



# UNIVERSITY OF ALBERTA

## ALBERTA SCHOOL OF BUSINESS

### International Exchange Fact Sheet – 2023/2024 Academic Year

#### INTERNATIONAL EXCHANGE OFFICE

Contact:	International Programs Office <a href="mailto:business.international@ualberta.ca">business.international@ualberta.ca</a> Tel: 780-492-4895
Mailing Address:	3-21B Business Building University of Alberta Edmonton, Alberta, Canada T6G 2R6
Website:	<a href="https://www.ualberta.ca/business/international/incoming-exchange">https://www.ualberta.ca/business/international/incoming-exchange</a>

#### SEMESTER DATES (TENTATIVE/EXPECTED)

2023/2024	First Semester (Fall Term) 2023	Second Semester (Winter Term) 2024
Orientation Session	Available Online (may be completed at any time after admission)	(TBD)
Classes Begin	September 5	January 8
Registration Deadline	September 18	January 19
Classes End	December 8	April 12
Exams	December 11-21	April 15-27

\*Actual length of program may vary according to individual schedules. Please see the “Academic Schedule” at [calendar.ualberta.ca](http://calendar.ualberta.ca) to view the full official University of Alberta semester dates, when available.

#### IMPORTANT DEADLINES

Nomination & Application Deadlines	<p><b>APRIL 1<sup>st</sup></b> for September and/or January admissions</p> <p><b>SEPTEMBER 1<sup>st</sup></b> for January admission only</p> <p><b>Early application is strongly recommended</b> to reduce the risks of limited space in campus accommodation and course registration. Processing of the application documents takes approximately 6-8 weeks.</p>
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#### ELIGIBILITY REQUIREMENTS

Undergraduate Business Prerequisites	<p>Undergraduate candidates are expected to have a core understanding of the basic business/econ principles through completion of foundational business courses prior to exchange. For reference, the courses we require our local first year students to take prior to entering the Alberta School of Business include:</p> <ul style="list-style-type: none"> <li>• Introduction to Applied Statistics</li> <li>• Elementary Calculus</li> <li>• Introduction to Microeconomics</li> <li>• Introduction to Macroeconomics</li> </ul> <p>Exchange students will not be able to follow the regular business course offerings if they do not have this academic background already.</p>
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English Language Proficiency	All candidates must meet the language proficiency requirements and provide proof of such as specified by the exchange agreement. Please refer to the full details for the <a href="#">Alberta School of Business Proof of English language proficiency standards</a> and ways to satisfy the requirement. If there is a special arrangement with your home institution, please consult your home exchange coordinator for clarification.
Academic Standard	All candidates are expected to have an above-average academic performance record at their home institution. MBA level exchange applicants must meet the <a href="#">minimum graduate academic standards</a> set by our central graduate admissions office.

## APPLICATION PROCESS

<p>Application details and instructions are available online at <a href="http://www.ualberta.ca/business/international/incoming-exchange/application">www.ualberta.ca/business/international/incoming-exchange/application</a>. Students from partner institutions should first contact the Exchange Program Coordinator at their home university to obtain further information and begin the application process. After nomination by the home university, students must complete the appropriate process for their level.</p>	
For Undergraduate Exchange	The application for undergraduate exchange students is now completely online. Please refer to the <b>Incoming Student Exchange Undergraduate Application Guide</b> for details and instructions. Students will need to upload supporting documents as part of that process (including official transcripts and proof of English language proficiency)
For MBA Exchange (Visiting)	<ul style="list-style-type: none"> <li>• Application for Visiting Graduate Student</li> <li>• Up-to-date official record of ALL post-secondary work completed (&amp; English translations, if necessary)</li> <li>• Proof of English language proficiency as specified by exchange agreement</li> <li>• Permission to Participate Form for Exchange with a list of courses requested</li> <li>• Copy of passport ID page</li> </ul>
For MBA Dual Degree (exclusive to institutions with DD agreement)	<ul style="list-style-type: none"> <li>• Shared Credential Application Form</li> <li>• Up-to-date official record of ALL post-secondary work completed (&amp; English translations, if necessary)</li> <li>• Proof of English language proficiency as specified by exchange agreement</li> <li>• GMAT/GRE report - standard admission requirement is 550/50th percentile</li> <li>• Permission to Participate Form for Dual Degree</li> <li>• Copy of passport ID page</li> </ul>

## ACADMEMIC INFORMATION

Class Format	Most courses have 3 hours of lecture/contact time per week (either 3 classes at 1 hour each, or 2 classes at 1.5 hours each). At 13 weeks, most courses have a total contact time of 39 hours per semester (Fall/Winter). The contact hours do not include estimates for individual study, projects, exams or other work outside the classroom.
Course Load	In order to take advantage of non-academic student activities and extra-curricular learning opportunities at the University of Alberta, <b>exchange students are advised to take 4 courses (12 credits) per term</b> . The maximum course load at the University of Alberta is 5 courses per term (15 credits). Exchange students must take a minimum of 3 courses (9 credits) per term to maintain full-time status.
Course Listings	Exchange students will have access to a wide variety of courses within the Alberta School of Business. Subjects from other University of Alberta faculties and departments are available pending approval. A list of past and potential business courses may be found at <a href="http://apps.ualberta.ca/catalogue">apps.ualberta.ca/catalogue</a> . Courses numbered 100-400 are at the Undergraduate level and 500-600 courses are for MBA studies. However, <b>please be aware that certain restrictions may apply and it is important to have flexibility in your study plan.</b>

## HOUSING

For on-campus housing, apply online at [www.ualberta.ca/residence](http://www.ualberta.ca/residence). In order to submit an application, students will need their UofA ID number, CCID (Campus Computing ID) and password. The CCID and password are automatically created when the student is issued an ID number. Incoming students will be notified of this by e-mail when their applications are approved by the Registrar's Office.

## ESTIMATED EXPENSES

<p>The following is a break-down of <b>estimated</b> costs per semester while on exchange to the University of Alberta (in Canadian dollars). Estimates do not include airfare or any preparatory expenses.</p>	On-Campus Housing (single room)	\$1000-\$1800/month
	(shared room)	\$750-\$1200/month
	Off-Campus Housing (shared, unfurnished, NO meals)	\$700-\$1000/month
	Meals	\$300-600/month
	Books, Supplies & Classroom Materials	\$800-\$1200/semester
	Mandatory Health Insurance	\$200-310/semester
	Local Transportation (student U-Pass)	\$180/semester
	Other/Personal expenses (will vary according to individual preferences)	\$300-\$700/month
	<b>TOTAL per semester (4 months) on-campus</b>	<b>\$6,580 - \$14,090CAD</b>

## HEALTH INSURANCE

All students attending the University of Alberta for less than 12 months who are not Canadian citizens or permanent residents and who therefore do not have Alberta Health Care Insurance are required to participate in the University of Alberta Health Insurance Program (UAHIP) and to pay the required premiums to the University of Alberta for this health insurance. **A waiver cannot be given for any other health insurance.** Upon confirmation of registration at the University of Alberta, students will automatically be enrolled in UAHIP. The total premium for the semester is added to your fee assessment. This plan is administered by International Student Services. For more information, please visit [ualberta.ca/international/international-student-services/life-in-canada/health-wellness/health-insurance](http://ualberta.ca/international/international-student-services/life-in-canada/health-wellness/health-insurance).

## STUDENT SERVICES

International Student Services	The International Student Services Office and the School of Business International Office jointly provide various support services for exchange students. An extensive 3-day orientation is arranged in late August to help new international students adjust to life and study at the UofA. International Student Services also provides ways for interested students to get involved in the local community and facilitates interaction between international students and Canadians.
Academic Advising	Academic advising is available at the School of Business to provide assistance with planning a student's academic schedule, if required. International student advisors are also available from International Student Services.
Campus Facilities	The University issues a student ID card to all students, which provides access to Campus Recreation and Fitness Centres, libraries, photocopy & printing resources, campus laboratories, as well as a wide range of other academic and recreational facilities. Students will also be able to use the University Health Centre (UHC), a walk-in medical clinic with full physician, nursing, and pharmacy services. Find out more about Campus Life at the University of Alberta at <a href="http://www.ualberta.ca/campus-life">www.ualberta.ca/campus-life</a> .

Buddy Program	The Business Exchange Association (BEA) is a student association dedicated to assisting and integrating international students at the School of Business. The Association plans regular events and social gatherings throughout the semester that provide exchange participants with opportunities to mix with other students, make friends and have fun. In addition, the group organizes a "buddy" program, which connects incoming students to a Canadian student who can pick them up from the airport, help out with transportation and accommodation over the first few days in Edmonton, and be a resource for all sorts of assistance throughout the exchange term. For more information, please visit the BEA website at <a href="http://www.uofabea.com">www.uofabea.com</a> .
U-Pass	The Universal Transit Pass (U-Pass) will give students unlimited access to all regular Edmonton area public transportation services for the duration of the academic term at an affordable price. The U-Pass is a partnership between the University and the three municipalities of Edmonton, St. Albert and Strathcona County. All students registered at the University of Alberta Edmonton Campuses are automatically enrolled in the U-Pass service. Fees are calculated and added to your fee assessment for exchange students.

## USEFUL LINKS & RESOURCES

	<p>School of Business Exchange Program home page  <a href="http://www.ualberta.ca/business/international">www.ualberta.ca/business/international</a></p> <p>Information for all UofA courses available  <a href="http://apps.ualberta.ca/catalogue">apps.ualberta.ca/catalogue</a>  <a href="http://calendar.ualberta.ca">calendar.ualberta.ca</a>  <a href="http://www.beartracks.ualberta.ca">www.beartracks.ualberta.ca</a></p> <p>Campus Housing Information  <a href="http://www.ualberta.ca/residence">www.ualberta.ca/residence</a></p> <p>Off-campus Accommodation information  <a href="http://www.ualberta.ca/international/international-student-services/prepare-for-ualberta/find-housing">www.ualberta.ca/international/international-student-services/prepare-for-ualberta/find-housing</a></p> <p>International Student Services home page  <a href="http://www.ualberta.ca/international-student-services">www.ualberta.ca/international-student-services</a></p> <p>Information on the city of Edmonton  <a href="http://www.ualberta.ca/admissions/international/why-ualberta/why-edmonton">www.ualberta.ca/admissions/international/why-ualberta/why-edmonton</a></p>
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