Pre-departure Preparation

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Pre-departure Preparation
Exchange Process

**STUDENTS RESEARCHING EXCHANGE OPPORTUNITIES**
Students are encouraged to visit International Education for up-to-date copies of exchange resources and links to get started in their search.

**CONFIRMED EXCHANGE**
Once exchange placement has been confirmed, International Education meets with student to discuss travel planning, logistical process, immigration, responsibility and liability issues.

**SELECTION OF STUDENTS FOR EACH EXCHANGE PROGRAM**
- receipt of application portfolio
- interviews
- recruitment for each exchange
- offer

**ACADEMIC ARRANGEMENTS**
- approval letter from faculty
- course equivalencies and transfer approval
- course selection to host institution

**STUDENTS RESEARCHING EXCHANGE OPPORTUNITIES**
Students are encouraged to visit International Education for up-to-date copies of exchange resources and links to get started in their search.

**DOCUMENTATION**
The student will need to ensure that he/she has received a copy of the International Pre-Departure document, which includes a pre-departure checklist, and a booklet along with other important information and forms.

**COMMUNICATION**
Student should communicate all academic questions to their faculty contact.

Student should communicate all logistical questions to International Education (visas, travel, liability, healthcare, etc.)

**PRE-DEPARTURE ORIENTATION**
The student will have to attend a mandatory full-day pre-departure orientation hosted by International Education at least (6) weeks prior to departure.

**REGULAR CONTACT WHILE ON EXCHANGE**
The student will maintain regular contact with International Education office via email. Also will be expected to submit regular reports.

**RETURN**
The student will have to attend a mandatory debriefing session with all returning exchange students hosted by International Education and will have many opportunities to get involved and volunteer.
Academic arrangements

- Recruitment of exchange students
- Verify academic performances (minimum GPA 3.0)
- Obtain approval letter and the necessary equivalences with the Dean of the faculty or Director of the program
- Signature of agreement, waiver and code of ethic
Intercultural awareness

- How to overcome culture shock
  - Honeymoon (ups and downs)
  - Understand the situation
  - Revise one’s expectations
  - Keep your mind open
  - Develop hobbies
  - Communicate with parents and friends
  - Benefit from the experience

- Language preparation
  - 2 Spanish courses to prepare for Mexico
  - Documents, CD’s and video tapes to improve foreign language
Travel formalities

- Citizenship
  - Passport
  - Student visa procedures

- Health
  - Refer to the health clinic for vaccination
  - Health and accident Insurance
  - Prescriptions and medication

- Lodging
  - Reservations of student residences in the host institution
  - Host families
  - International Youth Hostel Membership Card
Travel Formalities

Finance
- Scholarship
- Loan
- Clear debts (library parking, residence..etc.)
- Power of attorney (bank deposit, transfers and any other legal matters)
- Bring cash (local currency + $US), traveler cheques and credit cards

Telephone
- Canada Direct service
Travel preparation

- Transportation
  - Flight booking and itinerary
  - Plan arrival abroad so that services such as Taxis, buses...etc are available
  - Driver’s license (check if it’s valid for abroad)
Travel formalities

What to pack

- Passport and visa
- Airplane tickets
- Money, traveler’s cheques, credit card
- Student ID
- Addresses of host institution, host families, hotels…etc.
- Insurances (health, luggages and cancellations)
- Vaccination card
- Electrical devices adapted to the voltage in the host country
- Letters and all papers of importance for host institution
- Clothing adapted to abroad climate and legislations
- Emergency numbers to call Staff at home
- Presentation on Canada and your province
- Check list
Abroad

- Supervision
  - Regular communication (by phone, e-mail and fax)
  - Visit of students abroad
  - Inform us of changes to itinerary, travel, medical emergencies or legal infractions
Abroad

- **Security**
  - Registering with Canadian embassy or the nearest consulate upon your arrival
  - Refer to embassy or nearest consulate in case of accident, theft, illnesses, loss of passport, if you are arrested
  - Respect security rules of your environment abroad
  - Women traveling alone (avoid going out alone; short cuts)
  - Avoid surgery if possible
  - Always carry identification cards, health insurance details
  - Always carry emergency contacts (host and home institution, Canadian diplomatic mission, host family…etc.)
Return from abroad

- Prepare for departure
  - Return « HOME »
- Official transcript
- Evaluation questionnaire for the student
- Awareness of administrative formalities related to return
  - Tax at the airport
  - Canadian Food inspection Agency
  - Canadian customs and control of imports
  - Illegal souvenirs

- Debriefing
Questions???

Thank you