

Prepare to Study Abroad



EXCHANGE PROGRAM CHECKLIST



Secure your exchange placement

Attend an information session: Students who are nominated will be invited to an information session specifically about the partner institution. Here you will learn how to:

- Apply for Admission as an Exchange Student
- Learn about housing options available at that institution
- Learn about immigration
- Meet other USask students who are going to the same institution as you

Complete your Placement Acceptance Form to be nominated by the University of Saskatchewan to the partner university.

Complete the Partner Institution Admission Application by the deadline: If your application is approved, you are **officially** accepted as an exchange student and you will receive an Official Letter of Acceptance from the partner university.



Arrange your housing and transportation

Apply for Housing: It is your responsibility to arrange for accommodations while on exchange. General information about housing options will be provided to you at your information session.

Arrange your transportation and flights: Keep in mind that you may arrive at your destination after university business hours. You may have to arrange to stay in a hotel the first night if you are unable to visit the university upon arrival.



Apply for immigration

Passport: You must have a valid passport to travel outside of Canada and to apply for any student immigration documents. Make sure to check your passport expiry date.

Immigration documents: Entry and visa requirements for students will depend on the country you will be studying in, your country of citizenship and in some cases the duration of your stay abroad; it is your responsibility to comply with these requirements.

USEFUL RESOURCES:

- **Canadian passport holders**
- **All other countries,** consult your home country's consulate

! **Immigration processing can take up to 12 weeks. Do not leave immigration matters to the last minute!**

! **You may need to travel within Canada to the embassy or consulate of your host country to finish your application. You may qualify for a travel award to support your travel to the consulate. Plan your time and finances appropriately!**



Transfer credit and course registration

Ensure your courses are transferable: You will need to complete a Study Plan online indicating the courses you would like to take at the partner university. Your College will review your course selections and let you know which courses will transfer back to your USask degree.

Maintaining USask student status: In order to maintain your USask student status, you must register in an Outgoing Exchange Course. Selected students will be emailed directly with a Course Reference Number (CRN) to register in before your departure.



Register at the Partner Institution: You must ensure you are registered into your approved courses at the partner institution. Instructions on how to register will be provided by the partner university.

Complete USask travel safety requirements

Complete the USask pre-departure process: All students travelling on a USask approved and/or funded trips must prior to travel, have such trips registered in the USask International Travel Registry (ITR), and complete all required ITR tasks, which include an online pre-departure orientation. Your pre-departure process will be initiated by ISSAC staff. Keep an eye on your USask email for information and instructions on how to complete the ITR tasks from itr.admin@usask.ca.

Ensure you have Travel Insurance: You must make arrangements for an extended medical insurance that covers for any medical costs you might incur while abroad, especially in the case of an emergency or evacuation. Your insurance must be valid for the entire duration of your trip and in all countries that you plan to visit.

Review this page for more details.

Saskatchewan Health Coverage: Saskatchewan Health coverage is limited outside of Canada. Contact [Saskatchewan Health](#) before you depart to confirm if your coverage will be affected by your travel.

Health and Immunizations: Familiarize yourself with the [travel advisory](#) for your destination country and contact the [International Travel Centre](#) to discuss your travel plans and required vaccinations. If you have any pre-existing medical conditions that may affect your well-being while abroad, discuss them and your plans with your family doctor before you travel. Make informed decisions regarding your participation and plan ahead.

Cultural differences and laws: There can be significant differences between countries in terms of laws, cultural norms, traditions, communication styles and so on. Do as much research as you can about your host country before you depart and familiarize yourself with the following publications:

- [**Bon Voyage, But...Essential Information for Canadian Travellers**](#)
- [**Her Own Way – A Woman's Safe Travel Guide**](#)



Plan your Finances

Apply for Scholarships and awards: You may be eligible to receive study abroad scholarships from the USask or your College. Additionally, check with your host institution to see if they offer any financial assistance to inbound students.

Student Loans: Student loans may be available to students participating in an exchange program. Students are strongly encouraged to explore their various options. Students applying for government loans should discuss their options with USask **Student Central**. As each province has slightly different application procedures, Student Central can help navigate the application. When seeking assistance, make sure you understand all finances you will be paying, including student fees at the partner University.

Pay your USask tuition: As an exchange student, you must pay the equivalent of 15 credit units of tuition for each semester of exchange regardless of how many courses or credits you plan to transfer back to your degree. Pay your tuition by the **payment due dates**.

Student Fees: You will not pay USask student fees but may have to pay student fees at your host institution while you are on exchange.

Make a budget: Living in another country can cost more than what you're used to in Canada. Research the cost of living in the country you will be living as this might differ from what you are used to. Consider all of your travel expenses and living expenses together.

Research your banking options: How will you access your finances while you are abroad? Do you have credit card? Do you need an in-country bank account? Do some research or speak with your bank representative to understand your options.

! **Make sure to confirm with your loan or scholarship provider prior to departure that your registration status is sufficient to continue receiving payments. Find out how your loan will be paid while you are on exchange and if your tuition and fees will be deducted from the loan.**



Departure: Now you're ready to head off!

