



**INSTRUCTIONS for filling out the “Student Exchange / Study  
Abroad Program Form”**

**UNDERGRADUATE STUDENTS**

This document contains 3 pages:

- 1) this instruction sheet,
- 2) an example of a completed “Student Exchange / Study Abroad Program Form” completed by an undergraduate student and
- 3) the actual form that you need to fill out and upload to your online Horizons application account.

Here are the **instructions**:

- 1) Please only fill out the following fields:
  - a. Last Name
  - b. First Name and Middle Name(s)
  - c. Student ID Number
  - d. Name of Host Institution
  - e. Country of Host Institution
  - f. Please sign **AT THE BOTTOM** of the form
  - g. Please date **AT THE BOTTOM** of the form
- 2) Only upload a **pdf version** of your completed “Student Exchange / Study Abroad Program Form” to your online Horizons application account.

# Student Exchange / Study Abroad Program

This form is used to register a University of Alberta student for the period of time that the student is participating in a formal exchange program, a formal non-reciprocal study abroad program at another post-secondary institution, or a formal outgoing international internship program.

## Personal Information (please provide legal name)

|                              |  |   |                       |
|------------------------------|--|---|-----------------------|
| Last Name<br><b>Shtudent</b> | First Name and Middle Name(s)<br><b>Iam Agreat</b> | Student ID Number<br><b>1 2 3 4 5 6</b> | Academic Program Code |
|------------------------------|--|---|-----------------------|

Ensure your address is current. Update your address using Bear Tracks at [www.beartracks.ualberta.ca](http://www.beartracks.ualberta.ca)

## Exchange Liaison Officer / International Program Coordinator Approval

|   |                 |                      |
|---|-----------------|----------------------|
| Name of Host Institution<br><b>University of Atlantis</b> |                 |                      |
| Country of Host Institution<br><b>Atlantis</b>            | External Org ID | Study Agreement Code |

| Indicate Add or Delete | Class Number | Course Abbreviation | Course Number | Section |    | Term (F, W, Sp, Su) | Start Date |
|------------------------|--------------|---------------------|---------------|---------|----|---------------------|------------|
|                        |              |                     |               | Type    | No |                     |            |
|                        |              |                     |               |         |    |                     | End Date   |
|                        |              |                     |               |         |    |                     |            |
|                        |              |                     |               |         |    |                     |            |

This student has been accepted in this formal program and has been granted permission to participate from their home faculty.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## Student Consent

I have been advised of my registration at the noted host institution for the specified term(s) and agree to the following conditions:

- I have read and agree to participate in this study abroad program according to the terms described in "Terms of Student Participation" for University of Alberta Study Abroad Programs.
- The Student Exchange or Study Abroad course (as indicated above) will be added to my academic record at the University of Alberta. I understand that I am responsible for deleting any other course registration that may exist in my name for the specified terms.
- I understand that I am responsible for payment of fees within the deadlines outlined in the *University of Alberta Calendar* and prior to departure, and any penalties that may be incurred as a result of late payment.
- I agree to comply with the University of Alberta regulations regarding course registrations, confirmation of registration and fee payment.
- I will ensure that official transcripts from the host institution are provided to the University of Alberta upon completion of my course.
- I will inform my faculty or the University of Alberta International Office if I wish to withdraw from the course/program or alter my registration in any way.

|                                |                                |
|--------------------------------|--------------------------------|
| Signature<br><i>I Shtudent</i> | Date<br><b>1 1 0 3 2 0 1 6</b> |
|--------------------------------|--------------------------------|

Submit completed form to Exchange Liaison Officer or International Program Coordinator.

*Month Day*

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|------------------------|--------------|---------------------|---------------|---------|----|---------------------|-------------------------------|
|                        |              |                     |               | Type    | No |                     |                               |
|                        |              |                     |               |         |    |                     | M   M   D   D   Y   Y   Y   Y |
|                        |              |                     |               |         |    |                     | M   M   D   D   Y   Y   Y   Y |
|                        |              |                     |               |         |    |                     | M   M   D   D   Y   Y   Y   Y |

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|-----------|------|
| Signature | Date |
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