



Exchange Information

University

University	University of Alberta
City based in	Edmonton, Alberta, Canada
University website:	www.ualberta.ca
Education Abroad office website:	www.international.ualberta.ca/goabroad
International Students Services website:	http://www.international.ualberta.ca/incoming.php

Application Procedures

Application Deadlines	<ul style="list-style-type: none"> For both Fall (September) and Winter (January) semester intakes: April 15th The application deadline is April 15, 2008 for both the September 2008 and January 2009 start dates. Students may begin their academic exchange in January 2009 (Winter Term) but please send completed applications by the April 15, 2008 deadline. early application recommended for students wanting to be admitted to the Faculty of Law (February 1st documents to be received at our office)
Application Procedure	<ul style="list-style-type: none"> Undergraduate students: should complete Undergraduate Exchange Application signed by exchange liaison officer, faculty advisor and student Graduate students: should complete Graduate Admission Form, Permission to Participate Form, and Manual Registration Form signed by exchange liaison officer, faculty advisor and student
Supporting documents required	<ul style="list-style-type: none"> Original transcript with an original university seal or signature (in English translation if applicable) Language proficiency documents (if required). If students do not have a TOEFL score, please ensure an exchange advisor or professor provides a letter indicating that your student has a sufficient English language proficiency to undertake academic courses in English. As well, please sign the section under "English Language Proficiency" on the Undergraduate Exchange Application Form. <p>TOEFL requirements (if available): Undergraduate: 550 (paper based); 213 (computer based); 81 (IBT) Graduate: 580 (paper based); 237 (computer based); 86 (IBT)</p> <ul style="list-style-type: none"> photocopy of passport or birth certificate with particulars page
Other documents required?	<ul style="list-style-type: none"> Additional application materials may be required for certain programs and will be requested upon receipt of application. Students applying to take courses in the visual arts must submit a portfolio. Students wishing to take music courses (http://www.ualberta.ca/~music/audit.html) must provide an audition tape/cd.
Application form	Education Abroad Advisor will send the exchange application forms and guidelines to all partners at the end of November each year.
Study Areas Restricted to Exchange Students	<ul style="list-style-type: none"> Medicine Dentistry Pharmacy (unless within the Pharmacy exchange program) Criminology



	<ul style="list-style-type: none"> ▪ Computer Engineering ▪ the course called BUS 201 is not open to exchange students ▪ some Business courses, mostly Accounting courses(see attached sheet for reference)
Timeline	It generally takes 6 to 8 weeks for an application to be processed and an admission letter to be mailed. Some faculties are slower in making admission decisions. Admission letters will be mailed directly to your office care of the exchange coordinator.

Course Registration and Information

Academic Calendar Dates	<p>Fall Term: September – December Winter Term: January – April Updated dates will be sent once finalized.</p>
Course Registration Information	<p>The University of Alberta uses an interactive web-based service for students called BearTracks. Students MUST register in courses by themselves using BearTracks. Students can use BearTracks to do the following:</p> <ul style="list-style-type: none"> ▪ register in courses ▪ view their class timetable in grid format ▪ update their address and telephone number ▪ search U of A course listings ▪ search for a specific class ▪ view their financial holds ▪ check their exam schedule ▪ order their official academic transcripts <p>Students will be emailed a log-in ID and password once they submit their exchange applications and they can search the course listings and the course schedules for the upcoming year (which are updated in April or May). Prior to receiving their log-in ID and password, they can access course information and schedules by signing in as a “guest” at this website: https://www.beartracks.ualberta.ca/servlets/iclientservlet/uahebprd/?cmd=login.</p>
Course Listings & Schedules	<p>Please note that the course listings in the official University of Alberta Calendar provide ALL the courses that have been offered in the past and MAY possibly be offered at the University of Alberta. The appearance of a course in the U of A Calendar does not guarantee that it will be offered every term or every academic year. The most current information is available on BearTracks.</p> <p>Course listings and Class schedules for 2008-2009 will be updated on BearTracks at the end of March 2008. For a more accurate representation of course offerings, students can compare the course offerings with the current year’s class schedule.</p> <p>Please download the 2007-2008 Class Schedule for an idea of when courses may be offered for 2008-2009: Class Schedule, Part A: http://www.registrar.ualberta.ca/files/ClassSchedA.pdf Class Schedule, Part B: http://www.registrar.ualberta.ca/files/ClassSchedL.pdf</p> <p>Using BearTracks to find Course Listings & Schedules There are two important resources that students should refer to when selecting their courses on <i>Bear Tracks</i>:</p> <ol style="list-style-type: none"> 1. The “Course Listings” includes all course descriptions and credit weight. 2. The “Schedule of Classes” outlines in detail the term, time and date, and location that each course is offered.



	<p>Note: Courses that begin with “AU” are offered at the University of Alberta’s AUGUSTANA CAMPUS. The Augustana Campus is our rural campus and is located about 1.5 hours away from Edmonton by car in a Camrose, Alberta. Please advise your students to refrain from choosing these courses as they are only offered at Augustana and not on the main Edmonton Campus.</p>																																	
Course Registration Procedures	<p>Students are responsible for registering in their courses on BearTracks, once they have been officially admitted to the U of A. However, our office will help register those students who encounter difficulties. International exchange students compete with other U of A students for course space, and so be prepared to take alternate courses. There is no guarantee of registration in the courses they may want or need.</p>																																	
Full-time Academic Course Load	<p>UNDERGRADUATE STUDENTS 15 credits per semester / 30 credits per academic year.</p> <p>The minimum full-time course load is 3 courses per term (or 9 credits). The maximum full-time course load is 5 courses per term (or 15 credits). A normal full-time course load for a student at the University of Alberta is five courses per term (or 15 credits).</p> <p>International students must remain registered in AT LEAST three courses (9 credits) per term to maintain full-time status for immigration purposes if they wish to work on-campus. Exchange students may take a maximum of five courses (15 credits) per term.</p> <p>GRADUATE STUDENTS 9 credits per semester</p>																																	
Contact Hours	<p>Generally a 3 credit course = 39 hours total lecture time. 3- credit courses are offered 3 hours / week over a 13 week semester.</p>																																	
Grading System	<table border="1"> <thead> <tr> <th>Descriptor</th> <th>Letter Grade</th> <th>Grade Point Value</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Excellent</td> <td>A+</td> <td>4.0</td> </tr> <tr> <td>A</td> <td>4.0</td> </tr> <tr> <td>A-</td> <td>3.7</td> </tr> <tr> <td rowspan="3">Good</td> <td>B+</td> <td>3.3</td> </tr> <tr> <td>B</td> <td>3.0</td> </tr> <tr> <td>B-</td> <td>2.7</td> </tr> <tr> <td rowspan="3">Satisfactory</td> <td>C+</td> <td>2.3</td> </tr> <tr> <td>C</td> <td>2.0</td> </tr> <tr> <td>C-</td> <td>1.7</td> </tr> <tr> <td>Poor</td> <td>D+</td> <td>1.3</td> </tr> <tr> <td>Minimal Pass</td> <td>D</td> <td>1.0</td> </tr> <tr> <td>Failure</td> <td>F</td> <td>0.0</td> </tr> </tbody> </table>	Descriptor	Letter Grade	Grade Point Value	Excellent	A+	4.0	A	4.0	A-	3.7	Good	B+	3.3	B	3.0	B-	2.7	Satisfactory	C+	2.3	C	2.0	C-	1.7	Poor	D+	1.3	Minimal Pass	D	1.0	Failure	F	0.0
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Transcripts	<p>Official grades are ready usually in early January for fall term and mid June for winter term courses.</p> <p>University of Alberta transcripts are NOT automatically mailed after the completion of a student’s exchange. Students must complete and submit a “Transcript Request Form” to the Registrar’s Office before their return home. They can also order OFFICIAL TRANSCRIPTS on Beartracks before they return home.</p>																																	



<p>Pre-Registration into Courses?</p>	<ul style="list-style-type: none"> ▪ Students will choose courses on Beartracks and indicate them on their paper applications ▪ Once we receive the complete application, they are forwarded to relevant faculties for admission decision ▪ An email notification will be sent to the student once admitted to the U of A and the admission package then automatically sent to the Home institution Exchange Coordinator ▪ Once they have applied, students can use Beartracks to check the status of their admission and also to search for courses available on Beartracks ▪ Once students have been successfully admitted, they can go ahead and register themselves in their chosen courses on Beartracks. ▪ If they encounter difficulties registering for courses, they can send a list of courses to our office for assistance in course registration. ▪ NOTE: <i>Exchange students compete for spaces with U of A students in courses and therefore alternate course list is highly recommended.</i>
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Accommodation

<p>University Accommodation</p>	<p>Accommodation is guaranteed to all exchange students who send their applications to our office by April 15th (along with their exchange applications) for a September start in either HUB Residence or Lister Centre. Guaranteed rooms are ONLY available in Lister Centre and HUB International Residences. Please ask your students to write Lister or HUB as their 1st choice on the housing applications if they want a guaranteed room for September. Should they choose another residence, there is a risk of not getting a room offer on campus.</p> <p>For students starting their exchanges in January term, guaranteed housing is not available; however, there is usually less applications for housing at this time and students can expect to learn of their room offers in late November.</p> <p>New Housing Application Procedures as of October 1, 2007</p> <p>As of October 1, 2007, the Residence Services Office has removed their “alternate residence” option from the housing applications. Applicants will apply to one residence only but be allowed to choose up to two room types within that residence (for example: if I choose HUB, I can apply to a two bedroom unit and a four bedroom unit). As a quick guide to on campus residences:</p> <p>GUARANTEED HOUSING FOR SEPTEMBER START EXCHANGE STUDENTS (apply by April 15th)</p> <ol style="list-style-type: none"> 1. HUB International Residence: Apartment Style; non furnished & non-catered apartments (shared or single apartments available) 2. Lister Centre – furnished single and shared double dormitory rooms available; catered (must purchase a meal plan card) <p>OTHER ON-CAMPUS HOUSING OPTIONS (not guaranteed):</p> <ol style="list-style-type: none"> 1. International House – furnished single rooms with private bathrooms; shared kitchens on each floor; non-catered 2. East Campus Village: apartment style; non furnished & non catered apartments (shared apartments available) 3. Michener Park – residence for married students and students with families 4. Newton Place - Apartment Style; non furnished & non-catered apartments (shared or single apartments available) <p>Students can choose from various dormitories and apartment style housing which are catered and non-catered. Please see http://www.uofaweb.ualberta.ca/residences/ for detailed information regarding each residence.</p>
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Off –Campus Accommodation	There are also off campus opportunities available. If students wish to set up their own accommodations, they can use our Student’s Union’s housing registry to find rental properties available around the city: http://www.su.ualberta.ca/services_and_businesses/services/infolink/housing .
Deadlines	Exchange Students MUST send their completed housing application forms along with a \$175 Housing Application Fee (payable by credit card or money order) to the Education Abroad office by April 15th to secure a room in either Lister Centre or HUB International for start in September.
Application	The paper copies of the housing application form is available here: http://www.uofaweb.ualberta.ca/residences/pdfs/ResApplication200708.pdf . Students can print and complete the form and send with their Exchange Application Form.

Estimated Cost of Living

General	Depending on your standard of living, living costs in Edmonton for a single student may range from \$10 000 to \$13 000 per year (12 months) (all amounts are in Canadian dollars).			
Living Expenses Guideline	Below is what it might cost a single student to live in Edmonton for 12 months . Please note that this is an estimate and is subject to change.			
		Per Month	8 Months	12 Months
	Accommodation (Shared)	\$350 - \$550	\$2800 - \$4400	\$4200 - \$6600
	Accommodation (Not Shared)	\$650 - \$800	\$5200 - \$6400	\$7800 - \$9600
	Food	\$250	\$2000	\$3000
	Clothing	\$50	\$400	\$600
	Health Insurance¹	\$50	\$200	\$600
	U-PASS²	\$0	\$180	N/A
	Books and Supplies	N/A	\$1000	\$1000
	Miscellaneous³	\$165	\$1320	\$1980
	TOTAL (Shared Accommodation)⁴	\$859 - \$1059	\$7872 - \$9472	\$11 524 - \$13 924
	TOTAL (Not Shared Accommodation)⁴	\$1159 - \$1309	\$10 272 - \$11 472	\$15 124 - \$16 924
	¹ Please see mandatory University of Alberta Health Insurance Plan (UAHIP) or here for details: Health Care Insurance			
	² From September to April, the charge for the U-Pass (a universal transit pass) is included in Non-Instructional Fees. For the 2007-2008 academic year U-Pass fees cost \$75 / term. However, for 208-09 it will cost \$90 / term. If you will remain in Edmonton from May - August, you can purchase a bus pass for \$54 per month. All exchange students will have access to the U-PASS and will be responsible for covering this cost upon arrival to Edmonton. For more information on the U-Pass, see www.uofaweb.ualberta.ca/u-pass .			
	³ The miscellaneous category includes phone (\$50/month), laundry (\$30/month), pharmacy (\$15/month), Recreation & Entertainment (\$50/month) and Dental			



	(\$20/month).
	⁴ Totals do NOT include taxes or tuition, textbooks, and thesis costs.

Health Insurance Information

Health Insurance	Exchange and study abroad students who will study at the University of Alberta for 12 months or less are REQUIRED to enroll in the University of Alberta Health Insurance Plan (UAHIP). Coverage by any insurance plan other than Alberta Health Care, will not allow you to be exempted from UAHIP.
UAHIP	UAHIP has been designed to provide equivalent coverage to Alberta Health Care Insurance as well as some additional coverage for prescription medication, ambulance service, and repatriation in the event of illness or death.
Cost?	Currently the cost of UAHIP is \$50 / month or about \$200 / term. This can be paid on Beartracks or at the University of Alberta's Financial Services upon arrival.
For more information	http://www.international.ualberta.ca/incoming_preparing.php?id=82

Contact Information

University of Alberta
Education Abroad Program
8920 HUB International
Edmonton, Alberta, CANADA
T6G 2E1

Telephone: +1-780-492-6040 Fax: +1-780-492-6213

Website: www.international.ualberta.ca/goabroad

Email: educationabroad@international.ualberta.ca

Mr. Barry Tonge	Director	barry.tonge@ualberta.ca
Ms. Rowena del Rosario	Education Abroad Advisor (incoming and outgoing exchange)	rowena.delrosario@ualberta.ca
Ms. Melody Asdaghi	Partnership Services Administrator	melody.asdaghi@ualbeta.ca
Ms. Catherine Sandomirsky	Summer and Term Program Manager (Study Abroad Program – inbound only)	catherine.sandomirsky@ualberta.ca
Ms. Silvia Moreno	Program Assistant/Receptionist	silvia.moreno@ualberta.ca
Ms. Jennifer Woronuk	Promotions Adminstrator	Jennifer.woronuk@ualberta.ca
Ms. Caroline Lawson	Study Abroad Student Advisor (summer and short term programs)	caroline.lawson@ualberta.ca
Ms. Erin Macnab	EARL and Volunteer Coordinator	Erin.macnab@ualberta.ca