



## APPLICATION FOR OUTGOING EXCHANGE: STUDY PLAN

<b>First Name:</b>	<b>Last Name:</b>	<b>Student Number:</b>
Program at KPU:		Semester(s) Abroad:

### Instructions at the Advising Appointment:

**Step 1: Assessing what's left in your program.** You are expected to visit an academic advisor prior to completing this form to determine what courses you have left to complete your program. **Academic Advisors cannot tell you exactly how the courses from exchange will transfer, but they can help you look at your degree requirements and determine whether you have room in your degree for a study abroad experience.** They can also help you with understanding what you need to complete before and after your study abroad experience, and what unassigned credits are.

*Note: If you have met with an academic advisor recently, or know how to navigate your [MyActionPlan](#), you can complete the checklist by yourself.*

<b>Date:</b>	
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### Note from Study Abroad:

- Students can take 1-2 semesters abroad at [recognized partner institution](#) of KPU's. They will need to have a full-time status and take between 9-15 credits a semester (ideal if the student has these elective credits available).
- Students are encouraged to take electives abroad and core courses at home at KPU.
- Study Abroad credits generally transfer back as unassigned credits (e.g. MRKT 3XXX). We do not encourage students to take courses that will be direct transfers as they can be difficult to obtain.
- This is **not** a pre-approval plan – this will be completed later via a Learning Agreement and Transfer Credit Memo with the faculty that is then verified + transferred upon return of the student by the Office of Registrar.
- If you have questions, please email [internationalprograms@kpu.ca](mailto:internationalprograms@kpu.ca)

### Student Checklist:

- I have gone through what is remaining in my program for graduation with an advisor/[My Action Plan](#).
- I will aim to take core courses at KPU and elective or approved courses abroad.
- I understand that I might not receive a direct transfer for the courses taken abroad.
- I am planning to go abroad on an approved semester within my program of study.

Notes from the advising appointment/[MAP](#) + confirmed number of elective courses left:

### Student instructions for the Study Plan:



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### Step 2: Planning your courses at the partner institution

- Indicate the name of the **semester you plan to go**, and the **name of the first and second choice institution**.
- Indicate in the left column the course you want to take abroad, and **put an estimate in the right column on you hope it will likely (not guaranteed) transfer back** to your degree program i.e. **elective or \_\_\_ (program) credit**.
- If you are fine with it coming back as an extra credit as you see value in the course for personal and professional goals put: **“N/A extra credit”** (note that extra credits may delay your graduation date).
- You are not bound to your selections at this point, but you should be familiar with the academic program at the partner institution to ensure that your course choices will fit with your academic goals.
- **Choose a minimum of 8 courses** that you would be interested in taking at your partner institution for each semester you plan on being on exchange.
- See the [partner webpage](#) for course academic information. The course catalogues for your exchange term may not be published yet, but you can **select your courses based on the most recent course listings available or those offered in past semesters**. You can also view past transferred courses in the Transfer Credit Database.
- If you have questions, email [internationalprograms@kpu.ca](mailto:internationalprograms@kpu.ca) or discuss more in an advising appointment.
- Upon completion, submit this document as part of your application to MoveOn.

Semester:		First Choice Partner Institution:
Course Code + Name + (Credits)		KPU Degree Requirement
<i>Eg.</i>	<i>JAPN 110, Introduction to Japanese (3)</i>	<i>Requirement: JAPN1100 (3 credits)</i>
<i>Eg.</i>	<i>MRKT 120, International Marketing (12.5)</i>	<i>Elective/ N/A extra credit</i>
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Semester:		Second Choice Partner Institution:
Course Code + Name + (Credits)		KPU Degree Requirement
<i>Eg.</i>	<i>JAPN 110, Introduction to Japanese (3)</i>	<i>Requirement: JAPN1100 (3 credits)</i>
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If you are planning to go abroad for 2 semesters, complete the next page.



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Semester:		First Choice Partner Institution:
Course Code + Name + (Credits)		KPU Degree Requirement
<i>Eg.</i>	<i>JAPN 110, Introduction to Japanese (3)</i>	<i>Requirement: JAPN1100 (3 credits)</i>
<i>Eg.</i>	<i>MRKT 120, International Marketing (12.5)</i>	<i>Elective/ N/A extra credit</i>
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Semester:		Second Choice Partner Institution:
Course Code + Name + (Credits)		KPU Degree Requirement
<i>Eg.</i>	<i>JAPN 110, Introduction to Japanese (3)</i>	<i>Requirement: JAPN1100 (3 credits)</i>
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