

WELCOME TO
THE CONCORDIA
STUDENT EXCHANGE
PRE-DEPARTURE SESSION



EXCHANGE PROCESS

BEFORE YOU LEAVE & ACADEMIC PROCEDURES

CONCORDIA INTERNATIONAL: YOUR FIRST POINT OF CONTACT FOR NON-ACADEMIC ISSUES

- **Concordia International** is responsible for:
 - Non-academic issues pertaining to the exchange program.
 - Quebec Mobility Bursary.
 - STOQ coding.
 - Receipt & processing of official transcripts, correspondence with the host, advisement on medical & travel insurance, legal issues, emergency contact).
- **Your Faculty** is responsible for:
 - all matters academic (approval of courses, transfer of credits, waiving pre-requisites, registration assistance post-exchange, potential graduates).
- **You** are responsible for:
 - Fulfilling all academic and non-academic requirements and responsibilities both at concordia and at your host institution.

HOST UNIVERSITY LETTER OF ADMISSION

- Up to 2 months following your host exchange application submission.
- Varies from host to host, student to student.
- **Please do not contact the host until you have received your letter and have been invited to do so.**
- If you receive a copy of your letter via email, **it is your responsibility to make certain that your ILO has a copy.**
- Your host university makes the final decision concerning your admission and your course availability and eligibility.
- **It is your responsibility to make certain that you meet all deadlines required by your host as outlined in your admission package or on the host website.**
- Upon arrival at the host, present yourself to their international office - say thank you.

REGISTERED IN COURSES AT CONCORDIA FOR YOUR EXCHANGE SEMESTER

- You should be registered in your courses at Concordia University for the semester that you will be abroad **leading up to your departure for exchange.**
- You will be coded STOQ (Studies Outside Quebec) for your semester on exchange.
 - STOQ =15 Concordia credits = Full-time tuition
 - Graduates: STOQ = Full time status
- STOQ means that you remain a full-time student at a Quebec university. **DO NOT DROP** this coding on your MyConcordia portal

You are responsible for dropping all Concordia courses you have enrolled in for your exchange semester by DNE deadline. **FAILURE TO DROP THE COURSES MEANS YOU WILL BE CHARGED FOR BOTH THE STOQ CREDITS AND THE COURSES.**

FULL-TIME REGISTRATION REQUIREMENT WHILE ON EXCHANGE

- You can only take courses that have been approved in writing by your department/faculty advisor.
- **YOU MUST** verify with your faculty the number of courses (credits) at the host you must register for in order to meet Concordia's minimum full-time requirement
 - Minimum equivalent = 12 credits
 - Maximum equivalent = 15 credits
 - Graduate students = full-time course load
- Number of courses required will vary from one institution to the next.
- Host institutions can't guarantee that you will be registered in the courses that you wish to register in – **course flexibility is required.**
- Each host has its own system of registration and it varies from one institution to the next.
- Courses with pass/fail grading notation (P=Pass or F=Fail) will not be credited.

HOW DO I GET MY COURSES APPROVED?

Course approval: contact the academic advisor of your department/faculty via email and copy your faculty in all communications with your department advisor

- **A&S** shoshana.kalfon@concordia.ca (e-mail your department advisor and copy Shoshana Kalfon)
- **JMSB** CSEPrequest.jmsb@concordia.ca
- **Fine Arts** amanda.holt@concordia.ca
- **GCS** deepy.chahal@concordia.ca
- **Grads** GPD (Graduate Program Director)

Emails should include your full name, student ID, semester and “Concordia University exchange program” in header


Body : You should include the name of the host institution, courses that you wish to register for at host, and course descriptions including credit information.

STOQ CODE, CREDIT TRANSFER AND REFUNDS


- STOQ Code remains on your transcript
- You are charged for 15 (UG) or 9 (G) Concordia credits while on exchange regardless of the number of credits for which you registered
- Your faculty transfers your credits – **can take up to 3 months**
- Undergraduates registered for 12 credits or less, will receive a 3 credit refund once the credits have been transferred and confirmed by your faculty
- **Undergraduates who transfer 12 credits or less, but registered for an equivalent of 15, will not receive a refund**
- Undergraduate students can receive a maximum refund of up to 3 credits per semester on exchange
- Refunds are requested by Concordia International and processed by the Student Accounts office

ACADEMIC YEAR 2010-11										
FALL-WINTER										
Course		Course Name	Credits	Grade/Notation/GPA	Class Avg	Class Size	Program Credits Earned	Other Credits Earned		
PSYC 321		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
PSYC 464		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
PSYC 483		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
PSYC B		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
STOQ 001	/2 ZZ	STUDIES OUTSIDE QUEBEC A	0.00							
PSYC 333		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
PSYC 363		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
PSYC 433		Transfer Credit: MAASTRICHT UNIV				2010-11	3.00			
PSYC 387		Transfer Credit: MASSTRICHT UNIV				2010-11	3.00			
STOQ 001	/4 ZZ	STUDIES OUTSIDE QUEBEC A	0.00							
ACADEMIC YEAR 2011-12										
FALL-WINTER										
Course		Course Name	Credits	Grade/Notation/GPA	Class Avg	Class Size	Program Credits Earned	Other Credits Earned		
EXCI 251	/2 AA	FUNDAMENT-HLTH&PHYS ACTIVITY	3.00	A (4.0)	3.17	158	3.00			
FFAR 298T	/2 A	SPECIAL TOPICS IN FINE ARTS	3.00	A (4.0)	3.05	81	3.00			
		(CENSORING POP CULT./AMERICA)								
PSYC 311	/2 01	RESEARCH METHS & DESIGNS II	3.00	A (4.0)	3.52	44	3.00			

PASSPORT & VISA

- Passport must be valid for at least 6 months beyond the date of your return
 - It is your responsibility to consult your destination countries student visa requirements while waiting for your letter of admission from the host.
 - You can't apply for a student visa or student permit until you have received your official letter of admission from your host university.
 - Your purpose for going abroad is to study, NOT TO WORK.
 - Browse the [Global Affairs Canada](#) website for important information for Canadians traveling and living abroad.
 - Find out whether dual citizenship will be an issue for you.
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HOUSING & FLIGHT ARRANGEMENTS

- You are **NOT** automatically placed in a student housing/residence.
 - It is **your responsibility** to determine where you would like to live while abroad.
 - Not all institutions offer on-campus housing. If on-campus housing is available, it usually has to be applied for. If on-campus housing is not available, please arrange independent housing.
 - Student Exchange Reports from past exchange participants can offer insight into where Concordia students chose to stay while attending their exchange.
 - You are responsible for making your own travel arrangements to and from your host institution.
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HEALTH INSURANCE

You're responsible for making certain that you meet your host university's health insurance requirements

- Emergency and medical evacuation, repatriation insurance
- Travel cancellation insurance
- Property insurance
- Liability insurance
- May be required to pay health insurance at your host university

RAMQ COVERAGE

If you have RAMQ coverage, you must contact RAMQ to notify them of the dates that you will be studying abroad. If not, your public health coverage may expire if you are away for more than 183 days, and the days that you are on exchange will count toward the 183.

Student who inform RAMQ that they will be studying abroad:

- Will be covered for the entire length of their studies as though they were still in Canada
- The 183 days only start accumulating when the exchange semester ends and if they student remains outside Canada.
- Must complete a specific form (not available on-line) which is mailed by RAMQ to the students home in Quebec

For more information on the RAMQ process for students studying abroad, visit the following [RAMQ website](#)

IMPORTANT DOCUMENTS

Authorization Letter to Release Personal Information:

- Health insurance
- Student loan issuer
- Concordia University
- Your bank

Make copies of important documents:

- Passport
- Admission letter
- Prescriptions
- Medical records
- Keep a set in Canada and take a set with you

Complete and sign a Power of Attorney form for family members or a trusted friend.

ARRIVING AT YOUR HOST UNIVERSITY

SETTLING IN AND STUDYING ABROAD

QUEBEC MOBILITY BURSARY

Qualifications:

- Faculty permission for exchange.
- Full-time (minimum equivalent 12 (UG) or 9 (G) Concordia credits) while on exchange.
- Must have 24 (UG) or 9 (G) credits by the time that you leave for your exchange.
- You will only be approved for the Quebec Mobility Bursary once you have received your official letter of admission from the host institution.
- Your bursary payment be processed once you have submitted Confirmation of Arrival form to Concordia International.

NOTE: *The amount offered by the Quebec Mobility Bursary is not substantial enough to be counted as your primary source of financial resources while on exchange*

CONFIRMATION OF ARRIVAL

- Complete and return the Confirmation of Arrival form to Concordia International **MAXIMUM** two weeks after your course registration is finalized at your host institution.
- Take this form to your host institution's International/Exchange office for a signature and/or stamp confirming that you are enrolled at that university.
- Return this form to Concordia International by e-mail (international@concordia.ca)
- Not returning this form could result in having your exchange status at Concordia canceled.
- We cannot finish processing your Quebec Mobility Bursary until we have received this form.

CONFIRMATION OF ARRIVAL

1 GENERAL INFORMATION AND INSTRUCTIONS

This form is intended for students who are participating in a Concordia Student Exchange Program. For the purpose of receiving your mobility bursary, you must return this form within 3 weeks of the start date of your exchange.

1. Complete the "Student Information" section of this form once your course registration is finalized at your host institution.
2. Have your host institution's International office complete and stamp the bottom section.
3. Return this form to Concordia International by e-mail studyaway@concordia.ca.

2 STUDENT INFORMATION

First name: _____ Last name: _____
Concordia ID#: _____ Email: _____
Host Institution: _____ Host Country: _____
Year: _____ Semester: Summer Fall Winter Academic Year

(Please list the courses you are registered for at your host institution)

Course Code (if available)	Course Title	Credit Weight at Host University

I understand that I must be a full time student while on exchange.

I understand that I understand that my faculty must assess the courses I take abroad for Concordia credit.

Date: _____ Signature: _____

3 HOST INSTITUTION (to be completed by an official at the host institution's exchange office.)

First, Last name: _____
Title: _____
Email: _____

Is the student enrolled full-time at your institution for the semester(s) indicated?

Yes No

Please indicate the dates for which the student is enrolled (including any orientation and/or exam periods)

Start date: DD/MM/YY

To End date: DD/MM/YY

Signature and stamp

Date: _____



MANAGING YOUR MONEY ABROAD

Before you go abroad, put together a budget that includes:

- Living expenses: housing, meals
- Academic expenses: tuition, books
- Essential travel expenses: airfare, passport fees, visa fees, local transportation costs
- Medical tests
- Medical insurance
- Excursions: program-sponsored trips, local or regional travel entertainment: nightlife, eating out, concerts, etc.
- Communication expenses: internet access, cellphone
- Personal expenses: souvenirs, laundry, hair/hygiene products, etc.



MONEY, BANKING & OTHER IMPORTANT STEPS

Before you go abroad

- Contact your bank and inform them the dates of your exchange and destination
- Plan on having additional savings for the first two months of your stay in case of emergencies

While abroad

If you open an account in your host country, be certain to obtain as much information as possible

Travel with local currency in your possession for expenses incurred upon your arrival; taxi, lodgings, food etc...

Before leaving your host country

- Close your foreign account completely prior to your departure





FINANCE TIPS WHILE ABROAD

Important money management questions to ask yourself:

- Should I carry cash, credit/debit cards?
- What is the exchange rate of my host country?
- Who/What can help me with budgeting (friend, Alumni, online spending log...)
- What is my plan if I run out of money?
- Live within your means.
- While you're abroad, some of your friends will have more spending money than you, and some will have less. Be sure to budget according to your finances, not anyone else's.
- If your budget doesn't allow you to make trips outside your host city, immerse yourself in the local culture and explore the various aspects of your city. You'll finish your study abroad experience with a deeper understanding of the host city than your peers who may not have spent as much time there. Take advantage of student discounts.



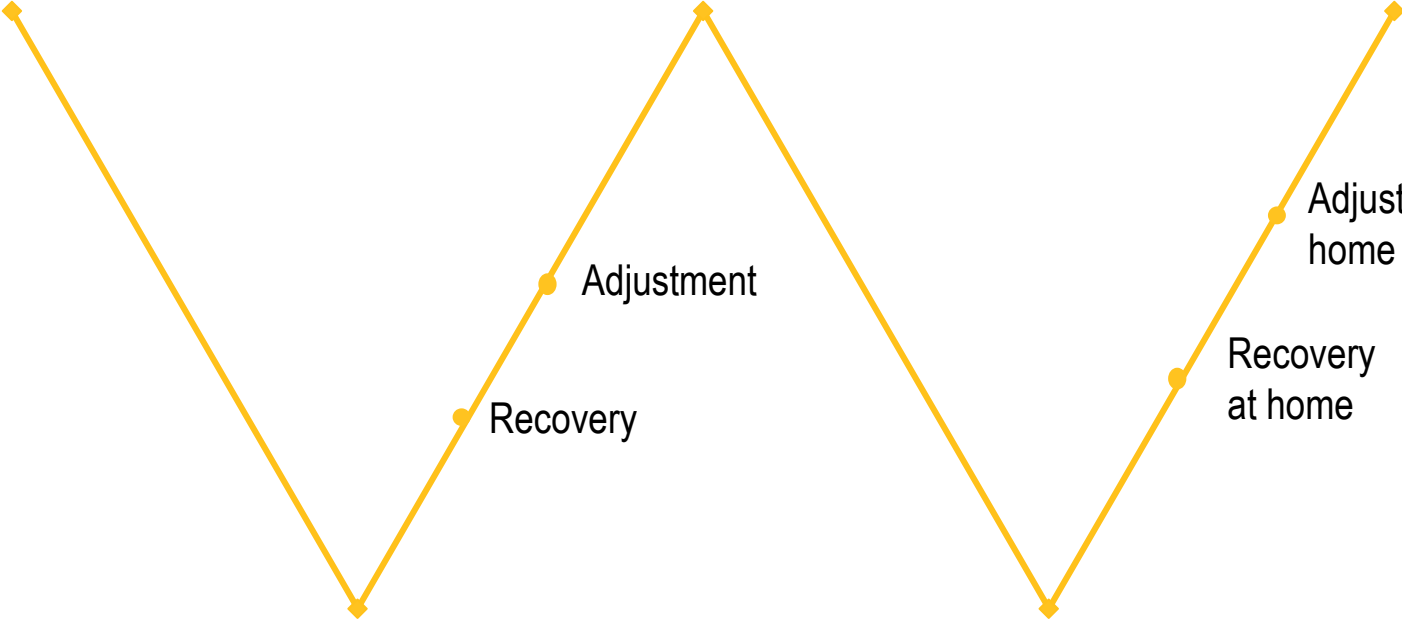
ADAPTING TO LIFE ABROAD

CULTURAL NORMS AND DIFFERENCES

YOUR TIME ABROAD

Honeymoon when you arrive abroad

Honeymoon at home



Crisis
(Culture Shock)

Crisis at home
(Re-entry Shock)

Adjustment

Recovery

Recovery
at home

Adjustment
at home

HEALTH AND WELLNESS

- **Medical Exams:** Ensure you have taken necessary medical, dental and eye examinations prior to departure
- **Vaccinations:** Make certain to get all immunizations required by your host country or any country that you may be travelling to while on exchange
- **Concordia Health Clinic:** Provides medical exams and vaccinations for student travelling to other countries
- **Prescriptions and Medications:** Be certain to take enough of your regular prescriptions (including birth control) or injections that you require for your stay. Make sure that your medication is legal in your host country.
- Prescriptions must be kept in original container/packaging and clearly labelled.
- Medic Bracelet
- Pack a First Aid Kit


MANAGING STRESS

Living in a foreign country can be both exciting and emotionally difficult. keep the following stress management tips in mind:

- Research your host country as much as you can in advance
- Learn the laws and customs
- Keep an open mind
- Attend orientation or any welcome activities
- Join student groups
- If you require greater support for managing your stress, please contact the host university's international office or your international liaison officer at Concordia International
- Concordia University Health Services has plenty of information on stress management and other health topics including nutrition, physical activity, mental health, sleep and more. Consult concordia.ca/healthyliving


CULTURAL AWARENESS

Here are a few examples that may not be considered acceptable in your host country/institution:

- Eating in class. This is thought to be impolite and is strongly discouraged.
 - Wearing sweatpants, flip-flops or pajamas in class. At many partner institutions, students dress in a formal and conservative manner while attending courses.
 - Writing “one-liner” e-mails to the partner or to university professors. It is best to begin your e-mail by addressing the individual to whom you are writing. Be sure to include your full name, host institution student ID number if you have one, and mention that you are an exchange student.
 - Showing up late to class. Habitual lateness is widely considered as showing disrespect.
 - Not attending courses. Missing more than two courses without a medical note may result in a failing grade at certain partner institutions.
 - Expecting the same “student-friendly” service offered by Concordia University at your host institution’s internal offices/departments.
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STAYING IN TOUCH

Staying in touch is critical!

- Make sure to check your email regularly for news and updates from your ILO (make sure that we have your most current e-mail address)
 - Join the MS Teams CSEPM Peer-to-Peer Platform
 - Contact our [Student Exchange Ambassadors](#) for practical tips
 - Send us photos or stories of your exchange , we'll be happy to share them on our Instagram account (@Concordia.International)
 - Keep in touch with your family and friends on a regular basis
 - Register at the local Canadian Embassy or Consulate
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WITHDRAWAL FROM THE PROGRAM

Common reasons for withdrawal:

- Lack of adequate financial resources
- Death or illness in the family
- Inability to find adequate number transferable equivalent courses
- Please inform your Concordia International ILO **IN WRITING** as soon as you know that you will withdraw from the program
- If you withdraw during your exchange, you must notify your ILO
- Make certain that if you have already been STOQ coded, that the code is removed from your transcript
- If you withdraw after DNE deadline you will be responsible for the tuition fees that the STOQ has charged you
- Your bursary application will not be processed or if you have already begun your exchange and withdraw while on exchange, your bursary will be stopped

STUDENT EXCHANGE REPORT

Your chance to let us know what you thought about your host institution and your semester(s) abroad.

- Submitting a Student Exchange Report is a mandatory part of the CSEP. It is submitted via the [CSEP Mobility Portal](#).
- Your ILO will send you a reminder about the report by email towards the end of your exchange.
- If you do not submit the report, your credit transfer will not be requested.
- Concordia International publishes a number of Student Exchange Reports on our website as a way to help future exchange participants learn more about the host institutions that interest them. If you do not want us to publish your report, please inform your ILO upon submission of the report.
- Concordia International organizes a yearly CSEP Video Contest! Prizes are awarded to the top three entries. Should you decide to participate in the contest, you are NOT required to submit a Student Exchange Report. Details of the [CSEP Video Contest](#) can be found on Concordia International's website.

TRAVEL SAFETY

STAY SAFE AS YOU STUDY AND TRAVEL ABROAD

OUTBOUND EXCHANGE & COVID-19

Unfortunately, Covid-19 continues to evolve around the world and creates uncertainties for your exchange. It is more important than ever to have a solid plan. Please visit our website dedicated for [outbound exchange & COVID-19](#) to inform yourself of the things you must consider when preparing to leave on exchange during this pandemic.

Every 2021-22 CSEP participant will be required to fill-out and return us their [Covid Travel Preparation Plan](#) prior to their departure.

CONCORDIA UNIVERSITY TRAVEL REGISTRY

Registration before travelling abroad

Under university policy VPS 53

Faculty, staff and students travelling outside of Quebec for purposes outlined in this Policy (“Travelers”) are required to provide basic information to a central travel registry (the “Travel Registry”) prior to departure and to promptly update this information in the event of changes.

1. Register with Concordia University’s Travel Registry

To add your name to the travel registry:

Log into myconcordia.ca

- Click on the travel registry link in the MyConcordia menu box.
- The information you provide is confidential and will only be used to help you in the event of an emergency or a natural disaster in the region where you are travelling (Policy on Travel Outside of Quebec, VPS-53).

CONCORDIA SECURITY AND EMERGENCY MANAGEMENT

In case of an emergency while abroad

Concordia's Security department will accept calls and transfer the information in a prompt response and support to travelers in the event of emergencies or issues of safety and security outside of Quebec.

Concordia University security 1-514-848-3717. This number can be called collect 24/7 if you need assistance.

You can pick up a Security sticker at any of the security desks on campus.



BE SAFE: REGISTRATION FOR CANADIANS ABROAD

Register with the Government of Canada Registration for Canadians Abroad

- Students who are Canadian citizens
- A free service offered by the Canadian government that keeps you connected to Canada in case of an emergency abroad or an emergency at home.
- You can register online at <https://travel.gc.ca/travelling/registration>

BE SAFE: USEFUL RESOURCES

You can download these documents or request the printed versions from the [Office of Emergency Management](#).

- Policy on Travel Outside of Quebec, VPS-53
- Policy for Travel and Other Allowable Expenses, VPF-3
- [Bon Voyage; Essential Information for Canadian Travelers](#)
- [Well on Your Way; a Canadian's Guide to Healthy Travel Abroad](#)
- [Her Own Way; a Woman's Safe Travel Guide](#)
- [Travelling with Children; What You Should Know](#)
- [Emergency Contact Card](#)
- [Travel Advice and Advisories](#)

SAFETY TIPS

- Don't pay for accommodations before you see it and can be certain that it isn't a scam
- Avoid public computers to manage your online banking as Internet cafés are relatively easy to install keylogger systems in
- Know where you are going (use a GPS instead of map)
- Travel in group and let someone know where you are going
- Carry some cash but not too much
- Never take a cab off of the street, always call for one from dispatch

REMEMBER TO:

- **Keep an eye on sketchy situations, but don't let that be the focus of your trip**
- **Use common sense**
- **Call home & friends from time to time**

CLOSING REMARKS

DON'T FORGET ...

FINAL THOUGHTS

Remember:

- This is an **academic exchange**, not a vacation
- You are representing Concordia University and Canada
- You are expected to perform well academically - your university's reputation is valuable
- Be considerate and aware of cultural values of your host country and respect them
- Do not behave in a manner in which you would not behave at home

YOUR INTERNATIONAL LIAISON OFFICERS AND CONCORDIA INTERNATIONAL CONTACT

DIRECTOR

Téo L. Blackburn

director.international@concordia.ca

ASIA, AMERICAS, OCEANIA & UK

Christine Archer

christine.archer@concordia.ca

MOBILITY BURSARIES

Bertille Tayoung

Bertille.Tayoung@concordia.ca

EUROPE, AFRICA & MIDDLE EAST

Pauliina Rouleau

Pauliina.Rouleau@concordia.ca

ADMINISTRATIVE COORDINATOR

Michelle Sarrazin

international@concordia.ca

MAY THIS BE THE
BEGINNING
OF THE REST OF
YOUR LIFE!

