

TIMELINE FOR PREPARING TO GO ABROAD



1

7 - 9 months prior to departure

Things to think about:

Academic:

1. Are you a full-time UPEI student with your first 10 courses complete? (most common year for study abroad is 2nd or 3rd year)
2. Review UPEI's Partner Universities
 - a. You can take courses within your major or elective courses, if approved.
 - i. Most Partner Universities offer courses in English, some offer courses in French. And many offer a variety of language study courses.
 - b. What are the semester dates at the Partner University? Do they work for you? Will you study abroad for one or two semesters?
 - c. Are there extracurricular activities of interest?

Geographic Location of the Partner University:

1. Cost of living
2. Language
3. Food and culture
4. Small/rural vs big/urban
5. Opportunities for travel
6. Visa requirements/permissions

2

6 - 8 months prior to departure

I want to go! What next?

Fill out the online application form. The form is called the "UPEI International Experience Form" and is on the UPEI Study Abroad webpage:

upei.ca/studyabroad

1. Documents you will need are:
 - a. References
 - b. Transcripts
 - c. Personal Statement
 - d. Financial Planning

Make sure you have a **valid passport** that will last *at least* 6 months beyond your study abroad return date.

3

5 months prior to departure

Firming up your plan!

After successful submission of your application to the UPEI Study Abroad office, you will be "nominated" to the Partner University (where you will be studying).

After accepting your nomination, the Partner University will reach out to you on how to apply to be an Exchange Student at their university.

1. You will apply to the Partner University as an exchange student using the coordinator at that university as a resource.

Start looking into the Visa/Study Permit application process for the country you plan on studying in - and start this process once you have received the acceptance letter from the Partner University.



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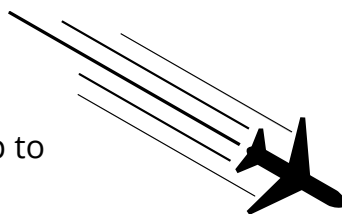
4 4 months prior to departure Class Approvals

During the application process with the Partner University, keep the UPEI Study Abroad Office up to date with the status.

1. Once approved, the UPEI Study Abroad Office will register you in the Study Abroad Moodle module. Important pre-travel information and document uploads will be done via Moodle.

Finalize what courses you want to take while studying abroad!

1. Fill out the Course Transfer Form - called "Letter of Permission", which will be provided to you by the UPEI Study Abroad Office
 - a. The Letter of Permission form has a table you complete by filling out the courses you would like to take at the Partner University.
 - i. These classes get approved by UPEI Deans and chairs for equivalent UPEI course credit.
 - ii. The completed Letter of Permission goes to the Registrar's office for final approval. This ensures you will receive UPEI credit upon completion of your classes at the Partner University.



5 3 months prior to departure Accommodation & Visas

Talk to the Public Health Travel Clinic regarding vaccinations (if needed), or any other pre-health check-ups you might need to have before you go.

- A great resource to review before you go is:

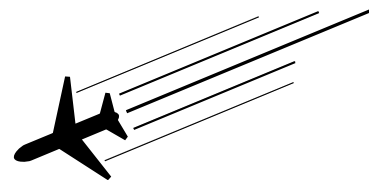
travel.gc.ca

Figure out where you will live - on or off campus at the Partner University.

Does the Partner University offer on-campus housing? Do you want to live on campus? Would you prefer your own accommodation?

1. Secure your accommodations abroad
2. Submit to the UPEI Study Abroad Office proof of accommodation

Make sure you've applied for your Visa or Study Permit once acceptance from your Partner University has been confirmed!



6 2 months prior to departure Flights & Courses!

Organize your flights and travel plans! You will book and pay for flights independently. We recommend you always purchase cancellation insurance!

Ensure your courses are picked and approved so they will be transferred back to UPEI

Look into applying for UPEI funding scholarships and opportunities available to UPEI study abroad students! Links to these are on the UPEI Study Abroad webpage.



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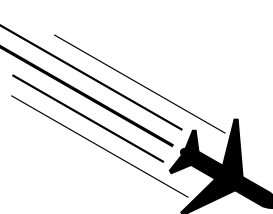


7 1 month prior to departure Final Review!

Consider any last-minute questions you might have before you go.

Double-check your UPEI and Partner University paperwork are good to go, and ensure your passports/visas are in order!

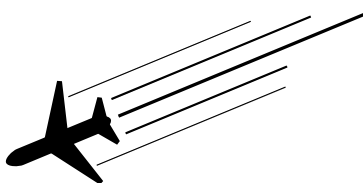
Make sure you've completed all required Moodle uploads and course forms.



8 2 weeks prior to departure Packing time!

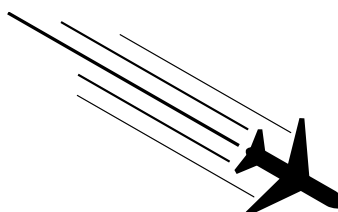
Begin planning your packing!

1. Clothes, shoes, jackets
2. Paperwork (passports, visas)
3. It's a good idea to take photos of any important documents before you leave in case anything gets lost.



9 3 - 7 days prior to departure Almost there...

Start organizing and packing for your study abroad experience!



10 1 day before departure And... you're off!

Double check all your documentation is ready and packed!
Get a good night's sleep!



**COME AND MEET WITH THE UPEI
STUDY ABROAD OFFICE AT ANY
TIME ALONG YOUR JOURNEY -
WE ARE HERE FOR YOU!**

studyabroad@upei.ca