Student Planning Guide for Study Abroad

Plan your semester abroad in your degree program at the University of Regina!
Student Planning Guide for Study Abroad

What is the focus of this guide?

This guide will assist you with the process for academic exchanges (in the Fall or Winter semesters). We don’t consider summer exchanges in this program because of the uniqueness of each program. To see options for summer exchanges, you can go to: https://www.uregina.ca/international/study-abroad/summer-programs1/index.html or: https://www.isepstudyabroad.org/guides-and-tips/get-started/explore-your-options/summer

Eligibility Requirements:

1) 70% overall GPA – this is your cumulative GPA, we do not take your major GPA or GPA from your last two years
   a. Students may be eligible to go on exchange with a GPA below 70% if they can provide a letter of recommendation to the Study Abroad office from their faculty. This letter of recommendation is given at faculty discretion only
2) Successfully completed and passed 30 credit hours (yes, we can include transfer credit in these 30 credit hours!)
   a. Students are eligible to apply to go on exchange while in the process of completing their 30 credit hours. If 30 credit hours are not completed prior to student departing for exchange, the exchange will be deferred to the next available semester
3) Full-time student the semester prior to going on exchange
   a. Students must be taking a minimum of 3 classes (worth 3 credit hours each) in order to be registered as a full-time student at the University of Regina. Students who wish to partake in an exchange program must be taking full-time studies in the Fall/Winter semesters prior to their exchange program

Application Deadlines

For students wishing to go on exchange in a particular semester, the deadlines are as follows:

- Fall Semester exchange: February 1 of the same year
  (i.e. if you want to go out in September 2018, we must receive your complete application by February 1, 2018)
- Winter Semester exchange: June 30 of the year before
  (i.e. if you want to go out in January 2019, we must receive your complete application by June 30, 2018)
- Spring/Summer exchange: varies by program, so it is best to check with the Study Abroad & Mobility Office directly

** If one of the dates above falls on a weekend, please submit your applications on the Friday before
Important Items for Further Consideration

General

- International Students at the U of R are eligible to participate in Study Abroad
- Students taking courses through the U of R off-campus are also eligible to participate
- Tuition fees are paid to the University of Regina for 12 credit hours through the faculty you are enrolled in (exceptions do apply, but students will be consulted on an individual basis if this changes for any reason)
- Know semester differences at your destination of choice as some places have an academic calendar that is extremely different than here in North America, for example:
  - In the UK, classes can begin in the Fall anywhere between the beginning of September to the end of October. With this system, classes are usually done by the Christmas break, but exams and final assignments are due in January
  - In Australia, their seasons are the opposite of ours here in Canada because they are in the southern hemisphere. So students who go out on exchange in our Fall semester actually go out in their Spring semester; try not to get confused with this wording! Also, students who go out in our Fall semester will generally begin their classes in July and be done course by October or November
  - Germany has an interesting set-up for courses as well with the first academic semester running from October to March, and the second semester running from mid-April to mid-July! Such a location would require careful planning, but would be a great destination for a full year exchange
  - Finally, one last popular destination is Japan. The Japanese academic calendar runs from April to March in two main semester. The first is from April to September, and the second is from October to March. It is not uncommon for U of R students to do an entire year exchange beginning in the Fall, however, and this set up usually works very well with our calendar here at the U of R
Academic

- You must meet with an academic/program advisor in the planning stage to see how an exchange will fit into your degree program
- In the meeting with the academic/program advisor, you should be asking some of the following questions
  o What classes are open in my program to fill with classes while on exchange?
  o What classes do you (your academic/program advisor) recommend to take while on exchange?
  o Ask your academic advisor about the transfer credit process
  o Know that your GPA at the U of R is not affected when you go on exchange
- Make a list of five schools you would be interested in attending on exchange
  o As you will further understand below, all schools that you select for potential hosts must be within the same exchange program
- Make a tentative list of 5 classes you would be interested in taking at each university. These lists will be for your reference only, to ensure that the courses the school offers are similar to the ones you need to complete here
  o If you are an ISEP student, these courses will need to be submitted with your application. You should be able to change the course selection later on in the process

**Note:** Your academic advisor will not evaluate your course selections until you have been placed at your host institution, and you may not be eligible for transfer credit unless your Academic Advisor has evaluated and approved your course selections for your exchange.

Breakdown of Programs

There are 3 different programs that students can potentially find a host institution through. However, it is important to note that, when preparing your application for study abroad, students are only eligible to submit host institution choices through one program. Please see a breakdown below of the similarities and differences between the three programs.
<table>
<thead>
<tr>
<th></th>
<th>Global Study (SEP)**</th>
<th>National Student Exchange (NSE)</th>
<th>International Student Exchange Program (ISEP)</th>
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</thead>
<tbody>
<tr>
<td><strong>Set-up</strong></td>
<td>Exchanges with partner universities from institutional partnership agreements</td>
<td>Exchanges based on membership in a consortium of Canadian, US, and US territory institutions</td>
<td>Exchanges based on membership to ISEP network, ISEP is one of the largest network of post-secondary institutions</td>
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</tbody>
</table>
| **Accommodation and meals**          | • Meals and accommodations are student’s responsibility  
• You will be provided with info from host institution about how to apply/where to find housing  
• Housing may be on- or off-campus, depending on the partner | • Meals and accommodations student's responsibility  
• You will be provided with info from host institution about how to apply/where to find housing  
• Have the option to live on- or off-campus, but you must specify with the Study Abroad office | • Housing and meal plan (19 meals/week) cost current rate of Luther College Residence at time of exchange; will pay Luther directly prior to leaving on exchange  
• Based on ISEP agreement, housing & meal costs will be coordinated by host institution  
• You must live in the housing indicated by host institution through the ISEP program |
| **Application fee**                  | $250 CAD             | $250 CAD                        | $100 USD app fee; $325 USD placement fee      |
| **Application process**              | • Complete the application form on the Study Abroad website  
• Submit appropriate documents, as found on the website  
• All documents and application fee must be received by deadline date | • Complete the application form on the Study Abroad website  
• Submit appropriate documents, as found on the website  
• All documents and application fee must be received by the deadline date | • Complete ISEP application found on their website  
• All info completed and documents uploaded before the coordinator can give a reference  
• Pay $100 USD application fee after the coordinator has provided their reference (this will be after the deadline date) |
| **Medical insurance**                | • Required to purchase health insurance from provider of your choice that will cover you for entirety of exchange  
• Coverage must include all travel and activities outside of the regularly scheduled exchange program  
• All insurance policies must have: coverage for the repatriation of remains up to $1 million | • Required to purchase health insurance from provider of your choice that will cover you for entirety of exchange  
• Coverage must include all travel and activities outside of the regularly scheduled exchange program  
• All insurance policies must have: coverage for the repatriation of remains up to $1 million | • Must purchase insurance through ISEP as a condition of going through this program  
• Insurance provider for ISEP is MEDEX  
• It is a requirement students buy insurance through ISEP as this ensures that students will meet the insurance requirements for different countries around the world (as there are some countries with very strict requirements)  
• UR International Study Abroad & Mobility office encourages students to purchase additional insurance coverage for their program |

*There are rare circumstances where students may not pay tuition to the U of R, however, this will never be undertaken without the student's explicit knowledge and consent. Programs where tuition wouldn't be paid directly to the University of Regina would be NSE Plan A or ISEP Direct options.  
**The Global Study process also applies directly for the Consortium for North American Higher Education Collaboration (CONHAEC) program, as well as the UArdic (north2north) program.
## Application Process by Program

### Exchange Application Process

*By Program*

<table>
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<tr>
<td><strong>Application</strong></td>
<td>Complete the Study Abroad application form found on the study abroad website here</td>
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<td>Create a log-in ID and complete the application found on the ISEP website here</td>
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<tr>
<td></td>
<td>Ensure that your choices are in order from your top choice to your fifth choice</td>
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<td>them in order of preference)</td>
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<tr>
<td><strong>Required documents</strong></td>
<td>1) Official, sealed transcripts from the U of R Registrar's Office in the Ad Hum*</td>
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<tr>
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<td>2) Copy of passport photo page**</td>
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<td></td>
<td>3) Two references, one of which is a professor, which can be found on our website</td>
<td>3) Two references, one of which is a professor, which can be found on our website here***</td>
<td>3) You only need one reference for the ISEP program, so ensure you choose carefully***</td>
</tr>
<tr>
<td></td>
<td>here</td>
<td>4) Personal statement, prompt found here</td>
<td>4) Personal statement, prompt found here</td>
</tr>
<tr>
<td><strong>Application fee</strong></td>
<td>$250 CAD paid by deadline date</td>
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<td>$100 USD paid after deadline date; $325 USD paid after placement secured</td>
</tr>
</tbody>
</table>

### Extra tips

- *Transcripts take 5 business days to process, so plan ahead!*  
- **Your passport must be valid for at least 6 months** as of the time you are going to leave the host country. Please renew your passport as necessary.  
- ***Your references need to be able to speak to your abilities academically, as well as you as a person. Ensure you choose people who will give you a good reference***  
- ****Your Academic Advisor would not normally be able to provide a reference that speaks to your academic abilities, and may not know you well enough to provide a personal reference. Instead, please consider asking professors for these references.**
**Next Steps After Application**

1. After we have received your completed application, you will be contacted to do an interview with the International Study Abroad Advisor. Don’t be scared of this interview! This is an opportunity for the Advisor to get to know you and to ensure that the destination you are going will be a good fit for your goals. This is also an opportunity to meet the Advisor if you have not already done so, and the interview will help the Study Abroad office determine how we can best support you on your exchange.

2. Ensure you take a look at the scholarship opportunities that are available to you! Remember: any scholarship that you are eligible for as a University of Regina student, you are eligible for as a U of R outgoing exchange student! This includes funding from external sources, recurring scholarships, Indigenous Band funding, Saskatchewan (or any other provincial) student loans, etc.

3. Like the UR Study Abroad Facebook or Twitter UofRSA

4. We are on Instagram, and our handle is @ur.studyabroad

5. Grab our Budget Template Form (hyperlink eventually, not on website yet) and start determining how much you need to save!

6. WAIT PATIENTLY! Fall exchange students generally know their placements by April, and Winter exchange students will know placements by October.

7. Begin the research process. Start looking into things like:
   a. Do you need a visa to go to your host country?
   b. Will you need to travel to another city in Canada to apply for the visa in-person?
   c. What are the safety concerns you need to think about for going to this country? Do you need to have certain vaccinations in order to travel there? Have you referred to the Government of Canada’s Travel Advice and Advisories page? Find it here: [https://travel.gc.ca/travelling/advisories](https://travel.gc.ca/travelling/advisories)
   d. What is the difference in living costs between the host city and where you live now? Try to locate a Cost of Living Calculator online or through the host institution’s website to help you approximate spending for your time in that country.
   e. How close is the nearest airport to the city you’re going to? Will you be travelling a lot during your exchange? How much are you comfortable spending for trips outside of your host country?