THE UNIVERSITY OF WINNIPEG

Exchange Opportunities FAQ

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

Frequently Asked Questions

Who can participate in exchange program opportunities?

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

- Have completed a minimum of 24 credit hours at UW
- 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 to undertake courses on an exchange (if the language of instruction at the partner university is not English).
- Submit a $80 application fee at Student Central

Note: Some exchange opportunities may have unique requirements. Please see the ***Partner List.***

If you are currently completing 24 credit hours in winter, you may still be eligible for a conditional spot. Contact exchange@uwinnipeg.ca for more information.

What do I need to apply for an exchange program through UW?

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. Have your references email your reference letters directly to exchange@uwinnipeg.ca, including your full name and the exchange 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 UW. During the exchange you are still a student of UW, you are expected to return, complete your studies at UW and graduate. Please be aware that universities have varying semester periods throughout the year and may not be the same as UW. Program lengths can vary from one month to as long as one year.

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 UW. You do not pay tuition at the host institution but will be responsible for other expenses such as student fees, health insurance, flight, accommodations, transportation, and all living expenses (exceptions are the Bamberg and Tours 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?

UW has created a ***Study Abroad Award*** that will provide six $500 awards for students participating in official UW exchange programs. 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 UW and you are admitted by the institution, you may be able 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 UW 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 UW degree.

Note: While studying abroad on a Letter of Permission you do not maintain your UW student status. Thus, all tuition fees are paid at the host institution, and you are not eligible for UW 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. UW 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
France	Germany
Norway	Spain
South Korea	United Kingdom

Application

To apply for an exchange program, please fill out the application form by the deadline and have all documents submitted. Once your application is received, an Exchange Committee will review all applications. Exchange will notify you within three 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 program of interest on the application. Number your choices by preference but include only courses of interest for your first choice.

Deadlines

The main deadlines to consider when applying for an exchange program:

- **Fall/ Winter/ Spring: February 15**

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 UW. Any open exchange spaces for the current academic year may be advertised online along

with application deadlines (however this is not guaranteed). 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 a few 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 UW for the terms of exchange study. You will be manually registered into exchange courses here at UW 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 the courses that you plan on taking must be pre-approved. Instructions will be provided for 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 UW prior to leaving. The most important step is getting pre-approval for courses prior to leaving.
Once abroad, syllabi must be email to the Exchange Office (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. 'F' grades will show up on your transcript and **will be reflected in your grade point average.**

Travel Documents

Passport
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 12 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. Check which offices service residents from Manitoba.**
- You will need specific documentation to apply. You may need to provide Proof of Finances which will require you show you have access to a certain amount of money to fund your exchange. Documents might include bank statements, loans, bursaries etc.. You may need to show proof of health insurance (there is specific, mandatory health insurance for outbound exchange students). Also needed is a Letter of Acceptance from the exchange institution, including a tuition waiver (if applicable) , an official transcript and a Letter of Enrollment from UW.
- 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 based on 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

Exchange provides a Pre-departure orientation session for all UW 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. 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. UW students do this in several ways:

- Become an Exchange Partner to an Inbound Exchange Student.
- Participate in events for Inbound Exchange students.

- Promote exchange opportunities for UW students by presenting on your experience at an Information Session, Future Student Night etc.
- Share photos of your exchange
- Share thoughts and experience of your time abroad.

Contact Information

exchange@uwinnipeg.ca