

# STUDY ABROAD HANDBOOK

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### GETTING STARTED

#### Why Study Abroad?

There are a lot of benefits from studying abroad. Below are some great reasons to go:

- Experience a different culture
- Improve foreign language skills
- Meet people from around the world
- Sharpen your resume and be competitive in an increasingly global economy
- Prove yourself to be self-sufficient by living and studying in a foreign place
- Experience history, art, and world events not available in Canada
- Ability to explore places you have only read about
- Enhance your educational experience
- Bring unique perspectives back with you

If you are interested in gaining a competitive and compassionate edge as well as distinct advantages in the classroom, in the workforce and in life, we encourage you to participate in international educational exchange.

It is also imperative that you think hard about the reasons for going. Is the time or the destination you've chosen the right one for you at this time? Are you equipped to go overseas, or can you identify potential barriers to your success?

#### Who can Study Abroad?

You are eligible to apply for study abroad if you:

- are a full-time UFV student
- maintain a C+ (2.33) cumulative GPA at UFV
- have successfully completed 30 credits at UFV
- begin your application at least two semesters before your exchange
- are returning to UFV for at least one semester after your semester abroad

Keep in mind that study abroad selections are awarded on a competitive basis and are also subject to availability, so it is important to apply early and maintain as high an average as possible.

For more details see Appendix A.

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### **When is it Available?**

You can participate in studying abroad after you have successfully completed 30 credits at UFV.

### **How to Apply**

If you are interested in the study abroad experience at an institution that UFV has a partnership with, then you should set up a meeting with a Study Abroad Advisor. Next, you have to meet with your program advisor to review your course work, general electives, and to arrange your schedule so you can study abroad without losing time in your program. After that, you need to explore the program opportunities.

Consider the language requirements, program location, courses offered, price, length of study, and other program components such as excursions, internships, integration in classroom, and living arrangements. After you have chosen your top three choices, you need to fill out all the appropriate application forms and other paperwork.

For the Application Form, see Appendix A.
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### **What to Expect**

In the excitement of living in a new place, you may find your schoolwork is not getting done. If this occurs, take the time to re-direct your attitude to ensure that your schooling comes first. Get a weekly and monthly time planner to keep your schedule on track.

Remember that you must follow the rules and regulations of the host institution, as well as the laws of the host country. Plan to participate in whatever orientation programs are held at the host institution. This will give you a great head start and help you learn your way around campus, make new friends, learn about the university, school clubs, etc.

## **TRANSFER OF EXCHANGE CREDIT**

### **Your Academic Exchange Record**

Make sure you talk to an advisor in your department before leaving about the courses you have selected at your host institution. You will need to make a request for a “Letter of Permission” which will guarantee transfer credit when you return. The department can also advise you on the quality of the exchange course content and how it relates to your UFV academic program.

For more information see Appendix B.
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### **Assigned Exchange Credit**

Assigned exchange credit is given when the Faculty approves a course as an equivalent to a specific UFV course. You can check with your international advisor or the program head to see if the courses you are taking have an Assigned Exchange Credit. Please note that one course at a host institution may be assigned as a different UFV course, depending on if it meets certain course criterion.

### **Unassigned Exchange Credit**

Unassigned exchange credit will be given if:

- There is no course-to-course equivalent at UFV, or
- Your UFV degree requirements are not course specific, i.e. 6 credits upper year History

### **Receiving credit**

After you have completed your studies overseas, but before returning to Canada, order two copies of your Official Transcript from your host institution (one for your own records and one to be mailed back to UFV). To be deemed official, the transcript must be sent to UFV directly by your host institution.

Once you return to UFV, you will need to process a [Request for Transfer Credit Form](#) available through the Admissions and Records Department.

For more information see Appendix C.
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Please give a copy of the authorized Request for Transfer Credit form to your Study Abroad Advisor to maintain transfer credit consistency.

## **FINANCING YOUR TRIP**

It is difficult to predict the actual cost of studying abroad. Ideally, the cost is roughly the same as the cost of studying away from home in Canada, and is financed the same way. This is not always the case, especially if you are making your own plans to go abroad.

Costs will vary greatly by country. The cost of living normally will be higher in Europe and Japan than in China.

Different locations within a country will incur different expenses. Expect to spend more if you are living in a major urban center like the capital city than if you are living in a rural community. Some programs will be more expensive than others, depending on added features, such as support services, tours and excursions. Some institutions will charge higher student fees or room and board fees. Any additional traveling you may wish to do will increase your total costs.

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In addition to asking your Study Abroad Advisor and past participants for information, you will need to conduct some research yourself. Be sure to remember student discounts and any special rates that may be available.

See Budgeting Tips sub-section in the Finance section of this handbook

Based on your research, begin to estimate the costs associated with going overseas.

Use the budget worksheet on page 5 of the “UFV Study Abroad Application & Information Sheet” to determine potential sources of income.

See the Budget Sheet in Appendix A.

### **Sources of funding:**

Below are some sources of funding you might find helpful:

- Personal: job, parents, relatives, friends, bank, etc.
- School: student associations, Alumni, Faculty Deans, on-campus student groups and clubs, etc.
- Community: charitable clubs, local businesses, churches, banks, media (i.e. local media, or voluntary groups like the [Rotary Foundation International](#)).
- Government organizations: your MP and MPP as well as other political parties, ministries, municipal government.
- Businesses: local and national corporations that may do business with the country you are visiting or are part of your community (i.e. Chambers of Commerce).
- Charitable organizations: refer to the [Canadian Directory to Foundations and Grants](#) for a list of requirements.

### **Other considerations**

Going abroad may have financial implications beyond raising enough money to live abroad. If you have student loans, you may want to consider registering for courses while you are overseas in order to maintain your interest-free status.

For guidelines and current information, go to the National Student Loan Service Centre at <https://nslsc.canlearn.ca/> or phone 1-888-815-4514.

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**GETTING READY TO GO****Pre-Departure Checklist**

Check out the [Study Abroad Pre-Departure Checklist](#) to keep track of what needs to be done before you embark on your exchange.

For more information see Appendix D.
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**Guidebooks**

The best advice you can receive is to buy a guidebook a few months before you go. A good guidebook will give you country-specific information. Most will cover the history, environment, culture, language, economy, government, food, and arts of the exchange country, and give advice on visas, getting there, health and safety, packing, local transportation, currency, and shopping. Note that the world is ever-changing so keep that in mind when reading guidebooks. Don't pick the first one that you see, take a few out from your local library and see which guidebook is best for you. Lonely Planet guide books are excellent ([www.lonelyplanet.com](http://www.lonelyplanet.com)) and include information on the country (history, geography, politics) as well as information for visitors.

If you are going to a country where you are not familiar with the language, a language phrase book can be almost as important as a good guidebook. Make sure that the phrase book you use is relevant to you, and covers the things you are likely to say ("Where is the bathroom?"), and does not focus on situations you won't encounter ("Tell the maid to clean my room.").

Also, ensure you access information *from* the host country and culture, not just *about* it. Look for foreign newspapers in the library or on the web. Visit your video store's foreign film section for movies or documentaries about the country.

**TRAVEL DOCUMENTS****Passports**

If you are a Canadian citizen, you must have a passport to travel to all countries. Your passport is your official identification that you are a Canadian citizen. Applications for Canadian passports may be obtained at travel agencies, passport offices and Canadian embassies and consulates. Allow at least three weeks for delivery of the application.

If you apply for a passport in person at a passport office, you can normally expect it within ten working days.

If you are applying for visas as well, be sure to apply for your passport early, since you will need your passport for the visa application.

For general information on Canadian passports, visit the Passport Office's website at [www.ppt.gc.ca/](http://www.ppt.gc.ca/). This site contains information about obtaining a passport and what to do if your passport is lost or stolen.

Most countries will not let you in if your passport is close to its expiry date. So, if your passport will expire within six months of your return to Canada, check with your destination's embassy or consulate in Canada for their rules regarding passport validity and expiration. Additionally, you may want to check with your local passport office regarding possible complications resulting from obtaining a new passport in your destination country. (For example, Guatemala has a high rate of passport forgeries, so if the expiration date is too close to your return, you may wish to consider getting a new Canadian passport issued in Canada, rather than overseas.)

Be sure to make a photocopy of your passport's identification page and keep the photocopy and the original in separate places. This will speed up the replacement process should you lose your passport. For added security, you can leave a photocopy with a friend or relative at home.

If your passport gets lost or stolen, you need to contact the nearest Canadian mission, or the mission of your country of citizenship, immediately for a replacement and report the theft to the police. Be sure to get a copy of the police report or the report number. To replace your Canadian passport you will need to complete an application form, produce written evidence of your Canadian citizenship (for example a birth or citizenship certificate), produce a copy of the police report or number, present new photographs and pay the required fee.

Remember, your passport is your most important legal document while travelling. In some countries it is required that foreigners have their passports with them at all times. That said, it may be possible to simply carry a photocopy of the main page, while keeping your passport in a safe place. Guard your passport carefully and do not travel anywhere without it.

**Visas**

Visas give official permission from a foreign government for you to enter their country and stay for a particular amount of time. Visa formats can vary widely from a stamp in your passport at the time you enter the country to an official document with your photograph attached.

Visas can take a few hours to a few months to obtain. If you are applying for your visa by mail, use registered mail or a courier, since you need to send your passport with it in the package. Make sure you include all relevant items. Forgetting any important documents could delay your visa by weeks or even months, which may cause problems for you (e.g., not receiving your visa in time for your planned departure).

Visa rules vary from country to country and can also change depending on the purpose of travel. Are you going for pleasure, study or work overseas? Will you need a visa? Find entry/exit requirements for each country at [Travel.gc.ca](http://Travel.gc.ca).

Be aware of the country's rules and regulations on visas, what you are allowed to do and how long you can stay. It can be exceptionally difficult if you stay after your visa expires or if you participate in activities that are not permitted by your visa. You could be fined, arrested, deported, or worse.

### **Legal Matters**

Your Canadian citizenship does not offer any additional protection, preferential treatment or immunity if you break the law while overseas. Canadian officials can only provide assistance and support for Canadians in jail abroad. They can also try to ensure that you are treated as locals in jail would be treated. Unfortunately, jail conditions may not be very good for locals either!

If you break the law in another country, you are subject to that country's judicial system, which may be vastly different. For example, a person may be presumed guilty until proven innocent. Some activities that are not prosecuted in Canada may be punishable with heavy fines or worse. As in Canada, ignorance of the law is no excuse.

Some countries may have a very active black market for foreign (especially US) currency. Canadians engaged in these types of illegal activities will risk deportation.

The potential availability and use of drugs could lead you to forget the possible consequences. Some countries, despite having seemingly "relaxed" attitudes towards drugs may offer severe penalties for possession or use of drugs. Currently there are thousands of Canadians in jail abroad— many of them for drug-related offences. Use your common sense and always weigh the risks involved.

### **Arrival, Travel, and Flight Tickets**

When planning your arrival at your host institution, plan to arrive early enough to give yourself time to settle into your accommodation and environment before the beginning of classes.

If you can afford one, purchase a flexible ticket to make changes in planning easier to accommodate. Be sure to check that all ticket details are correct. Be sure to confirm your flight 72 hours before you leave.

Try to print a map of the terminal you will arrive in. This will help you find your way around when you arrive, especially if you are trying to get from one terminal to the other for a connecting flight.

You are in charge of your transportation from the airport to the host institution so plan how you will get from the airport to your host institution or place of accommodation, and make sure that you have enough local currency with you to cover the costs.

**Do-it-yourself.** Most airlines now offer self-service ticketing kiosks, or even at-home check-in, that will allow you to skip winding lines if you're low maintenance and in a hurry.



## **FINANCE**

Do not carry large amounts of cash with you. Traveller's cheques are the safest and most suitable way to carry your money as they can be easily refunded if they are lost or stolen. Traveller's cheques come in different denominations, in different currencies, and can be obtained at most banks. If the local currency you need is unavailable, American dollars are the easiest to exchange overseas.

### **Banking**

Before you depart, you will need to arrange how you are going to manage your banking and finances in Canada. Inform your bank of your exchange plans, the timing of events, and your needs. If you are receiving a government student loan while you are abroad, arrange for deposit of your funds when the documents arrive.

Discuss the following with your bank:

- Does your bank have a branch or an affiliated with another bank in your exchange country?
- What is the easiest bank to use in the partner country for transferring funds?

- Do you want Canadian dollars or do you want to exchange the money in Canada before it is sent to your foreign bank account?
- How do cash advances work on your credit card?
- How do you replace debit or credit cards while you are abroad?
- What is the best way to communicate with your bank while you are abroad?

### **Budgeting Tips**

Once you've planned how much money you will need, it is important to budget your money so that you do not run out while you are abroad. Here are some suggestions to help you live within a sensible budget for the duration of your stay.

- Make weekly and daily budgets and be sure to stick to them.
- Expect to spend more money in your first week abroad than during any other week there. Budget for this.
- Learn the worth of the local currency in relation to Canadian dollars as soon as possible.
- Watch for student rates and other discounts wherever you go.
- Take advantage of cheaper alternatives. Cook for yourself when possible, eat in student cafeterias rather than restaurants, and watch for lunch specials. Depending on the country, some pubs offer cheaper fare than regular restaurants.
- Buy transportation passes that offer discounts on multiple-day travel.
- Stay in youth hostels rather than hotels.
- If it is safe, travel overnight and sleep on the train.
- Pick-pocketing is common anywhere you go, so take care of your belongings.
- Save on long distance charges by using local phone cards, or pay Canadian long distance rates by using the Canada Direct service. (Check [www.infocanadadirect.com](http://www.infocanadadirect.com) and order free copies of the Canada Direct Wallet Guide, at 1-800-561-8868)
- Seek out discounts specifically available for students (See: [www.isiccanada.ca](http://www.isiccanada.ca) and [www.isecard.com](http://www.isecard.com))



**Red alert!** It's becoming harder and harder to guess who is offering the most airline inexpensive tickets. If you know where you're going, but are flexible on dates, sign up for e-alerts that will give you the head's up on fare specials such as OneTravel.com's "Farebeater Ultra" ([www.onetravel.com](http://www.onetravel.com))

## HEALTH CARE

### **Medical Examinations**

Some countries require a medical examination for entry. If this applies to you, call your doctor for an appointment. Medical exams can usually be done within two weeks but plan well in advance.

### **Vaccinations**

Check with your doctor, a public health clinic or a travel clinic to find out which vaccinations you will need for your trip. If you require vaccinations, have each type of Vaccination recorded on an International Vaccination Certificate, available at the Public Health Clinic. Be sure to start this early since some vaccinations have to be done with a series of shots over several weeks or months.

There are three International Travel Health and Vaccination Clinics in BC, located in Langley, South Surrey and Burnaby. Find out more on their website at [www.doctortravel.ca](http://www.doctortravel.ca).

For complete lists of other travel clinics across Canada and vaccines recommended for your destination, check the Public Health Agency of Canada's website at: [www.publichealth.gc.ca](http://www.publichealth.gc.ca).

### **Prescriptions and Pre-existing Health Conditions**

If you are on regular medication, plan to take an adequate amount of it to last for the entire period abroad, providing it is not perishable. Keep your medications in containers that clearly show the prescription number on the label. This helps with Customs clearance in and out of countries, and makes it easier to refill prescriptions by mail.

If your doctor advises against taking a large supply of medication, ask them to provide a description of the diagnosis and the medication so that an overseas physician can fill out the prescription properly. In some cases the local physician may be required or wish to do an examination to confirm the diagnosis before filling your prescription. Make sure your prescription includes the medical name, not simply the brand name.

Drug companies sometimes manufacture the same drug under different brand names in other parts of the world.

If you have any pre-existing medical conditions, be sure to discuss your travel plans, including your choice of destination with your family doctor. The doctor will be able to advise you on the risks involved and any special precautions you can take.

### **Eyeglasses**

Students who wear glasses or contacts should take an extra pair and their written prescription abroad. Students who need to get their glasses or contacts replaced while abroad should write to or fax their Canadian eye doctor and have a new pair sent to them. Students should take sufficient amounts of the contact lens solution that they normally use, since the required brand is not always available in other countries.



**Protect your assets.** Whether traveling to a sunny or snowy location, be sure to pack a pair of shades.

## HEALTH INSURANCE

### **Mandatory Insurance**

While you are on exchange, you are required to have health insurance. Without health insurance you may be held accountable for medical costs and left stranded without any support in your exchange country. Even if you are already covered by BC Medical Services Plan (MSP), you will still need to purchase additional medical insurance for the duration of your exchange outside Canada. Most travel agencies, BCAA/CAA offer affordable short term travel insurance. You are responsible for determining and acquiring appropriate health coverage before you go. In many cases your host institution can provide information about long term health insurance.

### **Types of Health Insurance**

	MANDATORY	OPTIONAL
Basic	BC MSP or equivalent plan. You must be covered by MSP or provincial equivalent to be eligible for another health plan or extended plans	
Extended		A private plan that covers dental, vision, prescription drugs, etc.
Emergency	If you are only covered by MSP or provincial plan, you must purchase additional medical insurance from a private company.	A private plan that includes some emergency benefits.

### TRANSPORTATION AND LUGGAGE

#### Packing

Take only as much as you need. You do not want to be weighed down at an airport with two suitcases, and a backpack. Make sure you are able to carry whatever you take for long distances by yourself. Pack at least one week before you leave. This will give you time to decide what you really need and what you still need to buy. When packing, make a pile of everything you think you might need. Then get rid of at least half of the pile. Then get rid of another half.

In today's global market, there are few places in the world where you cannot find what you want, unless you are in a very remote location. It is probably not necessary to take enough toilet paper or water to last the entire trip. If you forget something, you can either buy it there or do without. However, some things may be difficult to find. Ask someone, who has been to your host country before, if there is anything special that you should take.

Below is a list of items you might need on your trip. This is in no way a comprehensive list. Use it and your judgment to add personal items:

- Addresses of friends at home
- Airplane tickets
- Camera & film
- Clothing appropriate to the climate
- Contact info for campus people and offices
- Extra visa photos
- First Aid items (aspirin, band aids, diarrhoea medication)
- Guidebooks, language books
- Insurance (health, accident, baggage etc.)
- International driver's permit, if needed
- International Student Identity Card (ISIC)
- Letter of admission to the host institution
- Luggage and small backpack
- Medication/prescriptions
- Money (local, US and Canadian)
- One set of formal clothing
- Passport
- Personal items
- Photocopies of important documents
- Telephone calling card
- Toiletries
- Transportation pass
- Traveller's cheques and/or credit card
- Vaccination Certificate
- Visa(s)

### **Transportation to and from the University**

You are responsible for arranging your own transportation to and from the host institution. Depending on the service and availability of public transportation, you may consider living relatively close to the host institution.

**Get a head start.** Gone are the days when you could slip into JFK or LAX a half hour before boarding. The rules have changed, and most airline attendants won't even look at you less than an hour before take-off.



### **International Driver's License (IDP)**

Traffic laws and driving habits vary extensively around the world. If the driving style is very different from home, you may also want to closely observe the locals driving for at least one week before getting behind the wheel. Driving etiquette, the “language” behind the honking of car horns and general attitude on the road can really highlight some cultural differences.

Once you've decided you are ready, be sure you know the rules and regulations before you get behind the wheel of a car in another country or province. An International Driving Permit (IDP) allows you to drive in most countries. Check with the country you are planning to visit to make sure that the IDP is accepted. When using your IDP you must also carry a valid driver's license from your country of citizenship. Contact a [British Columbia Automobile Association \(BCAA\)](#) office for information on applying for an IDP.

However, most countries will require you to get a local driver's license within a certain period of living there (usually around 3 to 6 months). Also, if you plan to take your car or buy one there, you should contact the local department of motor vehicles within the first 30 days concerning vehicle registration procedures.

### **Baggage Restrictions**

Check with the airline or your travel agent before you start packing so you are aware of baggage restrictions. These restrictions vary depending on the airline and the destination.

Some countries may also have restrictions on what you can bring into the country. Find out from your airline the cost of bringing a bag for excess baggage opposed to the cost of shipping things to or from your exchange country. Make sure you pack your most important items in your carry-on bag in the event your baggage is misplaced.

### Personal Items

Local alternatives for your individual needs, such as deodorant, contact lens solution, creams, etc. may be different from those you are used to using. If you are not willing to adjust, pack a good supply of the items you need.

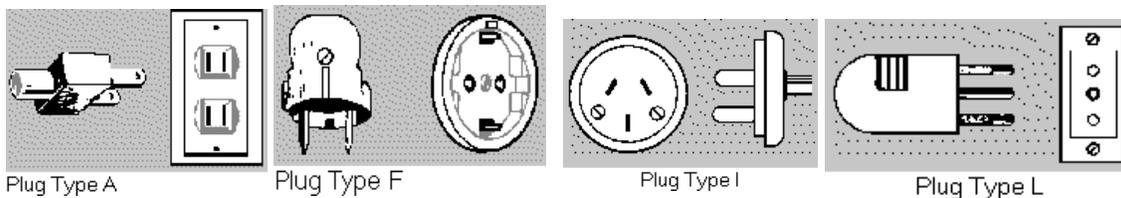
**Ziplock.** Put any containers that could leak into resealable bags -- even within a vanity kit, which is not always foolproof.



### Electrical Appliances

Look up the voltage of your host country and find out about the prong combinations for electrical outlets. Canada uses an electrical current of 60 cycles AC and the standard voltage is 120-volts.

Below are images of the “American” Type A plug, as well as some used in Japan, Italy and China.



You may need to buy an adapter plug or transformer to be able to use your usual appliances in a different country.

### Duty and Customs

Ship only used goods to avoid duty, keep the declared value low and be sure to label all parcels “Used Personal Belongings”. Declare all unaccompanied baggage when you enter the exchange country as this may exempt you from hefty duty charges.

Generally, you may take in cameras, personal computers, radios, and other similar items duty free, given that they accompany you or are declared at the time of entry. Although wildlife items can be easily acquired abroad, items made from hides, shells, feathers or teeth of endangered species risk seizure by Canada Customs and the possibility of substantial fines.

### International Student Identity Card (ISIC)

While on exchange, the ISIC (available from Travel Cuts) is a great idea for all UFV students. This card includes a travel assistance service that can be reached by calling collect from anywhere, anytime. The number is on the back of the card. You can call and speak to an operator who can refer you to an appropriate legal, medical or travel advisor.

The ISIC is commonly accepted as proof of student status. With this card you are entitled to discounts on air, train, bus travel, and at some student restaurants, theatres, concert halls, shops, museums and travel agencies. For more on the ISIC card, see: [www.isiccanada.ca](http://www.isiccanada.ca).

### PREPARING YOURSELF FOR LIFE ABROAD

#### **Attitudes and Behaviours**

Find out as much as you can about the local customs and culture, and be considerate of them. Attitudes and behaviours that are appropriate in Canada may be offensive or even illegal in other countries.

Culture-specific information can be found at libraries, travel agencies and consulates. Learn about local attitudes toward dress, public displays of affection, drugs, political activism, etc. You will also benefit from being aware of the local political situation. Learn what is going on in the country you plan to visit.

#### **Working**

If you plan to work during or after your exchange, you must first check with the country's consulate or embassy. Be sure to arrange this before you leave since your visa may need to include work authorization. Keep in mind that working conditions and attitudes might be different than those in Canada.

You may want to research the following:

- Number of hours in a regular work day;
- Number of days in a normal work week;
- How many and how long are the normal breaks taken;
- Nature and amount of social interaction among coworkers.

#### **Dress Code**

Take suitable clothes for your destination's climate. Also consider their customs, social functions you may attend and the baggage restrictions. Generally you will want to take comfortable and durable clothes that you can wear for a long time. Make sure your clothes cover a range of weather conditions and occasions.

In some countries, restrictions on clothing still exist and swimsuits may be a controversial subject. Some religious sites may also require that arms, legs, or heads be covered.

Although many countries may be more formal and conservative than Canada, you do not need to buy a new wardrobe before going overseas! Simply remember that you are a guest in a foreign country. Respect for their values and dress will be appreciated.

### Education System

Do some research regarding the type of education system that exists at your host institution. Some of the information might be obtained from the university's catalogue or calendar. If you have any questions, some can be answered by visiting exchange students from the host country you will be going to and other questions can only be answered when you arrive and experience it for yourself.

Below are some questions you might want to ask or think about:

- What is the philosophy of the university you will be going to? Focus on any political or religious philosophies of the university.
- What are the standards of etiquette and respect?
- Do they have a dress code? If so, what is appropriate?
- Are students allowed to ask questions during a class?
- Are students allowed to make appointments with teachers?
- What is the appropriate behaviour during such an appointment with a teacher?
- Are students allowed to eat in class?

### FOOD, DRINK, AND HYGIENE

Making good choices about what to eat overseas can be difficult depending on your destination. If possible, try to prepare food yourself but do try to eat as locals do. You may have a chance to learn some new simple dishes.

Sometimes a slightly upset stomach within the first two weeks of arrival may be an indication of adapting to new time zones, sleep patterns and spices. However undercooked food, problems with refrigeration, or inadequate access to purified water may lead to problems ranging from an upset stomach, E coli infection, salmonella poisoning or even liver damage due to Hepatitis. So be careful and be aware of how you are feeling.

By following these guidelines, when in doubt, eating abroad can be easy:

- Eat food that has been freshly cooked or boiled
  - Eat fruit and vegetables that are easily peeled or sliced without contamination (e.g. bananas, oranges, melon, papaya, avocado etc.)
  - Eat food from sealed containers
  - Try to eat freshly baked bread
  - Choose local dishes that can be prepared properly over western food that can't be prepared correctly
  - Make sure plates and utensils are washed with detergent, rinsed with clean water, and protected from flies. If this is not possible, rinse dishes yourself with hot tea, whiskey, an alcohol swab, or flame cutlery with a candle or cigarette lighter
  - Keep your hands clean
-

### **Avoid Eating**

- Salads, since they have been washed with tap water
- Food that you don't know how fresh it is, i.e. buffet food
- Food that flies have settled on
- Complicated dishes requiring a lot of handling
- Ices and ice cream
- Dairy products made from unpasteurized milk
- Fruit that cannot be peeled (e.g. berries, grapes etc.)
- Unwashed fruit
- Food that has been handled with dirty hands
- Sauces that are left out on table
- Food with mayonnaise, especially if refrigeration may be an issue.

### **Drinks**

- Depending on where you are, do not use tap water, not even to brush your teeth. Keep mouth closed when showering
- Only drink bottled drinks opened in front of you
- Drink bottled, boiled or sterilized water
- Clean cans or bottles before opening them
- Don't drink fruit juices from street vendors
- Don't use ice. Freezing does not kill all the parasites

## SAFETY

### **Personal Safety**

When going abroad, you may need to expand your view of what it means to be safe. A situation or location that you would not question in Canada is not necessarily safe in another country.

In addition to normal concerns over appropriate vaccination, clean drinking water, and safe sex, other dangers must be considered. Among these are alcohol-related injuries, car accidents on both public and private transportation, local diseases, and even common dangers such as dog bites. Startlingly, the greatest cause of death is from traffic accidents.

Before you go, familiarize yourself with your host country and city.

- Read about the host country in guidebooks and newspapers
- Learn which areas of the city are considered safe
- Become familiar with the best way to travel and well-traveled routes
- Memorize or keep a list of local emergency numbers with you
- Learn to ask for help in local language
- Do what it takes to achieve independence concerning money, access to transit, housing, etc.

Once you arrive, ask friends and contacts at the host institution for tips regarding "safe" areas. Try to steer clear of places that locals find unsafe.

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**Copy yourself.** What's a safe place to stow your papers? Cyberspace. Email your critical information— e-tickets, hotel reservation numbers, passport ID— to an e-mail account you can check from anywhere on the planet.



**Air your dirty laundry.** Never put valuables in the outside pockets of your luggage. Instead, cocoon pricier items in the centre of your suitcase, and put your dirty undies in the outside flaps. That'll ward off any pickpockets!

**Registration of Canadians Abroad Service (ROCA)**

The Department of Foreign Affairs offers a service in which they register Canadians living abroad for three or more months. However Canadians traveling to countries that may experience civil unrest, or other security issues, should also register.

The service makes it possible to offer urgent advice during a period of natural disaster, or civil unrest. They may also inform them of a family emergency back home in Canada.

You can either register online, or download a registration form on their website at <http://travel.gc.ca/assistance/emergency-info/roca-faq>.

**STAYING IN TOUCH**

Before you go, make sure that you have the email addresses for your friends, family and UFV contacts— especially the Study Abroad Advisor. You might find that part of your adaptation process might include being in touch with your friends and family more at first. Some people create blogs, posting pictures and writing about their experience.

**Make labels.** If you plan to send postcards from afar, create labels in advance of your trip.



**RETURNING TO UFV**

Returning is a big part of the student exchange experience. Make sure you plan your departure from the host country to allow sufficient time and energy for administrative details, travel arrangements, departure protocol and farewell parties. When you return, give yourself at least a few days to recover before starting school or work.

Once back, try to plan to share your experience with others. This may reduce some re-entry shock you may be experiencing. We know that coming home can be difficult. So we are happy to help.

**UFV Passport Tales**

Drop by the International Department once you have returned from your exchange. We'd love to hear about your experience.

Sharing your experience can be helpful as you make your transition back home and can help other students as they plan to travel overseas.

Which resources (films, books, travel guides) did you find to be especially helpful? We would like to build a resource for every country and institution visited. We would like to include your recommendations on:

- Was there a local newspaper, or publication that was useful in getting you "connected?"
- Was there a great restaurant just off-campus that you'd like to recommend?
- Was there a book, website, or film that you found especially helpful in understanding the country, the people or its history? (What about famous novelists from the country you visited)
- Popular artists (folk songs)
- Are there specific tips that you'd like to share with others about the Country/Region? ("Best Practices")
- Are there useful warnings (etiquette tips and cultural differences) that you'd like to share with others about the Country/Region?

Lastly, perhaps you'd like to share some of your photos with us. Organize a slide show and we can share it with students who are going to the same destination, or students who just wish to be armchair travelers!



## Study Abroad Application Form

*The personal information provided in this form will be used for administration of the study abroad program only and will not be released except with your consent.*

All sections must be completed.

### Program:

Study Period: From \_\_\_\_\_ (month), \_\_\_\_\_ (year) to \_\_\_\_\_ (month), \_\_\_\_\_ (year).

Choice 1: Host institution: \_\_\_\_\_  
Country: \_\_\_\_\_

Choice 2: Host institution: \_\_\_\_\_  
Country: \_\_\_\_\_

Choice 3: Host institution: \_\_\_\_\_  
Country: \_\_\_\_\_

### Personal Details:

\_\_\_\_\_  
Surname                      Given Name                      Preferred Name

Male  Female  UFV Student ID: \_\_\_\_\_

Citizenship:  Canadian Citizen  Permanent Resident  Other (on student permit)

### Contact Information:

Mailing Address: \_\_\_\_\_

Address (Street number & name, apartment number)

\_\_\_\_\_

\_\_\_\_\_  
City/Town                      Province                      Postal Code

Telephone (with area code)

\_\_\_\_\_

E-mail address

\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
(If different from above) Address (Street number & name, apartment number)

\_\_\_\_\_  
City/Town Province Postal Code

Telephone (with area code)

\_\_\_\_\_

**Academic Information**

Faculty: \_\_\_\_\_ (i.e Arts, Commerce, Graduate Studies)

Major: \_\_\_\_\_ Minor/Concentration/Certificate: \_\_\_\_\_

Year of study: \_\_\_\_\_ # of credit hours completed: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_ GPA: \_\_\_\_\_ CGPA: \_\_\_\_\_

**Study Plans at the Host University (please leave this blank)**

Please list the number, name, and credit value of courses you plan to take at the host university of your first choice, and indicate if they are to be counted towards 1) core courses, 2) elective courses, or 3) non-credit courses. Discuss your options with the Academic Advisor of your Faculty where appropriate.

Host course number and name Host credit value 1) core 2) elective

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

**Language Proficiency**

Please list your first and other languages spoken an/or written, and indicate the level of proficiency (i.e beginner, intermediate, etc.)

First Language: \_\_\_\_\_

Other language 1: \_\_\_\_\_ Spoken \_\_\_\_\_ Written \_\_\_\_\_

Other language 2: \_\_\_\_\_ Spoken \_\_\_\_\_ Written \_\_\_\_\_

Language courses completed at UFV: \_\_\_\_\_  
(Shown on the Banner printout attached)

**Financial Plans**

Complete the worksheet below to estimate the expenses and show your plans to manage your financial responsibilities while abroad. This information will not be used in the selection process.

Are you currently on Student Loans? Yes No

Do you plan to take out a Student Loan during your period of study? Yes No

**Expenses Sources of funding**

Tuition and fees \$ \_\_\_\_\_

Personal savings \$ \_\_\_\_\_

Accommodation \$ \_\_\_\_\_

Family contributions \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Grants and Awards \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Student loans \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Fundraising \$ \_\_\_\_\_

Other activities \$ \_\_\_\_\_

Other income \$ \_\_\_\_\_

(In-country short trips, entertainment, etc.)

**Expenses Total \$ \_\_\_\_\_**

**Sources of Funding Total \$ \_\_\_\_\_**

**Other Information**

Do you have any special needs i.e. disability or medical condition of which we should be aware?

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**Checklist:**

Please check the following to ensure you included all required documents:

\_\_\_ Completed UFV Study Abroad Application Form

\_\_\_ Letter of Intent (1 page typed), outlining:

- how the courses taken at the institution mentioned above will contribute towards the successful completion of your studies
- how the study abroad opportunity will impact your plans for a career and future goals
- your commitment to contributing to international activities on and off campus after you return from the study abroad experience

\_\_\_ Unofficial academic record (printout from the Banner Self Service) and any transcripts from other post-secondary institutions where you have taken courses

\_\_\_ Resumé (Be sure to include information on awards, past international experience, and relevant extra curricular activities on/off campus. Attach a separate page if necessary.)

\_\_\_ Two letters of reference from UFV's faculty members (The letter should include the length of time and capacity in which the referee knows you. The letter may also state your academic/personal quality and how essential the proposed program is towards the successful completion of your degree.)

## **Declaration**

- I declare that the foregoing information is to my knowledge true, complete and accurate.
  
- I understand that the submission of false information may be subject to proceedings under the Discipline System for students and may result in the disqualification of my application.
  
- I authorize the release by UFV's University of information to the host institution for purposes of program administration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your documents by mail, email or in person to:

**Study Abroad Coordinator**  
**UFV International**  
**B223, Abbotsford Campus**  
**Phone: 604-854-4544**  
**Email: StudyAbroad@UFV.ca**

### **Note:**

- After your application is reviewed, you may be contacted for an interview.
- Submission of your application does not guarantee a placement.
- If your application is successful, we will try to accommodate your choice of host institutions.

# REQUEST FOR LETTER OF PERMISSION

**For UFV students planning to do course work at another institution, transfer the course(s) back to UFV and apply the course(s) to a program.**

Complete this form and return it to the UFV Admissions Office. An admissions officer will determine the UFV equivalency of the course(s), then forward your request to your program head for approval. Once approved, an official letter of permission will be mailed directly to you. If, for some reason, your request is denied, you will be contacted and informed of this decision.

Letters of permission will not be issued to new students, students on academic warning and students with accumulative GPA less than

2.0. Regulations governing transfer credit are outlined in the UFV Calendar. (Courses are approved only if applicable toward your current program at UFV.)

It is your responsibility to forward a copy of the Letter of Permission to the institution you plan to attend, and to arrange for an official transcript to be sent to the UFV Admissions and Records Office when you have completed your course(s). Credit will **not** be awarded without an official transcript.

Student information			
UFV student ID		Current UFV program	
Last name (family name)		First name and initials	
Mailing address (street number, street)			
City or Town	Province	Country (if not Canada)	Postal code
Home phone <small>Area code</small>	Other phone <small>Area code</small>	Email	

Institution and course information																		
Name of institution (for which permission to attend as a visiting student is requested):																		
Dates of attendance: <input type="text" value="M M M"/> <input type="text" value="Y Y Y Y"/> to <input type="text" value="M M M"/> <input type="text" value="Y Y Y Y"/> <small>(Letter of permission will be valid for these dates only.)</small>																		
Reason for attending another institution:																		
Course subject & number at other institution <small>(e.g. PSYC 101)</small>	Course title at other institution <small>(e.g. Introductory Psychology I)</small>	<table border="1"> <thead> <tr> <th colspan="2">DO NOT WRITE IN THIS SPACE</th> </tr> <tr> <th>UFV course code</th> <th>Credits</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>	DO NOT WRITE IN THIS SPACE		UFV course code	Credits												
DO NOT WRITE IN THIS SPACE																		
UFV course code	Credits																	
Student's signature		Date																

LABEL

OFFICE USE ONLY	
Program approval/signature	Date

## Evaluation of Courses from Other Institutions for Transfer Credit at the University of the Fraser Valley

In order to evaluate a course offered by another institution for transfer credit to UFV, the following information is needed on a course outline form/description issued by the “sending institution”.

- **Course Title** and numeral designator-- as it would appear in a Calendar/Catalog. For example: Business 101 – Introduction to Management
- **Brief Description** -- one or two sentences as it would appear in a Calendar/Catalog description
- **Topics Covered** -- this should be as detailed as possible. It will be most helpful if the content of each topic is briefly described as well as what students will learn.
- **Lab requirements** – **IF** labs are required, the number of hours and a description of the lab work and lab sessions should be included
- **Methods of student evaluation/grading** -- including mid-term exams, final exams, lab exams/experiments, required assignments and papers etc.
- **Weighting of course requirements in order to determine a grade** -- for example: 15% quizzes, 25% mid-term, 25% term paper, 35% final exam
- **Length of course** -- for example: 4 hours/week for 15 weeks = 60 hours
- **Number of “credits/credit hours”** – credits based on sending institution’s system of credit assignment
- **Special requirements/activities** – describe field trips, field study, practicum requirements or other activities required outside of regular class time
- **Prerequisites Required** -- if any
- **Required Books/other materials** -- textbook(s) titles(s), author(s), edition(s) and/or other required readings or resources such as software

# UFV STUDY ABROAD CHECKLIST

Name: \_\_\_\_\_ Host Institution: \_\_\_\_\_

<b>Stages</b>	<b>Where to Get Help</b>
<b>In your 1<sup>st</sup> semester or ASAP</b>	
<input type="checkbox"/> Attend information session	UFV International Office B223
<input type="checkbox"/> Research your Options	Internet, Handbook, Library
<input type="checkbox"/> Meet with an Academic Advisor to plan study abroad into your academic career	Department Advisor, General Educational Advisor
<input type="checkbox"/> Discuss study abroad intentions with family	
<b>12 – 6 Months Before Departure</b>	
<input type="checkbox"/> Meet with a Study Abroad Advisor to select a country, institution, and program	UFV International
<input type="checkbox"/> Complete your Study Abroad Application	
<input type="checkbox"/> Meet with your departmental Program Advisor to discuss program guidelines and course options	Department Advisor
<input type="checkbox"/> Complete course selection	UFV International, Department Advisor
<input type="checkbox"/> Complete the Partner University Application	Host Institution
<input type="checkbox"/> Obtain “Letter of Permission” for selected courses	A&R
<input type="checkbox"/> Apply for accommodations (if necessary)	Host Institution
<input type="checkbox"/> Apply for passport/make sure passport is current	<a href="#">Passport Canada</a>
<b>6 - 4 Months Before Departure</b>	
<input type="checkbox"/> Plan your finances.	See budget sheet in application
<input type="checkbox"/> Meet with Financial Aid advisor (if necessary)	Student Services
<input type="checkbox"/> Find out the impact of your travels on your loan status	Student Services, loan provider
<input type="checkbox"/> Look into flights	
<b>3 - 2 Months Before Departure</b>	
<input type="checkbox"/> Find out what vaccinations are needed	Travel clinic
<input type="checkbox"/> Apply for a visa (student permit)	Embassy of your host institution
<input type="checkbox"/> Attend a Pre-Departure meeting	UFV International
<input type="checkbox"/> Go to your doctor for a general check up	
<input type="checkbox"/> Apply for Travel & Health Insurance	Travel Cuts, Flight Centre, BCAA, CAA
<input type="checkbox"/> Register for UFV exchange program at A&R	A&R - Room B211
<b>1 Month Before Departure</b>	
<input type="checkbox"/> Review Study Abroad Checklist	
<input type="checkbox"/> Pre-departure Orientation	UFV International
<input type="checkbox"/> Start to pack	
<input type="checkbox"/> Check in with International Education advisor	UFV International
<b>While Abroad</b>	
<input type="checkbox"/> Complete Registration of Canadians Abroad	<a href="#">ROCA Website</a>
<input type="checkbox"/> Email Study Abroad Advisor with final list of courses	
<input type="checkbox"/> Watch for emails from UFV International	
<input type="checkbox"/> Watch for updates on UFV website for updates	<a href="http://www.UFV.ca">www.UFV.ca</a>
<input type="checkbox"/> Maintain regular contact with family members	
<input type="checkbox"/> Request official transcript be sent to A&R	Exchange (Host) University
<input type="checkbox"/> Rearrange flights (if necessary)	
<input type="checkbox"/> Register for next UFV semester	A&R or <a href="http://www.ufv.ca/ar/">www.ufv.ca/ar/</a>
<b>Re-Entering</b>	
<input type="checkbox"/> Submit grades and obtain approval for transfer credit	Program Head
<input type="checkbox"/> Attend Re-entry workshop	UFV International
<input type="checkbox"/> Share your experience with others	Internationalization Committee