



VIU Education Abroad

# Exchange Program

## Outgoing Student Exchange Application Form

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### VIU Exchange Program

Choose from over 20 partner universities around the world to complete 1 or 2 semesters abroad. By studying full-time you can earn between 9 and 15 credits per semester towards your degree, while being fully immersed in the local culture of your host country. Our partners offer a wide range of courses in English and deliver a high level of service and support to students. You will also benefit from being part of the exchange student community; both at your host university and when you return to VIU.

### Application Deadlines: February 6 & October 6

Apply for up to 2 semesters in advance! Late applications will be accepted if space is available in the program.

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### Self-Screening Checklist - Eligibility

Please check each box below to confirm that you meet the program eligibility\*:

- I am a [full-time VIU student](#), enrolled in 3 – 5 courses per semester
- I have completed 30 credit hours (credits) before the application deadline
- At least 12 of my 30 credits have been completed at VIU \*\*
- I have achieved a GPA of 3.0 or higher (on a scale of 4.33) in the past two full-time semesters (B average)
- I am planning to return to VIU to complete my degree/diploma

\* Some exceptions to the program eligibility may apply with prior approval from the Manager, Education Abroad.

\*\* Transfer students should contact the Education Abroad Manager before applying for an exchange as there is a limit on the number of credits you can transfer into VIU for degree or diploma completion.

### Application Checklist – Supporting Documents

Please ensure you have completed the following tasks and attached the items before you submit your application.

- Unofficial VIU Transcript
- Updated Resume
- Program Timetable for the current semester (note when you're available for an interview)

### Application Instructions

Applications are accepted via email. Please complete the application form (6 pages – incomplete applications will not be considered). Print, sign, scan and submit the application form to [educationabroad@viu.ca](mailto:educationabroad@viu.ca) along with the required supporting documentation listed above. Short-listed candidates will be contacted for a 30 minute interview with the Manager of Education Abroad.

## Applicant Information

Family Name:	Given Name(s):
Email:	Telephone number:
VIU Student Number:	Program Major/Minor:

Please indicate the VIU term in which you expect/prefer to begin your exchange:

- Spring 2020
  Fall 2020

Please indicate the length of time you wish to study abroad on exchange:

- 1 semester/term
  2 semesters/terms

### IMPORTANT: Exchange Program Considerations

Please be sure to read and confirm your understanding by checking beside the following program considerations:

- Participation in a VIU Education Abroad program is a privilege, not a right, and can be revoked.  
 Being accepted by VIU does not guarantee acceptance by the host institution.  
 Many exchange partners operate on a different academic year. Please make sure you understand the dates available for exchange placements.  
 Students will be responsible for applying for and securing their own Entry Visas to their host countries (where applicable).
- EXCHANGE PROGRAM FEE:** This fee is charged for each semester that a student is on exchange and is equivalent to the cost of tuition at VIU for 5 courses + student/activity fees. You will not be required to pay tuition to the host institution abroad. The fee is the same regardless of how many credits/courses you are able to take or transfer back to your program at VIU. In some cases, courses that you have had approved and signed up for at the host institution need may be unexpectedly cancelled by the host institution, or not available to you for some other reason. This is beyond the control of VIU and, in some cases, may delay your graduation.

## Faculty References

Provide the name and department of 3 VIU faculty members who can be contacted by email to provide a reference for you. You must have permission from these faculty members for the reference and must have explained to them the purpose of the reference – that is, that you will be going abroad on an exchange program, the length of the program and the country in which you plan to study.

Name	Department
1.	
2.	
3.	

## Exchange Partner Destinations

Please **list in order of 1 – 3** your preferred exchange partner from the options below.

Ensure you are familiar with the semester dates and programs available at the schools you are selecting.

COUNTRY	EXCHANGE PARTNER	\$\$	
Australia	University of Canberra		
	Deakin University		
	Victoria University		
Barbados	University of the West Indies		
China	Zhejiang Ocean University	\$\$	
England	University of Hertfordshire		
France	Burgundy School of Business		
Germany	Cologne Business School		
	Frankfurt School of Finance & Management		
	Munich School of Applied Sciences		
Japan	JF Oberlin University		
Korea	Chung Ang University		\$\$
North2North UArctic	N2N Partner:		
Choose from partners in Sweden, Norway, Iceland and more!	N2N Partner:		
	N2N Partner:		
Netherlands	Hogeschool Utrecht		
	NHTV Breda University of Applied Sciences		
Norway	Nord University		
Scotland	University of Highlands & Islands		
Spain	University of Huelva		\$\$

**VIU Exchange Partners are subject to change.** For a full description of VIU Exchange partners, additional scholarship opportunities by the host country or institution and links to detailed course offerings, please visit:

[international.viu.ca/education-abroad/outgoing-exchange](http://international.viu.ca/education-abroad/outgoing-exchange).

The \$\$ symbol indicates that additional scholarship opportunities may be available from the partner or host country, in addition to other funding for studying abroad. Visit the [scholarship & funding](#) page of our website or contact [educationabroad@viu.ca](mailto:educationabroad@viu.ca) for more information about these and other opportunities.

## Budget Worksheet

Provide an estimate budget for your first choice partner university from the list above. The purpose of this exercise is to ensure you have a reasonable expectation of the costs of studying abroad, and how you will fund those expenses. Consider and research the cost of living in the host destination, and your living preferences (such as on campus dorms vs. a private apartment).

List all of your expenses and resources in Canadian dollars, and also consider the impact of the exchange rate on your buying power abroad (compare the rate of your host country's currency to the Canadian dollar: [www.xe.com](http://www.xe.com)).

*Note: not all items will be required for all exchanges.*

First choice partner institution:			
Length of exchange:			
Estimated Expenses	Amount (\$)	Estimated Resources	Amount (\$)
Exchange Program Fee (VIU Tuition & Activity Fees)		Personal contribution	
Student Visa		Student Loan(s)	
Books & supplies		Scholarships/awards/bursaries	
Mandatory Travel/Medical Insurance with <a href="http://guard.me">guard.me</a> <a href="http://international">international</a> (estimate: \$2/day)		<a href="#">Global Citizens Network</a> Stipend (\$500)	
International transportation		<u>Exchange Award</u>	\$2,200.00
Local transportation		Other: _____	
Food		Other: _____	
Accommodation		Other: _____	
Entertainment			
Emergency			
Other: _____			
<b>Total Expenses</b>	<b>\$</b>	<b>Total Resources</b>	<b>\$</b>

## Short-Answer Questions

Type your answers to the following questions.

1. What do you hope to accomplish during your exchange term and how do you plan to incorporate the experience into your future academic and career plans.

## Short-Answer Questions Continued

2. All participants have strengths and weaknesses relevant to their participation in the program. Please outline yours below.

3. Please describe any relevant information on your background (work, volunteer and travel) which you feel has given you the skills to be a successful in an international learning environment abroad.

## Acknowledgements

1. It is my responsibility to learn as much as possible about the risks of the venture, to weigh these risks against the advantages, and to decide whether or not to participate.
2. I certify that all statements made on this application form and the self-assessment form are true and correct. I understand that misrepresentation of this information in any material may result in my being withdrawn from the education abroad program.
3. I agree to abide by the rules and regulations of Vancouver Island University.
4. The information on this form is collected under the authority of The University Act (RSBC 1996 Ch. 468). The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information should be directed to the Manager, Education Abroad.

*The statements in this application are true and complete to the best of my knowledge.*

Date:	Signature:
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**Please print, sign and submit the complete application package  
by email to [educationabroad@viu.ca](mailto:educationabroad@viu.ca)**

**Include all supporting documents.  
Only complete applications will be considered.**