



EXCHANGE PROGRAM

Application Form – Outbound VIU Students

APPLICATION PROCESS

Eligible candidates who submit complete applications will be contacted for a short interview with the Education Abroad office. Selection is based on a combination of application quality, interview, references, preparedness, experience and linkage to identified goals. Late applications will be accepted if space is available in the program.

1. PERSONAL INFORMATION

Family Name:	Given Name(s):
VIU Student Number:	Preferred Name (if applicable):
Email:	

2. ACADEMIC INFORMATION

Area of Study (Program, Major/Minor):
Year of Study:
GPA:

3. ELIGIBILITY SELF SCREENING CHECKLIST

Do you meet the eligibility requirements? Check all that apply to you to confirm program eligibility:

- I am a full-time student enrolled in 3 – 5 courses per semester
- I have completed 30 credits
- At least 12 of my 30 credits have been completed at VIU
- I have achieved a GPA of 3.0 or higher in the past 2 full-time semesters (B average, 4.33 scale)
- I plan to return to VIU to complete my degree/diploma

ELIGIBILITY CONSIDERATIONS

Exceptions may apply upon request and advance approval from the Manager, Education Abroad.

Please identify if you have been granted an exception so we may verify:

I have been approved for an exception to an unmet condition by: _____.





EXCHANGE PROGRAM

4. REFERENCES

To demonstrate academic preparedness, please request permission from three faculty members to provide you a reference for the Exchange Program. Faculty will be contacted by email and asked to speak to your initiative, engagement, respectful collaboration with peers and ability to meet deadlines and handle academic pressures.

Faculty Name	Department
1.	
2.	
3.	

5. BUDGET

To demonstrate financial preparedness, outline your budget in Canadian dollars for your first choice destination. Consider and research the cost living, exchange rates, and preferences (such as on campus dorms vs. a private apartment).

First Choice Partner Institution:		Length of Exchange	
Estimated Expenses	Amount (\$CAD)	Estimated Resources	Amount (\$CAD)
Exchange Program Fee (VIU Tuition & Activity Fees)		Personal contribution	
Student Visa(s)		Student Loan(s)	
Books & Supplies		Sponsor(s)	
Travel Medical Insurance (estimate: \$2/day)		Scholarships/awards/bursaries	
Trip Cancellation Insurance		Scholarships/awards/bursaries	
International Transportation		Other: _____	
Local Transportation		Other: _____	
Food		Other: _____	
Accommodation		Other: _____	
Entertainment			
Emergency			
Other: _____			
Total Expenses	\$	Total Resources	\$





EXCHANGE PROGRAM

6. DESTINATION

Desired Semester(s) Abroad:		
	Host Institution	Country
1 st Choice		
2 nd Choice:		
3 rd Choice:		
Notes or Additional Preferences:		

7. SHORT ANSWER QUESTIONS:

a) 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.





EXCHANGE PROGRAM



b) All participants have strengths and weaknesses relevant to their participation in the program. What are yours and how do you plan to incorporate this self-awareness into the program?

c) 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.



8. SUPPORT SERVICES FOR EDUCATION ABROAD PROGRAMS

- I understand that, if needed, I will register with VIU Accessibility Services or make an appointment with a counsellor in Student Services in order for the Education Abroad office to best assist me with finding a university which can support academic accommodations and/or other support including mental health.

9. EXCHANGE PROGRAM CONSIDERATIONS

Please confirm your understanding of these important considerations for joining the Exchange Program by checking beside each of point below:

- Participation in a VIU Education Abroad program is a privilege, not a right, and can be revoked.
- Host institutions are not guaranteed and placements are subject to change. Being accepted by VIU does not guarantee acceptance by the host institution.
- Exchange partners often 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).
- Students are responsible for meeting with their degree/program advisor to discuss plans to participate in an exchange PRIOR to applying for the VIU Exchange Program.
- Transfer students must contact the Education Abroad Manager before applying for an exchange as there is a limit on the number of credits you can transfer to VIU for degree or diploma completion.
- 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.





EXCHANGE PROGRAM

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.

HOW DID YOU HEAR ABOUT US?

- VIU website
- Education Abroad social media (Facebook or Instagram)
- Education Abroad information session
- Student presentation
- Poster or other promotional material
- Word of mouth
- VIU faculty or staff
- Personal research/interest
- Other (please describe): _____

STUDENT SIGNATURE

Date: _____	Signature: _____
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The statements in this application are true and complete to the best of my knowledge.

SUBMISSION INSTRUCTIONS:

Please submit the complete application package by email to edabroad@viu.ca.

Supporting Documents to Include:

- Unofficial Transcript
- Current Program Timetable (for interview scheduling – include notes as needed)
- Resume

