

WELCOME TO EXCHANGE 101:

*What's next in the exchange
process?*

March 10, 2025

Global Engagement Team,
Laurier International



LAURIER 
WILFRID LAURIER UNIVERSITY



Reconcili- Action

- Choose to do something that brings indigenous and non-indigenous people together. Create awareness, learn and share in the spirit of reconciliation.
- Change begins with each of us, and we can individually and collectively make a positive impact.

Adapted from: <http://www.lspirg.org/knowtheland/>

Agenda

- Role of the **Student & International Offices**
- **Nomination** and Applying to the Host institution
- **Health and Safety** Protocols for Student Exchange
- Study Permits or **Visa**
- Course **Credit Transfer** Process



Roles: Who does what?

- **Student's role:** It's YOUR exchange!
- **Your resources:**
 - Laurier International Staff: Sinthu, Anne-marie, Phyllis
- **Host institution** staff, international office and website
 - For in-country matters
- **Fact sheet** (via Journey)
- **RESEARCH!**
- **Other students:** Exchange alumni, incoming students and peers





Nomination and Applying to the Host institution

Nomination

- Laurier International tells the host institution who we want to send
- By email, Google form or university portal
- Timing: about 3-5 months before your exchange
 - Date is on the fact sheet
- Wait for the email, “*You’ve been nominated!*”



Application to the Host Institution

- **When: *After nomination***
 - Laurier International will NOT remind you of the deadline
 - Deadline found in the fact sheet
- **Why: *To have your information in their system***
 - May be the time you apply for housing or courses

Applying to a Host Institution

May ask you for:

- ✓ English proficiency letter (LI provides)
- ✓ Nomination or confirmation letter (LI provides)
- ✓ Official transcript (\$15, takes 5+ days?)
- ✓ Statement of Funds from bank
- ✓ Health statement from doctor
- ✓ My signature (by email – allow 3 days)



Acceptance to the Host Institution

- You'll get an acceptance letter from the host institution
- Acceptance:
 - Usually within 2-6 weeks after applying
 - Use the acceptance letter to apply for your visa



Acceptance to the Host Institution

- No guarantee you'll be accepted, but very, very likely!
- The host institution has set aside a space for you
- Laurier International has pre-screened you
- May not be accepted (rare!) if:
 - You apply late
 - Your application is incomplete
 - The host institution changes their requirements



Health and Safety Protocols for Student Exchange

MyLearningSpace Online Pre-Departure



- Self- Registration will open **Friday, Mar. 14** on MyLearningSpace
 - Go to Self Registration on top menu
 - Choose "Hawk Abroad"



Safety

- Laurier monitors safety situations at host institution, region and country
- We will not send you anywhere we consider unsafe!
- Government of Canada site: travel.gc.ca

The screenshot shows the Government of Canada's travel website. At the top, there is a header with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", and a search bar labeled "Search Travel.gc.ca". Below the header is a "MENU" dropdown. The main content area is titled "Travel and tourism" with the subtitle "Information on travelling to, from and within Canada." and social media follow buttons for Twitter, Facebook, and Instagram. A large banner image shows two people sitting on airport-style chairs, with a blue overlay at the bottom that reads "What you need to know about COVID-19 and travel". Below the banner is a carousel indicator showing "Item 2 of 2" and a "Pause" button. The page is divided into two columns. The left column is titled "Services and information" and includes a "Planning your trip" section with a link to "Travel Advice and Advisories" (described as "Official Government of Canada travel information") and a destination selection dropdown. The right column is titled "Most requested" and lists four items: "COVID-19 vaccinated travellers entering Canada", "Use ArriveCAN to enter Canada", "Canadian COVID-19 proof of vaccination for travel", and "COVID-19 Boarding flights and trains in Canada".



Safety

- **Can travel:**
 - Exercise normal security precautions
 - Exercise a high degree of caution
- **Cannot travel:**
 - Avoid non-essential travel
 - Avoid all travel

Franglais

 Government of Canada / Gouvernement du Canada

Search Travel.gc.ca 

MENU ▾

[Canada.ca](#) > [Travel](#) > [Travel abroad](#) > [Travel health and safety](#) > [Travel health notices](#)

COVID-19 and International Travel

Level 2

[Practise special precautions](#)

Updated: February 27, 2022

Note

The Public Health Agency of Canada is advising travellers to practise enhanced health precautions when travelling internationally.

COVID-19 continues to circulate in Canada and internationally. The COVID-19 situation at your destination can change rapidly and can vary considerably from one destination to another, and even between regions within a country.



Safety



Denmark

[Register](#)[Travel insurance](#)[Destinations](#)

Last updated: February 28, 2022 09:11 ET

Still valid: March 18, 2022 09:09 ET

Latest updates: Editorial change

[Print format](#)

Risk level(s)	Safety and security	Entry/exit requirements	Health	Laws and culture	Natural disasters and climate	Assistance
<div><h3>Risk level(s)</h3><p>Denmark - Take normal security precautions</p><p>Take normal security precautions in Denmark.</p></div>						



Safety

Steps for Health and Safety Preparation:

1) Laurier International Pre-departure Course. MyLS self-registration: CERTIFICATE
(completed before in-person pre-departure)

2) Complete the **SHERM - International Exchange Safety Plan** in Journey *(one chance to make edits after feedback)(Internal/External risks)* (Due May 5)

3) Submit Proof of Insurance *(2 months before exchange term)*
<https://www.guard.me/laurier>

Safety

- Laurier will not send students if the level is at **Avoid Non-Essential Travel**
- Global disease affects Laurier's travel ban, flight availability, health insurance, etc.
- Cancellations can occur despite no global affairs advisory change



Wait to book!

- No funds reimbursed by Laurier
- Wait until:
 - ✓ Host institution sends you acceptance letter



Uncertainty and Changes

- You can withdraw from exchange at any time, no questions asked
- Email **exchange@wlu.ca**





Study Permits or Visa

Study Permit or Visa

- **Where do I find more information?**
 - Embassy / Consulate Website
 - Host Institution Fact Sheet
 - Not past exchange students – changes year to year



Study Permit or Visa

- Format:
 - Sticker, electronic or paper

Australia Visa

Dear XXXX,

Thank you for using AustraliaVisa as your Australian ETA visa provider. Your ETA Visa Application results are attached.

This email confirms the grant of an Australian ETA visa(s) and contains all the necessary information you will need for entry into Australia (details below).

You can also [check your Application Details here](#) at any time.

An ETA confirmation email is equivalent to a visa, as there is no stamp or label in your passport and no further need to visit an Australian diplomatic office. Your ETA visa is electronically linked to your passport number.

While checking in at the airport for your Australian-bound flight, the check-in staff can electronically confirm that you have authority to board the flight to Australia.



Study Permit or Visa

- **WHEN to apply?**
 - After acceptance letter
 - **Tip:** Prepare all other documents, then can apply as soon as you receive host institution acceptance letter



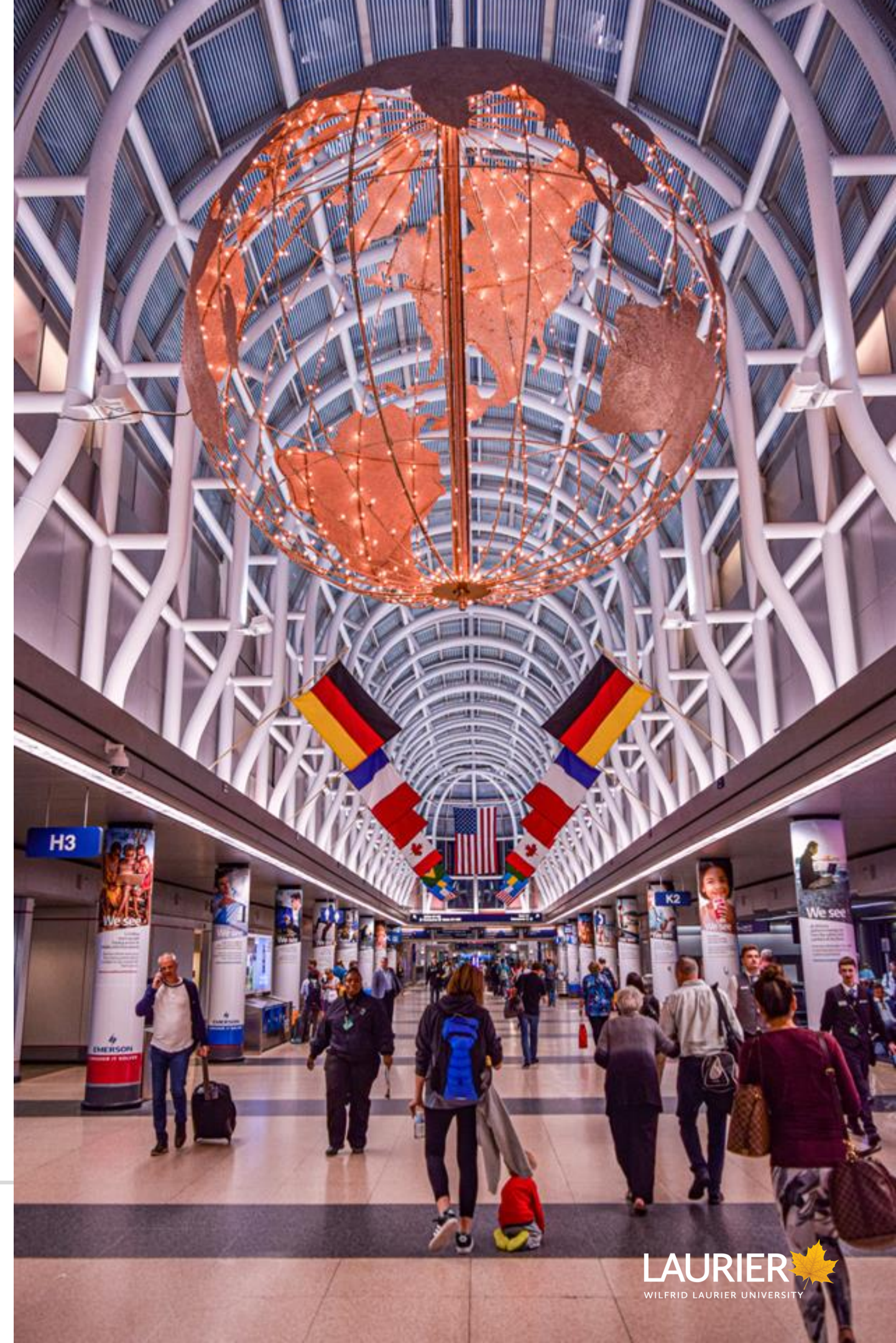
Study Permit or Visa

- **HOW to apply?**
 - In-person, online or through mail
 - Your passport is at the Embassy while you wait
 - Often you enclose a courier envelope so they can courier your passport back to you



Study Permit or Visa

- **Passport may be held at Embassy while processing**
 - Cannot travel internationally while visa is being processed
 - If visa processing is delayed, departure time may be delayed



A vibrant night scene of a Parisian street. In the foreground, a busy outdoor cafe is filled with people sitting at tables under large, illuminated umbrellas. The cafe is set on a cobblestone street. In the background, several historic half-timbered buildings with intricate wooden frameworks and multiple windows are visible. The sky is a deep blue, suggesting dusk. The overall atmosphere is lively and romantic. The text "Financial Assistance" is overlaid in the center in a large, white, sans-serif font.

Financial Assistance

Financial Assistance

- External awards with various deadlines

EXTERNAL FUNDING SOURCES

External scholarships are available for students interested in studying abroad. Below are a few suggestions to begin your research into additional funding.

In addition to the below, some of our Laurier [international exchange partners](#) offer scholarships for incoming international students. While looking into this you can also do some more research into local service clubs and awards or bursaries they may offer. It doesn't hurt to ask!

- [Canadian Bureau for International Education \(CBIE\)](#)
- [Canada-China Scholars Exchange Program](#)
- [EDC International Business Scholarships](#)
- [Foreign Government Awards: Korea](#)
- [German Academic Exchange Service DAAD](#)
- [Globalink Research Award](#)
- [Government of Canada International Scholarships Program](#)
- [Japanese Student Services Organization \(JASSO\) Scholarships](#)
- [Killam Fellowships](#)
- [Liberation Scholarship Program](#) (for students going to Radboud University Nijmegen)
- [Scholarships Canada.com](#) (scholarship search portal)
- [ScholarshipPortal.com](#) (worldwide scholarship search portal)
- [Students for Social Impact](#)
- [TROPIMUNDO](#) for Biology Students
- [Yconic](#) (scholarship search portal)

● ● ● Tuition

- Pay tuition as usual to Laurier
- May pay incidental fees at host (eg. gym, bus pass, health insurance)
- OSAP – still eligible





Course Transfer Process

⋮ Credit Transfer Process

Course Credit Transfer Agreement (CCTA) [YOU]

+

Host Institution Transcript

(direct from Host to Laurier International or student portal)

[HOST]

=

Laurier International

processes credit transfer and sends to Registrar's Office [LAURIER]

Choosing Courses

- On the host application, after acceptance OR after arrival
- Whenever the course list is released
- Caution! May not be able to easily change:
 - Fixed “stream” or pathway of courses
 - No add/drop period once classes begin



Choosing Courses

- How many courses do you take?
 - Count **CREDITS** not courses!



Choosing Courses

- Course transfer is done by credit weight
- Credit weighting is different at each host institution



Table 1. Amount of credits required to earn 2.5 Laurier credits while on exchange

<i>Country</i>	<i>Credits needed to earn 2.5 Laurier Credits</i>
Australia	<u>University of Canberra</u> : 12 UC credit points, or 30 UCTS <u>Western Sydney University</u> : 40 UWS credit points, or 30 UCTS <u>Australian Catholic University</u> : 40 ACU credit points
Europe	30 (ECTS) European Credit Transfer System
United Kingdom	60 CATS or 30 ECTS
Ireland	30 ECTS
United States of America	12 credits (typically 4 courses as each course is worth 3 credits)
Mexico	ITAM: 4 courses Tec de Monterrey: 40 credits
Hong Kong	<u>HKUST</u> : 15 credits (typically 4 courses) <u>HKU</u> : 30 credits
Macau	18 credits (typically 6 courses)
Japan	<u>Akita</u> : 18 credits <u>Nagoya</u> : Each course is worth 2 NUCB credits, which equals 3 ECTS (see Europe) <u>Saga</u> : 15 credits
South Korea	12 credits (typically 4 courses)
China	15 credits (typically 4-5 courses) *Please confirm with Student Abroad Advisor Shanghai: 30 ECTS Nanjing: 2.0 = 0.5 Laurier

**When neither the ECTS nor UCTS credit systems are available, credits are awarded on the basis of Laurier course hours. Each Laurier 0.5 credit course is 36 hours over a period of 12 weeks. Multiplied by 5 courses per term, the normal course load at Laurier is 180 contact/ lecture hours per term.

● CCTA Form

- Course Credit Transfer Agreement (CCTA) = more official document, reviewed by Academic Advisors / Program Coordinators
- Not the same as your Exchange Course Planning Tool = unofficial document, “wish list”
- Complete this form 1 weeks before “add course” deadline at host institution (or earlier!)
- Allows you to change courses if needed (be aware of registration processes at host institution, may not be able to make changes)

⋮ Credits You Can Earn

- Your Academic Advisor / Program Coordinator decides!
- **Exact equivalents:**
 - BBA Students: BU 481, Policy 1; BU 291, Policy 2; BU 415 Information Systems
- **100 to 400 level, program specific:**
 - 4XX History
- UU (interdisciplinary)
- Exchange courses are **pass or fail** (Pass is according to host institution)
 - Does NOT contribute to Cumulative GPA

Who can help?

- Laurier International: **how MANY credits**
 - 2.5 Laurier credits = 30 ECTS
- Academic Advisor(s) / Program Coordinator: **what KIND of credits**
 - Laurier's Spanish 101= Beginner Spanish at Host
 - Send course description to advisors / coordinators to verify equivalence
- Contact Advisors / Coordinators by email first

Let's look at some examples...

Course Credit Transfer Agreement (CCTA) for Exchange Students

Student Name: John Smith	Exchange Institution and Country:	
Student Number: 12900XXXX	Kedge Business School – Bordeaux, France	
Major(s): Bachelor of Business Administration	Dates Studying Abroad:	(please submit separate forms for exchanges that are longer than one semester)
Concentration/Specialization: Finance	× Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer	
Minor(s): Sustainability Concentration	Year <u>2018</u>	
Option(s): Management	Expected Date of Graduation: <input type="checkbox"/> June × October Year: <u>2020</u>	

Exchange Institution			Laurier		
Course Code and Title (Student completes)	Course Credit (ECTS, etc.) (Student complete)	Pass Fail	Course Code and Title (specify if a credit is to be used for an Concentration/Option/Minor) (Academic Advisor or Program Coord. completes)	Laurier Credit Weight e.g. 0.5	Advisor or Coordinator Initials
Corporate Strategy	5 ECTS	P	Business Policy 1 (BU481)	0.5	AN
Cross-Cultural Management	5 ECTS	P	UU1XX	0.5	AN
French as Foreign Language	5 ECTS	P	FR251	0.5	MR
Consumer Culture	5 ECTS	P	BU4XX	1.0	AN
Wine Marketing	5 ECTS	P			
Business CSR	5 ECTS	P			
Total Credits Received Abroad: <u>30 ECTS</u>			Total Laurier Credits Received: <u>2.5</u>		

Please note: 30 credits at this Exchange Institution is equal to 2.5 WLU credits

Approval from 2 Coordinators / Advisors

To be completed by Laurier Staff/Faculty ONLY:

Approval of Undergraduate Advisor or Program Coordinator of the student's Major Discipline: Based on my consultation with the above mentioned student, regarding his/her international study proposal, I approve the host institution courses noted above, for credit transfer towards his/her Laurier degree. I understand that if there are no changes to the courses listed above, the credit transfer documents and the student's host institution transcript will be forwarded directly to the Registrar's Office. I further understand that if I would like a record of this student's final credit transfer documents, I will need to request them from the Laurier International Student Abroad Advisor.

Name & Title of Undergraduate Advisor or Program

Coordinator of Major Discipline 1 (please print name): Journalism Program Coordinator

Signature:

Date:

Name & Title of Undergraduate Advisor of the student's

Major Discipline 2/Minor/Option (if applicable)(please print name): Criminology Program Coordinator

Signature:

Date:

Name & Title of Undergraduate Advisor of the student's

Major Discipline 3/Minor/Option (if applicable): (please print name):

Signature:

Date:

Approval of Laurier International Student Abroad Advisor: Based on my consultation with the above mentioned student and upon receiving the official transcript from the host institution, I approve the host institution courses listed above, for the transfer of _____ credits towards his/her Laurier degree. If there are no changes to the courses listed above, this form and the student's host institution transcript will be forwarded directly to the Registrar's Office.

Laurier International

Signature:

Date:

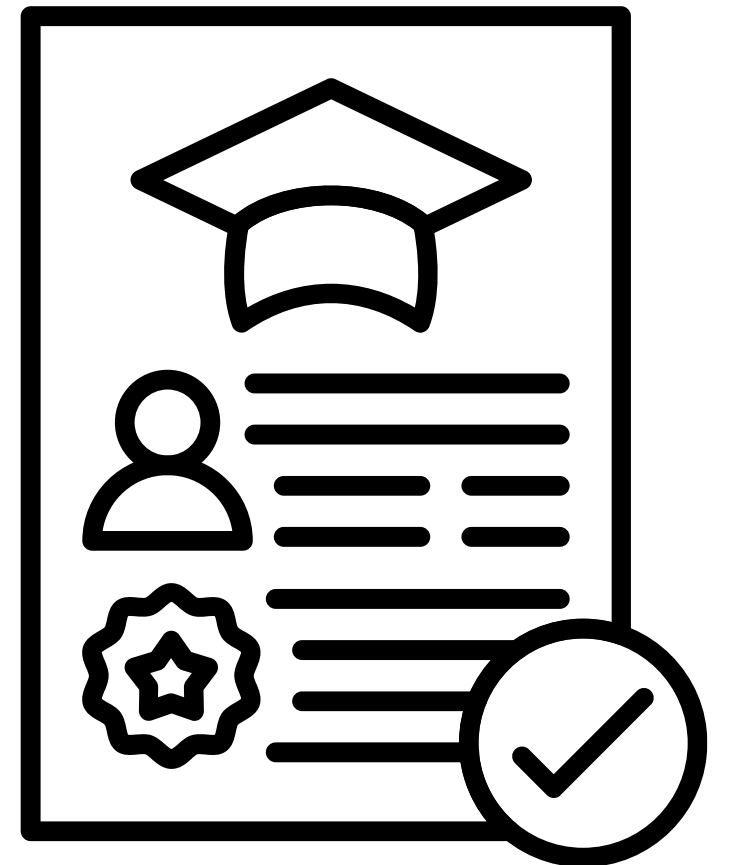
Date Sent to Registrar:

⋮ CCTA Summary

1. Fill out before, or shortly after arrival
2. Email to Advisor / Coordinator to sign
3. Change courses if needed, get re-signed
4. Send to Laurier International (exchange@wlu.ca)

Transcripts

- You confirm it's sent to Laurier International
- Electronic or hard copy
- Order copies for yourself while in-country for grad school
- May take 3+ months to be received



A scenic view of a city at dusk, featuring a river with bridges, historic buildings, and a church with a red facade. The scene is reflected in the water, and the sky is a deep blue. The text "Insurance and Coverage" is overlaid in white.

Insurance and Coverage

Insurance and Coverage

- **Health Insurance**

- Required by Laurier / host
- Their insurance?
- Submit to Laurier by:
 - **July 18, 2025** for Fall 2025 exchange
 - **Oct 31, 2025** for Winter 2026 exchange

- **Research coverage**

- Pre-existing medical conditions
- Medical evacuation
- Mental health support services in English
- Not covered if intoxicated when injured



Insurance and Coverage

- **Health Insurance**

- Buy from any company
 - Laurier student union
 - Guard Me (Laurier rate), Mental health services in English
 - Credit card
 - Travel company
 - Parents or their workplace





Next Steps



Next Steps

- **Host application**

- Note when due (Check fact sheet via Journey and host website for dates)
- Prepare documents, examples:
 - Valid passport
 - Letter of exchange confirmation and English proficiency(provided by Laurier by next week)

- **Budget** (learn more about cost of living, ground transportation, housing options - off and on campus, etc.)



Next Steps

- **Research visa**

- Google Consulate / Embassy website for your host country
- Is it required?
- Prepare documents
 - Letter of acceptance from host institution
 - Valid passport
 - Completed application form
 - Passport-sized photos
 - Possibly documents like proof of financial means, a letter of invitation, or travel itinerary, depending on the country and visa type

- **(Not CCTA, housing, or flight right now...)**



Upcoming events

Online sessions will be recorded and posted on the homepage of Journey under "Announcements."

- **Exchange 101: What's Next in the Exchange Process** – March 10, 12:00-1:00 PM
- **Exchange Acceptance Celebration** – March 11, 3:30-5:00 PM, Senate & Board Chambers
- **Visas, Housing, and Travel Logistics** – March 18, 12:00-1:00 PM
- **CampusFrance Info Session** (Mandatory for France-bound students) – March 20, 12:00-1:00 PM
- **SHERM Safety Plan Info Session** – March 25, 12:00-1:00 PM

● Tips from Students

- Take courses unique to the host country / institution (and more electives)
- Don't be discouraged by language barriers
- Don't over pack (you can buy stuff there)
- Step out of your comfort zone (go to international and other school events)
- Budget ahead of time
- Consistently update your friends and family
- Have fun and enjoy yourself!



• Tips from Laurier International

- Don't be late!
 - Host application
 - Visa application
 - Getting CCTA signed
- Don't procrastinate!
- Keep your Academic Advisor/Program Coordinator informed
- Have fun, but be safe
- Remember, we are here for you!





**Adaptation
begins at the
edge of your
comfort zone**

Questions?

