



Exchange Information

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| 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.uofaweb.ualberta.ca/uai_current/prepdep.cfm |
| International Student Viewbook: | <p>Online International Viewbook http://www.uofaweb.ualberta.ca/uai_prospective/onlineviewbook.cfm</p> <p>Online International Viewbook PDF: http://www.uofaweb.ualberta.ca/uai_prospective/pdfs/UniversityofAlbertaViewbook.pdf</p> |

Application Procedures

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| 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, 2012 for both the September 2012 and January 2013 start dates. Students may begin their academic exchange in January 2012 (Winter Term) but please send completed applications by the April 15, 2012 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 Requirement for Faculty of Engineering | <ul style="list-style-type: none"> Students can only apply for exchange to the Faculty of Engineering once they have completed two years of university level courses. One year must be specifically in an Engineering program. Applications will not be considered until all grades for the second year of study are final and an official transcript is submitted. Students must have a cumulative GPA of 3.0 or equivalent to be considered for admission. |
| 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 online, Permission to Participate Form, and Manual Registration Form signed by exchange liaison officer, faculty advisor and student. Please liaise with department of choice before submitting application. |
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| 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. TOEFL requirements (if available): Undergraduate: 550(paper based); 213(computer based); 81(IBT) Graduate: 580 (paper based); 237 (computer based); 86 (IBT) IELTS score: 6.5 with no band less than 5.0 ▪ 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 in December each year. |
| Study Areas Restricted to Exchange Students | <ul style="list-style-type: none"> ▪ Medicine ▪ Dentistry ▪ Pharmacy (unless within the Pharmacy exchange program) ▪ Criminology ▪ Computer Engineering ▪ the course called BUS 201 is not open to exchange students ▪ some Business courses, mostly Accounting courses <p>IMPORTANT: Students can only take courses at the School of Business if they are enrolled in the School of Business Students can only take courses in the Faculty of Engineering if they are enrolled in the Faculty of Engineering.</p> |
| 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

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| Academic Calendar Dates | <p>Fall Term: Early September– Early December ; Exam period to follow in December</p> <p>Winter Term: Early January - Early April ; Exam period to follow in April</p> |
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| <p>Course Registration Information</p> | <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 ▪ 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/</p> |
| <p>Course Listings & Schedules</p> | <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 2012-2013 will be updated on BearTracks at the end of March 2012. For a more accurate representation of course offerings, students can compare the course offerings with the current year’s class schedule. Please download the 2010-2011 Class Schedule for an idea of when courses may be offered for 2012-2013: http://www.registraroffice.ualberta.ca/~media/registrar/pdfcal/11-12calendarpdf/CourseListings.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> |
| <p>Course Registration Procedures</p> | <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.</p> |



| | There is no guarantee of registration in the courses they may want or need. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Full-time Academic Course Load | <p>UNDERGRADUATE STUDENTS 15 credits per semester / 30 credits per academic year. 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. Maximum course load allowed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Hours | Generally a 3 credit course = 39 hours total lecture time. 3- credit courses are offered 3 hours / week over a 13 week semester. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grading System | <table border="1"> <thead> <tr> <th>Description</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> | | | Description | 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 |
| Description | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre-Registration into Courses? | <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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| | <p>and the admission package then automatically sent to the Home institution Exchange Coordinator</p> <ul style="list-style-type: none"> ▪ 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: Exchange students compete for spaces with U of A students in courses and therefore alternate course list is highly recommended. ▪ The courses that are listed on the application form are not guaranteed to be available. |
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Accommodation

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| <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 International 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><u>**If applications are received late there is no guaranteed housing. The Education Abroad office has no involvement in housing placements.</u></p> <p>Download application form here: http://www.uofaweb.ualberta.ca/residences/pdfs/022010WEB.pdf</p> <p>Housing Application Procedures as of October 1, 2007 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). Please instruct your students to choose 1 residence, but to rank up to 2 choices within one residence by indicating a #1 in front of their 1st choice room type and #2 in front of their 2nd choice room type.</p> <p>As a quick guide to on campus residences: 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) |
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| | <p>2. Lister Centre – furnished single and shared double dormitory rooms available; catered (must purchase a meal plan card)</p> <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> |
| Off –Campus Accommodation | <p>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:</p> <p>http://www.rentingspaces.ca/search.htm?area=Edmonton&ref=2&_search=Search</p> |
| Deadlines | <p>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.</p> |

Estimated Cost of Living

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| 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 | \$38 | \$304 | \$456 |
| U-PASS² | \$0 | \$208.34 | N/A |
| Books and Supplies | N/A | \$1000 | \$1000 |
| Miscellaneous³ | \$165 | \$1320 | \$1980 |
| TOTAL | \$853 - | \$6232.34 - | \$10444.34 - |
| (Shared Accommodation)⁴ | \$1053 | \$7832.34 | \$12844.34 |



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| | TOTAL | \$1153 - | \$10 432.34- | \$15044.34 - |
| | (Not Shared Accommodation)⁴ | \$1303 | \$11 632.34 | \$16 844.34 |
| U-Pass | <i>The miscellaneous category includes phone (\$50/month), laundry (\$30/month), pharmacy (\$15/month), Recreation & Entertainment (\$50/month) and Dental (\$20/month)</i> | | | |
| | U-Pass is a group discount program, which lowers the cost of transit for University of Alberta students. | | | |
| | All students pay a low mandatory U-Pass fee each fall and winter term, which is much lower than the cost of purchasing monthly passes for the same period of time because costs are spread over a large participant base | | | |
| | The U-Pass is valid anytime, anywhere on regular ETS, St. Albert Transit and Strathcona County, like a four month bus pass for all three transit systems. | | | |
| | The cost for the U-Pass fee will be as follows for all undergraduate and graduate students: 2012/13: \$140.00 less the University subsidy of \$23.33 = \$116.67 per term. | | | |
| | As you will note from above, the University of Alberta continues to subsidize the U-Pass program, therefore the actual cost to U of A students is less. | | | |
| <i>For more information on the U-Pass, see www.uofaweb.ualberta.ca/u-pass.</i> | | | | |

Health Insurance Information

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| 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. ¹ Please see mandatory University of Alberta Health Insurance Plan (UAHIP) or here for details: Health Care Insurance |
| 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 \$38 / month or about \$152 / 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

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| Ms. Caroline Lawson | Exchange Programs Coordinator (contact for both incoming and outgoing exchange students) | caroline.lawson@ualberta.ca |
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| Ms. Jennifer Woronuk | Student Mobility Communications Coordinator | jennifer.woronuk@ualberta.ca |
| Ms. Xiao Zhang | Summer and Group Study Programs Coordinator | melody.asdaghi@ualberta.ca |
| Ms. Sherilyn Trompetter | International Internship Manager | sherilyn.trompetter@ualberta.ca |
| Dr. Zhi Jones | Associate Director, Education Abroad | zhi.jones@ualberta.ca |

University of Alberta
 Education Abroad Program
 8920 HUB International
 Edmonton, Alberta
 CANADA
 T6G 2E1
 Telephone: +1-780-492-604
 Fax: +1-780-492-6213
 Website: www.international.ualberta.ca/goabroad
 Email: goabroad@international.ualberta.ca