

Your Responsibilities as an Outgoing Exchange Student

There are many reasons to go on exchange – Exchange is an opportunity to gain in-depth knowledge and experience of another culture/language; experience your academic subject or worldwide through a new lens; and develop transnational competencies and cross-cultural communication skills. It is also an opportunity to challenge yourself by developing independence, flexibility, resilience, and adaptability to new circumstances.

The International Student Services Office (ISSO) is here to support you. However, in preparing for your exchange, you will be responsible for managing most aspects of your application, travel, and academic processes independently. Exchange requires a significant commitment of your time and efforts. More information on all these responsibilities (including important dates and deadlines) is available on the My Exchange website: carleton.ca/myexchange.

Before you apply:

- Meet with your **departmental academic advisor** and check eligibility requirements. How will a semester or year abroad fit into your degree program? Are you eligible? Verify the eligibility requirements on the My Exchange website. Exchange can have a significant impact on your study plan.
- Consider whether an exchange is the right international experience for you. Explore what other options might be available – the My Exchange website is a great place to start.
- Research Carleton’s exchange partner institutions thoroughly and start thinking about your **top three** choices. Factors to consider: language of instruction; the school’s academic/course offerings; what Carleton faculties/departments the exchange is open to; travel interests; local culture and climate; estimated cost; semester start and end dates; etc.
- Attend a **mandatory exchange information session** (September – December).

Application process:

- Review the application instructions and deadlines on the My Exchange website: carleton.ca/myexchange. Submit your application by the published deadline(s).
- Check to see if any **supplemental applications** are required. If you are applying to the Killam Fellowships Program or to an Ontario Universities International Exchange Program (OBW; OJS; OIN; ORA) additional forms are required.

After you have been accepted to the exchange program:

- Accept or decline your candidacy in Carleton Central. Accepting your candidacy will progress your application and the ISSO will nominate you to a partner institution. Declining your candidacy will close your application and you will need to contact the ISSO if you still wish to participate in exchange.
- Meet with your departmental academic advisor. Plan your course selections with their advice and through consulting the Registrar’s Office Course Equivalencies Database. The ISSO does not offer academic advising or assistance with course selections.

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- Apply to your host institution and wait to receive your official letter of acceptance from that institution. Application instructions will be forwarded directly by the partner institution or by the ISSO after nomination.
- Submit your course selections to the Register's Office for approval via Carleton Central.
- Obtain your passport/ensure your passport is valid.
- Apply for any required study permits/travel visas from the appropriate Embassy or High Commission.
- Research scholarship and bursary opportunities: carleton.ca/myexchange/scholarships-outgoing-exchange/.
- Attend the **mandatory pre-departure orientation session** in April.

Before you leave on exchange:

- Research your housing options and make appropriate arrangements.
- Make travel arrangements. We recommend you do not book flights until you have received your official letter of acceptance from the host institution. If you wish to book early before receiving your letter of acceptance in order to take advantage of discounted flights, consider purchasing cancellation insurance (always consult with your insurance company before purchasing flights and insurance to confirm you would be covered for all applicable contingencies: e.g. letter of acceptance does not arrive; travel visa application delayed; etc.).
- Research and plan your budget. Tuition will be paid to Carleton University but your host institution may require other mandatory fees. Travel and living expenses are the responsibilities of the student. If you wish to take advantage of extracurricular travel and activities, you will need to plan accordingly (costs add up!).
- Make arrangements to pay your Carleton University tuition fees.
- OSAP/provincial student loans: Submit required documents to the Awards Office.
- Research and purchase insurance. Upload Proof of Insurance form to your CU travel registry.
- Submit your start/end dates and add/drop deadline dates to your CU Travel Registry.
- Check Travel Advisories. Register online with the CU Travel Registry, the Government of Canada "Registration of Canadians Abroad" service, and the **International SOS**.

After completing your exchange:

- Pay all outstanding fees owed to your host institution.
- **Arrange for an official transcript to be sent to the ISSO.** If you would like an additional copy for your personal use (e.g. applying to graduate school), make those arrangements as well.

*Do your research
Plan ahead & track your deadlines
Create a budget
Travel safely
Bon voyage!*