

AUGUSTANA UNDERGRADUATE EXCHANGE STUDENT

INSTRUCTIONS: Application and Permission to Participate Form

This form must be completed, fully endorsed by the appropriate areas, and included along with all exchange student application materials to the University of Alberta. Complete application packages for exchange students must be sent directly to the Learning and Beyond office at the University of Alberta, Augustana Campus. This form is a typeable PDF form, please complete the typeable cells prior to printing and then print, review and complete the remainder of the form. Please sign and date where required prior to submitting your package.

COMPLETED APPLICATION PACKAGES FOR **FALL** and/or **WINTER** ADMISSION MUST BE RECEIVED BY **APRIL 15**

Undergraduate Student Exchange Application Package Checklist:

- A completed Augustana Undergraduate Exchange Student Application and Permission to Participate Form
- An official record of all post-secondary work completed and/or presently being taken by the student at the Home University. Official records must bear an official seal or signature.
- Documentation as required to demonstrate English Language Proficiency as stipulated by the Exchange Agreement
- If applying for on-campus accommodation, submit a completed housing application form and \$175 housing application fee (Recommended)
- Copy of passport particulars or birth certificate

Please ensure that the exchange application is signed by:

- The Academic Advisor of the student
- A designated English language assessor (*where applicable*)
- Exchange Liaison Officer of the home university

Notes:

- No application fee is required to process this application
- This form is limited to Undergraduate Exchange students only
- Students wishing to enroll in courses that require departmental consent are responsible to contact the department either by phone or in person upon arrival at the University of Alberta
- Exchange applications with incomplete forms or missing documents will lead to delays in processing
- Exchange applications require 6 - 8 weeks to process for admission to the University of Alberta
- Housing applications and \$175 fee must be received by April 15.

UNDERGRADUATE EXCHANGE APPLICATION FORM

Application and Permission to Participate Form

U of A OFFICE USE ONLY
ID : _____
Faculty: _____
No application fee required

USE OF THIS FORM

An Exchange Student is one who is admitted to the University of Alberta under a formal exchange agreement to take courses for transfer back to their home university. This form is to be used as both an application and a permission to participate form for **Undergraduate Students**, noting all courses a student wishes to take. **All sections** of this form **must** be completed. Upon receipt of a complete application package, eligibility will be determined. A Letter of Admission will be mailed to the accepted student's Exchange Officer at their home institution. Failure to submit all required documentation will lead to delays in processing, and where applicable, the student will be unable to obtain a **Study Permit** from Canadian Immigration in time to arrive in Canada before classes commence.

PERSONAL INFORMATION AND MAILING ADDRESS

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of administering study abroad programs. Direct any questions about this collection to: Learning and Beyond Director, Augustana Campus, University of Alberta, Camrose, Alberta, Canada, T4V 2R3, 780-679-1557, lab@augustana.ca.

Last (family) Name	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Former Name (if applicable)	<input type="text"/>
Birthdate	<input type="text"/>	Birth Place (Country, City)	<input type="text"/>
<input type="radio"/> Male	<input type="radio"/> Female	Country of Citizenship	<input type="text"/>
Address (Street Address, Apartment Number, Box Number)	<input type="text"/>		
City or Town	<input type="text"/>	Province or State	<input type="text"/>
Country	<input type="text"/>	Postal or Zip Code	<input type="text"/>
Home Phone Number (include country code)	<input type="text"/>	Cell/Business Phone Number	<input type="text"/>
Permanent Email	<input type="text"/>	First Language	<input type="text"/>

EMERGENCY CONTACT INFORMATION

Name	<input type="text"/>	Relationship to Student	<input type="text"/>		
Address	<input type="text"/>		City	<input type="text"/>	
Province or State	<input type="text"/>	Postal or Zip Code	<input type="text"/>	Country	<input type="text"/>
Home Phone Number (include country code)	<input type="text"/>	Fax Number	<input type="text"/>		
Permanent Email	<input type="text"/>	First Language	<input type="text"/>		

IMMIGRATION STATUS IN CANADA (choose one)

<input type="checkbox"/> I already have a Study Permit	Date Authorization Obtained	<input type="text"/>	Valid Until	<input type="text"/>
<input type="checkbox"/> I have applied or will be applying for a Study Permit				
<input type="checkbox"/> I will attend the University of Alberta as a Canadian Citizen				
<input type="checkbox"/> I will attend the University of Alberta as a Permanent Resident	Date Permanent Residency Obtained	<input type="text"/>		

U of A EXCHANGE LIAISON OFFICE APPROVAL (U of A Office Use Only)

____ Admission is recommended to the Faculty of _____

____ Refer to the Faculty of _____

Print Name _____ Signature _____ Date _____

ORG ID: _____

EXCHANGE TERM AND YEAR (choose one)

Fall Term Only September to December

Winter Term Only January to April

Academic Year September to April

Other (select specific dates of attendance) Start End

HOME INSTITUTION

Name

Country

Faculty

Attendance Start Date

COURSE SELECTION - You must choose courses with the AU prefix

Please select courses in order of preference (list first choice closest to top of list). To select courses visit www.beartracks.ualberta.ca. Select "Guests Click Here to Enter" and search the 'View Course Listings' for course descriptions sorted by desired subject. To view class availability and class schedules search the 'View Schedule of Classes' and search by term for desired course name and number. Please note that although courses may be listed in the Course Listings courses may not be offered in every term or every academic year. The University of Alberta does not guarantee placement in any course so you are strongly advised to select at least one alternate course and allow for some degree of flexibility in your course selection.

TERM: F = Fall (Sept-Dec) **W = Winter** (Jan - April) **F/W = Full Year** (Sept-April)

TERM	Course Name & Number	Class Number
Fall TERM	ex. AUPHI 260	ex. 19319
Fall (first choice)		
Fall (2nd choice)		
Fall (3rd choice)		
Fall (4th choice)		
Fall (5th choice)		
Fall (alternate)		
Fall (alternate)		
Fall (alternate)		

TERM	Course Name & Number	Class Number
Winter TERM	ex. AUPHI 260	ex. 19319
Winter (first choice)		
Winter (2nd choice)		
Winter (3rd choice)		
Winter (4th choice)		
Winter (5th choice)		
Winter (alternate)		
Winter (alternate)		
Winter (alternate)		

HOME INSTITUTION COURSE APPROVAL

I certify that this student has been advised to take the above mentioned courses and has met all course pre-requisites.

Name _____ Position _____

Signature _____ Date _____

HOME INSTITUTION EXCHANGE OFFICER APPROVAL

This student has been accepted to participate in the exchange program between our University and the University of Alberta

Name _____ Position _____

Signature _____ Date _____

ENGLISH LANGUAGE PROFICIENCY *(where applicable)*

This student has been accepted to participate in the exchange program between our University and the University of Alberta, Augustana Campus.

Name _____ Position _____
Signature _____ Date _____

NOTIFICATION OF FORMAL ADMISSION

*(if completing this section after printing application forms, please **print clearly using block letters**)*

Please note that ALL formal admission letters and packages from the University of Alberta will be sent to your Study Abroad Office or International Office at your home university. Please key in or print the name and address of your study abroad/exchange contact at your home university:

Last (family) Name	<input type="text"/>	First Name	<input type="text"/>
Position	<input type="text"/>		
Address <small>(Street Address, Apartment Number, Box Number)</small>	<input type="text"/>		
City or Town	<input type="text"/>	Province or State	<input type="text"/>
Country	<input type="text"/>	Postal or Zip Code	<input type="text"/>

STUDENT'S SIGNATURE AND DECLARATION

I certify that the information in this application is true and complete in all respects and that I have withheld no information. I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in prosecution under the University's codes of behaviour and/or the Criminal Code of Canada. I agree, if admitted to the University of Alberta, Augustana Campus, to comply with the University regulations as stated in the University of Alberta Calendar.

I understand that I must participate in the University of Alberta Health Insurance Plan (UAHIP) and pay all UAHIP fees unless I provide proof of enrolment in the Alberta Health Care Insurance Plan and participation in UAHIP is waived by the International Centre.

I understand that my course selection is subject to approval and to availability of courses as determined by the Registrar's Office. I authorize the University of Alberta to register me in my selected courses.

Print Name _____ Signature _____ Date _____