - especially if you will also need to obtain a Student Visa before you leave. Make sure that your passport will not expire within 6 months of your return to Canada. Visit: [Passport Canada](#)

### Student Visa

Most students will need a *student visa* (sometimes call a *residence permit*) in order to study in another country. In some cases, you may also need an *entry visa*. Visa formats vary from a stamp or sticker in your passport to an official document with your photo on it.

### Some Important Tips:

- Know the policy of the country where you are travelling, **as some countries require that you apply for your student visa 6 to 9 weeks or more before you leave.**

- Typically, you must obtain your student visa before you leave Canada and this often requires sending your actual passport along with your student visa application, which means that you will not be able to leave Canada while your student visa is being processed.
- Be sure to use a courier or registered mail.
- **Some offices will require you apply in-person and this office may be outside Manitoba. Please note appointment and processing times.**
- You may need to have proof of finances and health insurance before you are allowed to apply. Proof of finances will normally include your Letter of Acceptance from the exchange institution, including a tuition waiver (if applicable) as well as photocopies of your bank statements, etc.
- If you plan to travel after a study program, you may need to apply to several countries for entry visas. This is usually done at the embassy in the country where you are based. You should take a few passport-sized photos in case they are needed for visa applications.
- Do not assume that you can enter any country just on the basis of your passport. Check out the requirements before you go!
- Visit: [The Embassy/Consulate where you are travelling](#)

## Next Steps

### Educate Yourself

Familiarize yourself with all program-specific expectations; particularly academic objectives and policies, daily routines of program, required excursions, and free travel time of the host university. Research your host country and other countries you will visit. Learn the local customs and laws. The Lonely Planet and Rough Guide series are two resources for information about the local area, important or unusual laws and give safety and emergency response tips.

## Pre-Departure, Pre-Departure Tasks and Re-Entry Orientations

Admissions provides a Pre-departure orientation session each term for all UWinnipeg students planning on studying abroad. The session is mandatory and provides valuable information about such things as safety, health issues, and pre-departure tips. Orientation dates and times will be emailed to you. You will also be required to take an intercultural survey prior to departure and once you are back in Canada. A Re-Entry orientation will also be held on return to discuss your experience, how you are feeling being back and ways to share your experience.

## Returning!

Students who have studied abroad often want to share their valuable experience. UWinnipeg students do this in a number of ways:

- Become an Exchange Partner to an Inbound Exchange Student.
- Become an UWinnipeg Exchange Mentor
- Participate in events for Inbound Exchange students
- Promote exchange opportunities for UWinnipeg students by presenting on your experience at an Information Session, Future Student Night etc.
- Assist with the Exchange Resource Area
- Share photos of your exchange
- Share thoughts and experience of your time abroad

### Contact Information

**Outbound Exchange Officer – Natalie Brennan**

[na.brennan@uwinnipeg.ca](mailto:na.brennan@uwinnipeg.ca)

Exchange Resource Centre (on the second floor of Rice building)

[exchange@uwinnipeg.ca](mailto:exchange@uwinnipeg.ca)