



UNIVERSITY OF ALBERTA

ALBERTA SCHOOL OF BUSINESS

International Exchange Fact Sheet - 2017/2018 Academic Year



INTERNATIONAL EXCHANGE OFFICE

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SEMESTER DATES*

2017/2018	First Semester (Fall Term) 2017	Second Semester (Winter Term) 2018
Orientation Session	Aug 26 - 31	January 5
Classes Begin	September 5	January 8
Registration Deadline	September 18	January 19
Classes End	December 8	April 13
Exams	December 11-22	April 16-28

*Actual length of program may vary according to individual schedules. Please see the "Academic Schedule" at calendar.ualberta.ca to view the full official University of Alberta semester dates.

EXPECTED ARRIVAL DATES

Students are expected to arrive approximately one week prior to the first day of class. International student orientation is mandatory for incoming exchange students to attend. MBA double degree students are encouraged to participate in the MBA Orientation Week, held in late August. Details will be announced upon acceptance.

IMPORTANT DEADLINES

Nomination & Application Deadlines	<p>APRIL 1st for September and/or January admissions</p> <p>SEPTEMBER 15th for January admission only</p> <p><i>Early application is strongly recommended.</i> Processing of the application documents takes approximately 4-6 weeks.</p>
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APPLICATION PROCESS

Application info and forms are available online at <https://www.ualberta.ca/business/international/incoming-exchange/application>. Students from partner institutions should first contact the Exchange Program Coordinator at their home university to obtain further information and begin the application process. After nomination by the home university, exchange students must complete and submit the following documents.

For Undergraduate Exchange	<ol style="list-style-type: none"> 1. Incoming Undergraduate Student Exchange Application Form 2. Up-to-date official record of ALL post-secondary work completed (& English translations, if necessary) 3. List of courses currently being taken (if not shown on official record) 4. Proof of English language proficiency as specified by exchange agreement. The standard undergraduate minimum TOEFL score required is 86 (internet based test) with a score of no less than 21 on each band (or equivalent) 5. Copy of passport ID page
For MBA Exchange (Visiting)	<ol style="list-style-type: none"> 1. Application for Visiting Graduate Student 2. Up-to-date official record of ALL post-secondary work completed (& English translations, if necessary). Both UG and Masters transcripts must be included 3. TOEFL report with a minimum score of 88 (iBT); 100 (iBT) is preferred 4. Permission to Participate Form with a list of courses requested at the University of Alberta (only 500-or-600-level courses are offered at the MBA level) 5. Copy of passport ID page
For MBA Dual Degree	<ol style="list-style-type: none"> 1. Shared Credential Dual Degree (MBA) Application Student 2. Up-to-date official transcripts of ALL post-secondary work completed, including all Undergraduate transcript(s), degree certificate(s) as well as transcripts at graduate level (& English translations, if necessary) 3. TOEFL report with a minimum score of 88 (iBT); 100 (iBT) is preferred 4. GMAT report with minimum score of 550 5. Permission to Participate Form 6. Copy of passport ID page
Important Notes	<p>Please note that all required documents MUST be completed in full before submission to the UASOB International Office. Incomplete applications will not be considered.</p> <p>In order to ensure materials are received early, electronic PDF versions of all items may be scanned and emailed in advance of the original application packages.</p> <p>Nomination from the home university does NOT guarantee admission, entrance to campus accommodation or registration in courses requested by students.</p> <p>Students should be advised NOT to make any travel arrangements until they receive an official letter of admission from the University of Alberta and a student visa to enter Canada.</p> <p>Dual Degree participants should plan to be at the University of Alberta through June of the year following their admission in order to complete all requirements for the program.</p>

ACADMEMIC INFORMATION

Class Format	Most courses have 3 hours of lecture/contact time per week (either 3 classes at 1 hour each, or 2 classes at 1.5 hours each). At 13 weeks, most courses have a total contact time of 39 hours per semester. The contact hours do not include estimates for individual study, projects, exams or other work outside the classroom.
Course Load	The maximum, full-time course load at the University of Alberta is 5 courses (15 credits) per term. Exchange students are advised to take 4 courses (12 credits) per term. Exchange students must take a minimum of 3 courses (9 credits) per term to maintain their student visa.
Course Listings	<p>Exchange students will have access to a wide variety of courses in Finance, International Business, Marketing, Accounting, Organizational Analysis, Management and Small Business within the Alberta School of Business. Subjects from other UofA departments are available pending approval from the department. A list of current business courses may be found at catalogue.ualberta.ca/Course. Courses numbered 100-400 are at the Undergraduate level and 500-600 courses are for MBA studies. However, please be aware that certain restrictions may apply and therefore it is important to have some flexibility in your study plan. In particular, undergraduate business courses ACCTG 480, BUS 201, BUS 301, FIN 436, FIN 480, MGTSC 312, MIS 441, SMO 310, SMO 441, SMO 470 and SMO 471, independent research, internship, study tour, competition, work experience and Special Topic (numbered 488) courses are not available to exchange students.</p> <p>Course Listings (containing a list of all courses offered at the University of Alberta) are available to view online as published in the University of Alberta Calendar at http://calendar.ualberta.ca. The most current information on courses is available on <i>Bear Tracks</i> at https://www.beartracks.ualberta.ca. Prospective students and those not yet eligible to register can view the Course Listings and Class Schedule as a guest. Use the 'Guest Sign In' feature on the Bear Tracks login page.</p>
Registration	Students may access course information and descriptions but are not permitted to register until an official Admission Letter has been issued to them. The course registration process will be described in detail within the Admission Letter that is sent to the student from the Registrar's Office at the University of Alberta. Upon receipt of the Admission Letter, the student will then be permitted to register for their desired classes online. Registration in courses is the responsibility of each student and should be completed as soon as possible after receipt of the admission letter. Early registration is strongly recommended as courses fill up rapidly. Changes to course registration can be made after arrival and through the first week of classes. (NOTE: MBA applicants cannot register online, but must submit a Manual Registration Form with their application packages. Double degree applicants will be contacted directly by the MBA office to work out course registrations.)

HOUSING

For on-campus housing, apply online at www.residence.ualberta.ca. In order to submit an application, students will need their UofA ID number, CCID (Campus Computing ID) and password. The CCID and password are automatically created when the student is issued an ID number. Incoming students will be notified of this by e-mail when their applications are approved by the Registrar's Office.

ESTIMATED EXPENSES

<p>The following is a break-down of estimated costs per semester while on exchange to the University of Alberta (in Canadian dollars). Estimates do not include airfare or any preparatory expenses.</p>	On-Campus Housing (single room)	\$750-\$1,500/month
	On-Campus Housing (double/shared room)	\$500-\$1000/month
	Off-Campus Housing (shared, unfurnished, NO meals)	\$1000-\$1500/month
	Meals	\$400/month
	Books & Classroom Materials	\$600-\$800/semester
	Mandatory Health Insurance	\$32/month
	Local Transportation (student U-Pass)	\$145/semester
	Other/Personal expenses (will vary according to individual preferences)	\$250-\$500/month
	TOTAL per semester (4 months) on-campus	\$6,000 - \$8,500 CAD

HEALTH INSURANCE

All students attending the University of Alberta for less than 12 months who are not Canadian citizens or permanent residents and who therefore do not have Alberta Health Care Insurance are required to participate in the University of Alberta Health Insurance Program (UAHIP) and to pay the required premiums to the University of Alberta for this health insurance. **A waiver cannot be given for any other health insurance.** Upon confirmation of registration at the University of Alberta, students will automatically be enrolled in UAHIP. The total premium for the semester must be paid upon arrival. This plan is administered by the International Centre. For more information, please visit www.ualberta.ca/international-student-services/money-insurance-permits-guide/health-insurance.

STUDENT SERVICES

International Student Services	The International Centre and the School of Business International Office jointly provide various support services for exchange students. An extensive 3-day orientation is arranged in late August, and a one-day orientation is arranged in early January to help new international students adjust to life and study at the U of A. Staff members are consistently available to help answer questions, discuss concerns and assist in resolving any issues students may have. International Student Services also provide ways for interested students to get involved in the local community and facilitate interaction between international students and Canadians.
Academic Advising	Academic advising is available at the School of Business to provide assistance with planning a student's academic schedule if required. International student advisors are also available at the International Centre.
Campus Facilities	The University issues a student ID card to all students, which provides access to Campus Recreation and Fitness Centres, libraries, photocopy & printing resources, campus laboratories, as well as a wide range of other academic and recreational facilities. Students will also be able to use the University Health Centre (UHC), a walk-in medical clinic with full physician, nursing, and pharmacy services. Find out more about the University of Alberta and take a virtual tour at https://uofa.ualberta.ca/campus-life/ourcampuses/northsouthcampus .
Buddy Program	The Business Exchange Association (BEA) is a recently formed student association dedicated to assisting and integrating international students at the School of Business. The Association plans regular events and social gatherings throughout the semester that provide exchange participants with opportunities to mix with other students, make friends and have fun. In addition, the group organizes a "buddy" program, which

	connects incoming students to a Canadian student who can pick them up from the airport, help out with transportation and accommodation over the first few days in Edmonton, and be a resource for all sorts of assistance throughout the exchange term. For more information, please visit the BEA website at www.uofabea.ca .
U-Pass	The Universal Transit Pass (U-Pass) will give students unlimited access to all regular Edmonton area public transportation services for the duration of the academic term at an affordable price. The U-Pass is a partnership between the University and the three municipalities of Edmonton, St. Albert and Strathcona County. All students registered at the University of Alberta Edmonton Campuses are automatically enrolled in the U-Pass service. Fees are assessed and collected from exchange students by the International Centre upon arrival.

USEFUL LINKS & RESOURCES

	<p>School of Business Exchange Program home page www.ualberta.ca/business/international</p> <p>Information for all UofA courses available https://catalogue.ualberta.ca/Course http://calendar.ualberta.ca https://www.beartracks.ualberta.ca</p> <p>Campus Housing Information www.residence.ualberta.ca</p> <p>Off-campus Accommodation information www.rentingspaces.ca/index.htm</p> <p>International Student Services home page www.ualberta.ca/international-student-services</p> <p>Information on the city of Edmonton, the province of Alberta and Canada http://www.studyincanada.ualberta.ca/LifeAtUALberta/Location.aspx</p>
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