



Information for Study Abroad, Exchange or Work

Earn Credits toward your UWO degree!



“Opportunities for Study, Work and Travel”

The PDF files found on the MLL website contain

- suggestions of Study Abroad Programs at the appropriate university level in which students and faculty have had positive experiences
- the official Exchange Programs in which UWO participates

This Power Point will explain

two paths to receiving credit for your studies in Italy by

1. pointing out the differences between Study Abroad and Exchange
2. showing you the administrative process that you need to take step by step.

The end result of both processes is the same: you will have credit for the courses that you have taken abroad.

Study Abroad versus Exchange

	Study Abroad	Exchange
Where?	choose which university you would like to attend	choose a university with which UWO has an exchange agreement
When?	summer, one term, full year	usually full year, some for one term
How?	Letter of Permission from your Faculty of Registration	apply EARLY through the Exchange Office
How much?	fees levied by host university overseas	UWO fees BUT you can apply for scholarships
How many courses?	no more than 5.0 courses and the majority of credits in your modules must be from UWO*	no more than 5.0 courses and the majority of credits in your modules must be from UWO*
Grades?	numerical or alpha grades	pass/fail or pass with distinction

* Number of Courses that may be taken abroad

MODULE

- **Major (6 credits)**
= up to 2.5 credits can count toward your major and 2.5 credits can be counted as electives
- **Double Major (2 X 6 credits)**
= up to 2 X 2.5 credits can count toward your majors
- **(Honors) Specialization (9 credits)**
= up to 4.5 credits can count toward your major and 0.5 credits can be counted as electives

Start Early!

1. attend information sessions
2. talk to returning students
3. plan to go for as short or as long as possible:
 - if you can, take advantage and enroll in a summer program
 - prepare during your second year to be abroad during your third year if it is a full year
 - some students even go during their fourth year
 - if you are a part time student, please contact your undergraduate chair; if you are a graduate student, please contact your graduate chair

What do I need to do before I leave?

1. find a university that offers the appropriate program(s) within the country that you would like to go to
2. find out the due dates for applications, be they for the exchange programs at UWO or for the institutions themselves for study abroad
3. consider your finances
 - you can continue to receive OSAP (except for summer study abroad; please confirm your own situation)
 - you can apply for scholarships and continue to receive the scholarships you already have while on exchange
5. consider travel arrangements, insurance, visa
6. if you choose to do Study Abroad begin the process for the Letter of Permission and if you choose an exchange get in touch with the UWO exchange office

How do I receive a Letter of Permission for Study Abroad?

1. Go to: <http://www.registrar.uwo.ca/index.cfm/course-enrollment/letter-of-permission/> and download the form
2. Contact the undergraduate chair responsible for your program in order to have your foreign credits approved **before you leave**. Please provide the titles of the courses you have chosen, the URLs for the courses and the total number of class hours (or ECTS units) per course. In the email include your name, student number and Faculty of Registration. Then set up an appointment to complete the form.
3. The courses will only be approved if the course is relevant to your degree program and has a Western equivalent. A language course equivalent to 1.0 UWO courses must have at least 80 hours of contact, and be similar in content to a UWO course.

What do I do next with the Completed Letter of Permission?

1. From this point the Registrar's Office is your point of contact:
Room 2140, Western Student Services Building, The University of Western Ontario, London, ON, N6A 3K7
2. Letters of Permission may take up to 3 weeks to process from when they are received at the Registrar's Office (signed/ approved by both Department /Faculty) and cost a nonrefundable application fee of \$ 60 paid at the Registrar's Office.

Letter of Permission continued ...

3. Written verification from the host institution to the Registrar is necessary if you do not register in or withdraw from approved LOP courses. **If you need to take a different course**, please contact the undergraduate chair by email to receive confirmation that this course will be acceptable. Please provide the titles of the courses you have chosen, the URLs for the courses and the total number of class hours (or ECTS units) per course. In the email include your name, student number and Faculty of Registration.
4. On completing your studies, have an official transcript sent **DIRECTLY** from the host institution to the Letter of Permission Area and get a or two copy for yourself to keep for your records.
5. Make certain that you receive the grades recorded on your UWO transcript.

What do I need to do if I choose to go on an exchange?

1. study the exchange office website
http://www.sdc.uwo.ca/int/exchange/index.html?outgoing_destinations
2. and get in touch with International Exchange Program, at the International and Exchange Student Centre , Room 2120, Western Student Services Building (WSS)
E-Mail: exchange@uwo.ca
Phone: 519-661-2111 Ext. 85196
3. go to their information sessions, complete the application by the due date at a cost of \$25, plus transcript fees, and when accepted pay a placement fee of \$125
4. complete a Course Approvals Form, and an application form for your host institution
5. attend a pre-departure orientation

How do I complete a Course Approvals Form to go on Exchange?

1. the form is available at the Exchange Office
2. contact the undergraduate chair responsible for your program in order to have your foreign credits approved **before you leave**. Please provide the titles of the courses you have chosen, the URLs for the courses and the total number of class hours (or ECTS units) per course. In the email include your name, student number and Faculty of Registration. Then set up an appointment to complete the form.
3. the courses will only be approved if the course is relevant to your degree program and has a Western equivalent. A language course equivalent to 1.0 UWO courses must have at least 80 hours of contact, and be similar in content to a UWO course.

What do I need to do when I am there?

1. if you have not already found accommodation, find housing
2. register and enroll in the courses chosen before your departure at your host institution, including the appropriate language and literature courses
3. on your Letter of Permission for Study Abroad or Course Approval Form for Exchange the best possible courses were chosen, but when you are at your host institution the situation may be different (different courses offered, placement test leads to other course suggestions): remember to contact the Registrar's Office and the appropriate undergraduate chair to amend the Letter of Permission or Course Approval Form as necessary --- it is not uncommon that changes are needed!

What do I need to do when I return?

1. make certain that the Registrar's Office has received your transcript and that the grades or pass/fail are recorded on your academic record
2. tell others about your experiences!

Still have questions?

more answers to other Frequently Asked Questions are on the following websites:

<http://www.sdc.uwo.ca/int/exchange/index.html?outgoing>

or

http://www.sdc.uwo.ca/int/exchange/index.html?outgoing_faq



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