

STUDENT INFORMATION:	
Name: <input style="width: 90%;" type="text"/>	ID: <input style="width: 90%;" type="text"/>
Tel.: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>
Host University: 1. <input style="width: 90%;" type="text"/> 2. <input style="width: 90%;" type="text"/>	Semester/s (e.g. Fall 2011): <input style="width: 90%;" type="text"/>

CHECKLIST (Material to be handed to the Department)

1	Language Proficiency Form: Only fill in your personal information. The form will be filled by the CMLL Exchange Coordinator once your level of proficiency is evaluated.	
2	Course Selection: Bring with you a printout of course descriptions including course name, number and title. NOTE: Select courses that have similar content as what your Concordia Program offers. For example, an Engineering course taught in Spanish cannot count as SPAN.	
3	Preliminary Course Selection Form: Only fill in your personal information, the name of the host institution and the list of courses you have selected. The Concordia Equivalencies will be determined by the Department and entered by the CMLL Exchange Coordinator.	
4	Student Request Form: Arts & Science students must obtain the permission of the Faculty to go on exchange. This form must also be signed by the Advisor at your home department.	
5	Final Departmental Approval: a) If you are selected to go on exchange, take a copy of the Preliminary Course Selection with you and use it as a guide. NOTE: For any changes to the list see # 6 below. b) Once you have registered into all your courses, the final list must be emailed to the CMLL Exchange Coordinator (parissa.zohari@concordia.ca) who will email you the "Final Departmental Approval" of the course content. NOTE: This document is required by the Faculty of Arts & Science during the Final Credit Evaluation process.	
6	Changes in your Course Selection: Any changes to the Preliminary Course Selection must be communicated to and approved by the Department. The description, name, number and title of all new courses must be emailed to parissa.zohari@concordia.ca for evaluation and approval.	

The Department is responsible for:

- Evaluation of the course content and completing the "Departmental Preliminary Course Selection Form" prior to departure.
- Verification of language proficiency based on courses taken at Concordia and/or Assessment of Online Placement Test results.
- Approval of the course content if there are changes to the Preliminary Course Selection.
- Preparation of the Final Departmental Evaluation of courses once the student's course selection is finalized at the Host University.

The Department is not responsible for:

- The final credit-evaluation of the courses taken at the host University by the Candidate. This process is the responsibility of the Arts & Science Faculty, Student Academic Services (SAS) and will be done after completion of courses and upon receipt of official documents from the Host University.
- Ensuring the credibility of the courses and/or the institution chosen by the Candidate.

STUDENT: I hereby confirm that I have read and understood all the points made on this document.

Name _____ Signature: _____

ADVISOR: Name _____ Signature: _____ Date: _____

NOTE: Allow a minimum of two weeks for this material to be completed by the Department.