

## Before You Leave

### Communication

Ensure you have an active Carleton email account and check your email, application and course status in Carleton Central often.

### Plan your courses

Start thinking early about what you need and what you'd like to take. Review the calendar and/or website from the host institution, and make a rough list of your proposed courses.

### Visit your department(s)

Make an appointment with your Major and/or Minor undergraduate advisors to review the courses you plan on taking while on exchange. Bring a copy of your current Degree Audit report, and, when possible, the course descriptions for the courses you wish to take on exchange.

### Submit courses for evaluation

Enter the courses in your exchange application via Carleton Central that you plan on taking while on exchange. Your Registrar Specialist will have the courses evaluated to determine the Carleton credit value, equivalency and program suitability.

### Pay Your Tuition Fees

As you will be assessed Carleton tuition fees while on Exchange, the fee registration will be completed by the Registrar's Office and you will pay tuition to Carleton University only. Fee payment must be completed to Carleton University before you leave. Please contact Student Accounts for information on your tuition fees ([carleton.ca/fees](http://carleton.ca/fees)).

## While You Are Away

### Registration

When you arrive at the host institution, you will begin the registration process there. It is not unusual to find that you cannot register for all the courses you had planned. Should this occur, be sure to update your International Exchange Application in Carleton Central. Your Registrar Specialist will then have the new courses evaluated and determine the suitability for transfer credit to your program.

### Course Load/Study Abroad Designation

Students are required to register in a full-time course load as defined by Carleton University for academic and financial purposes. Study Abroad Designation (2.0 to 3.5 credit = Study Term Abroad, 4.0 or more credits = Study Year Abroad).

### Transcripts

Please ensure that you request an official transcript to be sent to ISSO, Room 128 University Centre. It is recommended that you retain copies for your records. Failure to provide a transcript at the end of your term of exchange may jeopardize your credit transfer, academic continuation evaluation, entry into your courses next year, and scholarships.

## When You Return

Once we receive the transcripts from the host university, we will transfer the applicable credits to your record, make an academic standing decision (if necessary), and email you confirmation that your record has been updated. You must review your audit to confirm that it agrees with your records. If you have any questions, contact us immediately.

## General Concerns

### Graduation

If you are approaching the completion of your degree studies, you must apply to be considered for graduation. Transcripts may arrive later than is required for graduation. So, if you are studying abroad, you may not qualify for graduation. Please contact us for details.

### Deadlines

Familiarize yourself with Carleton University deadlines, as well as the deadlines for the Institution you wish to attend. Deadlines for different universities do not tend to correspond precisely.

### Registration

For institutions north of the Equator, academic schedules are similar to our own, and we normally register you in the fall-winter or summer terms, as appropriate. South of the Equator, this may vary. If you are travelling to the South and have particular requirements for your registration (for example the structuring of loans, grants or bursaries), please contact the Awards Office well before you leave.

### Credit Systems

As with grading systems, credit systems vary from University to University. An example is the European Credit Transfer System (ECTS) where 6 ECTS = 0.5 Carleton credits, 30 ECTS = 2.5 Carleton credits. Successful credit (or pass) will appear as EXC on your audit (the grade itself is not transferred). Failures or absent without withdrawal will transfer to your Carleton record and will appear on your official transcript as UNS (unsuccessful).