



APPLICATION FOR OUTGOING EXCHANGE: WSD/COHORT PROGRAM STUDY PLAN

First Name:	Last Name:	Student Number:
Program at KPU:		Semester(s) Abroad:

Instructions at the Advising/Chair Appointment:

Step 1: Assessing when is good to go abroad and what is left in your program. You are expected to visit your program advisor/chair prior to completing this form to determine what courses you have left to complete your program and to check that you are approved to go abroad.

Date:

Note to Advisor from Study Abroad:

- 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.
- This application is **not** for the partner institution; it is only to seek acceptance to the Exchange program at KPU.
- 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 to go abroad in 2nd or 3rd year for the approved semester according to their program.
- If you have questions, please email 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 electives or approved courses abroad.
- I am planning to go abroad on an approved semester within my program of study.

Notes from the advising appointment & confirmed number of elective left and approved courses to take abroad:

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Student instructions for the Study Plan:

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 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>R31R301 Introductory Japanese 1 (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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If you are planning to go abroad for 2 semesters, complete the next page.



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