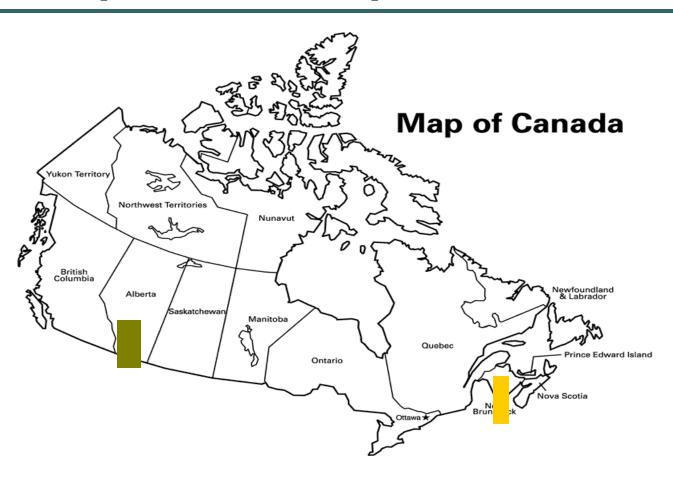
Pre-departure Preparation

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Pre-departure Preparation



Exchange Process

STUDENTS RESEARCHING EXCHANGE OPPORTUNITIES

Students are encourage to visit International Education for upto-date copies of exchange resources and links to get started in their search.

SELECTION OF STUDENTS FOR EACH EXCHANGE PROGRAM

- receipt of application portfolio
- interviews
- recruitment for each exchange
- offer

ACADEMIC ARRANGEMENTS

- approval letter from faculty
- course equivalencies and transfer approval
- course selection to host institution

CONFIRMED EXCHANGE

Once exchange placement has been confirmed, International Education meets with student to discuss travel planning, logistical process, immigration, responsibility and liability issues.

DOCUMENTATION

The student will need to ensure that he/she has received a copy of the International Pre-Departure document, which includes a pre-departure checklist, and a booklet, along with other important information and forms

COMMUNICATION

Student should communicate all academic questions to their faculty contact.

Student should communicate all logistical questions to International Education (visas, travel, liability, healthcare....)

PRE-DEPARTURE ORIENTATION

The student will have to attend a mandatory full day pre-departure orientation hosted by International Education at least (6) weeks prior to departure.

REGULAR CONTACT WHILE ON EXCHANGE

The student will maintain regular contact with International Education office via email. Also will be expected to submit regular reports.

RETURN

The student will have to attend a mandatory debriefing session with all returning exchange students hosted by International Education and will have many opportunities to get involved and volunteer.

Academic arrangements

- Recruitment of exchange students
- Verify academic performances (minimum GPA 3.0)
- Obtain approval letter and the necessary equivalences with the Dean of the faculty or Director of the program
- Signature of agreement, waiver and code of ethic

Intercultural awareness

How to overcome culture shock

- Honeymoon (ups and downs)
- Understand the situation
- Revise one's expectations
- Keep your mind open
- Develop hobbies
- Communicate with parents and friends
- Benefit from the experience

Language preparation

- 2 Spanish courses to prepare for Mexico
- Documents, CD's and video tapes to improve foreign language

Travel formalities

Citizenship

- Passport
- Student visa procedures
- Health
 - Refer to the health clinic for vaccination
 - Health and accident Insurance
 - Prescriptions and medication

Lodging

- Reservations of student residences in the host institution
- Host families
- International Youth Hostel Membership Card

Travel Formalities

- Finance
 - Scholarship
 - Loan
 - Clear debts (library parking, residence..etc.)
 - Power of attorney (bank deposit, transfers and any other legal matters)
 - Bring cash (local currency + \$US), traveler cheques and credit cards
- Telephone
 - Canada Direct service

Travel preparation

- Transportation
 - Flight booking and itinerary
 - Plan arrival abroad so that services such as Taxis, buses...etc are available
 - Driver's license (check if it's valid for abroad)

Travel formalities

What to pack

- Passport and visa
- Airplane tickets
- Money, traveler's cheques, credit card
- Student ID
- Addresses of host institution, host families, hotels...etc.
- Insurances (health, luggages and cancellations)
- Vaccination card
- Electrical devices adapted to the voltage in the host country
- Letters and all papers of importance for host institution
- Clothing adapted to abroad climate and legislations
- Emergency numbers to call Staff at home
- Presentation on Canada and your province
- Check list

Abroad

Supervision

- Regular communication (by phone, e-mail and fax)
- Visit of students abroad
- Inform us of changes to itinerary, travel, medical emergencies or legal infractions

Abroad

Security

- Registering with Canadian embassy or the nearest consulate upon your arrival
- Refer to embassy or nearest consulate in case of accident, theft, illnesses, loss of passport, if you are arrested
- Respect security rules of your environment abroad
- Women traveling alone (avoid going out alone; short cuts)
- Avoid surgery if possible
- Always carry identification cards, health insurance details
- Always carry emergency contacts (host and home institution, Canadian diplomatic mission, host family...etc.)

Return from abroad

- Prepare for departure
 - Return « HOME »
- Official transcript
- Evaluation questionnaire for the student
- Awareness of administrative formalities related to return
 - Tax at the airport
 - Canadian Food inspection Agency
 - Canadian customs and control of imports
 - Illegal souvenirs
- Debriefing

Questions???

Thank you