

Process for Outbound Dalhousie Students on a Departmental Exchange

Before the Exchange

1. Students apply to the School of Architecture to go on exchange. The School selects students from the applicants and submits an application for each exchange student to the host university's mobility website.
2. The host university sends an official letter to the student, indicating admission to the host university.
3. Each student reads [Before You Go](#), then submits an application to Dalhousie's MoveOn [form for Departmental exchanges](#).
4. The student completes four tasks:
 - a) Complete the [pre-departure course](#) on Brightspace. (The International Centre sends a confirmation e-mail to the student. See **4a** on the next page for a sample.)
 - b) Download the [International SOS app](#) and register the trip. (Dalhousie's membership number is 27ASCA824913.) (The Canadian government sends a confirmation e-mail to the student. See **4b** on the next page for a sample.)
 - c) Complete the [travel risk assessment plan](#). Save the PDF.
 - d) Register and pay for Backpack Insurance via [DSU studentVIP](#) or by visiting the [Insurance Coverage page](#) and clicking on the "buy now" button. If you cannot access the website, contact backpack@studentvip.ca. After enrolling in Backpack, save the receipt.
5. When all four items in #4 have been done, the student fills in the [Emergency Contact form](#) and uploads the supporting items from 4a, 4b, 4c, and 4d. The International Centre then sends a confirmation e-mail to the student. (See **5** on the next page for a sample.)
6. The student downloads a Letter of Permission Request Form from the [FGS Forms](#) page, fills in the host university but not the courses, signs both pages, and sends everything to Architecture's graduate coordinator. Course selection will be available after the student arrives. For now, the graduate coordinator indicates a typical full load of courses and assigns equivalent course numbers at Dalhousie.
7. The graduate coordinator forwards the Letter of Permission package to graduate.studies@dal.ca. Graduate Studies processes the Letter of Permission and sends it to the Registrar's Office, which approves the request, records the courses on Dal Online, and returns the fully signed Letter of Permission to the student.
8. The student applies for immigration documents through the host country's consulate or embassy. The admission letter from the host university and the Dalhousie Letter of Permission are needed.
9. Courses at the host university should count toward the student's Dalhousie degree. The student registers for courses at the host university (approx. 30 ECTS) but pays tuition fees to Dalhousie for a full course load (15 credit-hours). Tuition and related fees will be waived by the host university. The student must have health insurance coverage in the host country: either from Dalhousie, the host university, or private insurance. The student pays any ancillary service fees to the host university.
10. A student who wishes to change courses after arriving at the host university notifies the graduate coordinator, who prepares a new Letter of Permission, assesses equivalent Dalhousie courses and credit weights, signs on behalf of the student, attaches a print of the student's e-mail, and forwards the Letter of Permission to Graduate Studies. Graduate Studies processes the new Letter of Permission and sends it for approval by the Registrar's Office, which returns it to the student.

After the Exchange

11. The host university assigns grades to the student. The student orders a host university transcript (PDF), to be sent to Dalhousie's Registrar's Office: admissions@dal.ca.


12. The Registrar's Office compares courses on the host transcript and the Letter of Permission, then records Pass/Fail grades on the student's Dalhousie academic record, using the host university's standard for passing a graduate course.

Steve Parcell, Graduate Coordinator, School of Architecture, Dalhousie University;
confirmed by Faculty of Graduate Studies and International Centre
26 July 2024


4a

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Pre-departure Completion

 International Centre To You Jul 21 ...

To Whom it May Concern:

This is to confirm that  has completed the pre-departure requirements for international travel.

Please accept this email from me as confirmation of completion to be used as supporting documentation for funding applications/program requirements etc.

If you have any questions, please do not hesitate to contact me.


Sincerely,

Annamay Simpson
Student Exchange Advisor
exchanges@dal.ca

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Emergency Contact Form - Confirmation of Submission

 Dalhousie International Centre To You Jul 26 ...

CAUTION: The Sender of this email is not from within Dalhousie.

Dear student,

Thank you for the successful submission of your Emergency Contact Form.

Please print this page as your confirmation of the submission and keep for your records.

We wish you safe and happy travels!

Warm regards,
The Dalhousie University International Centre

4b

From: voyage.notification@international.gc.ca
Subject: Thank you for registering your trip
Date: July 25, 2022 at 7:46 PM
To:

CAUTION: The Sender of this email is not from within Dalhousie.

Dear ,

Thank you for registering your trip. We may contact you to confirm your registration details or to obtain further information concerning your trip.