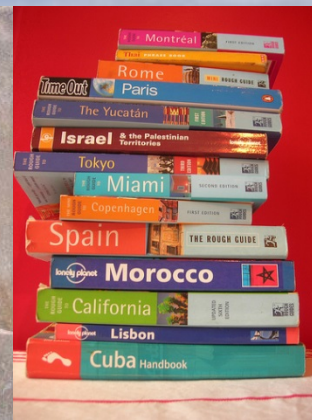
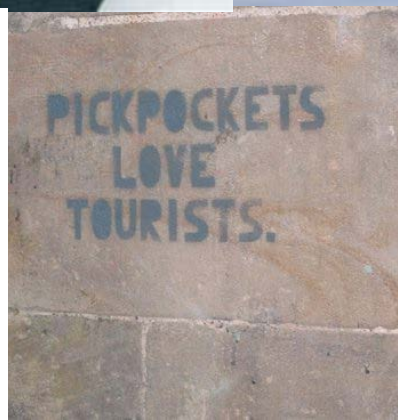


BBA/iBBA Pre-Departure Session



TRAVEL ESSENTIALS.

With Lindsay Hillcoat



UNIVERSITY RESPONSIBILITIES.

We've got your back.



- Pre-Departure Briefing/Resources
www.schulich.yorku.ca/internationalrelations



- Travel Advisory Monitoring

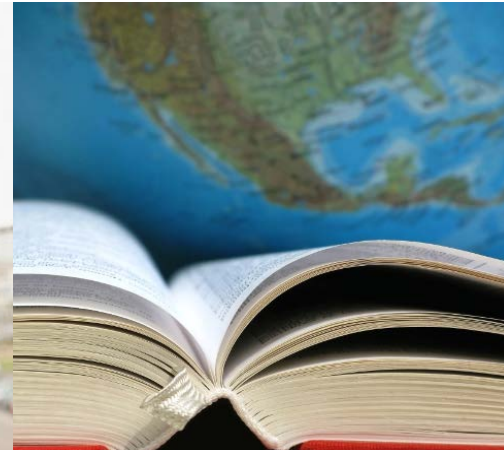


- Emergency Response

STUDENT RESPONSIBILITIES.

Look before you leap.

- Pre-Departure Research
- Travel Documents
- Travel/Health Insurance
- Health & Wellness
- Cultural Awareness
- Safety, Risk & Responsibility
- Financial Preparations
- Accommodations
- Academics



PRE-DEPARTURE RESEARCH.

Knowledge is power.



- Travel Reports & Country Insights:
<http://travel.gc.ca> & www.intercultures.ca
 - Published by the Gov't of Canada for travel warnings, country overview and insights
 - Be up to date on country reports and events
- Read the Pre-Departure Guide
- Browse Exchange Reports - online
- Connect with other students going to, or returned from, your destination
- Ask Tina for emails of students or come visit us with any questions



Schulich
School of Business
York University

YORK
UNIVERSITY

TRAVEL DOCUMENTS.

What you'll need to go.

Check expiry date
on **all** documents

1. Passport

- Expiry Date > 6 months
- # of pages remaining
- Dual citizenship
- Never leave passport behind



2. Exchange Acceptance Letter

3. Visa

REPÚBLICA FEDERATIVA DO BRASIL

A 2228760

VISTO 00020553

Visto de Turista

Passport number
Nº do passaporte
123456789

Nome Last name First name
Name 4 11

XX Uma/Múltiplas entradas
One/Multiple entry(ies)
Cinco (5) Anos/Years

Válido por 12
Validity 2

Data de expedição 31 out 2007
Issued on 3

Repartição expedidora
Issued by 13

Assinatura
Signature 12

Embaixada em Washington

RATIS

**FIRST ENTRY WITHIN 90 DAYS
PRIMEIRA ENTRADA EM 90 DIAS**

4. International Student ID Card (ISIC)

- Student discounts where accepted
- Can obtain at YFS in 106 Student Centre



TRAVEL DOCUMENTS.

What you'll need to return.

4. Permanent Resident Card

- Required for all permanent residents of Canada seeking to re-enter Canada



5. Temporary Residence Visa (TRV)

- Multiple entry to return to Canada



TRAVEL INSURANCE.

Risk mitigation.

Check terms
and conditions

You may want to purchase a travel insurance package to cover:

- Flight cancellation
- Trip interruption
- Baggage/personal belongings



HEALTH INSURANCE.

Just in case.

Understand your
health care coverage

BASE PLAN.

1. Provincial Health Insurance Plan (including OHIP)

- OHIP: If outside of Ontario over 212 days contact OHIP to apply for an absence

OR

2. University Health Insurance Plan (UHIP)

- Keep as base plan so supplemental coverage is cheaper (contact York International to opt out)

+ SUPPLEMENTARY INSURANCE.

- You are strongly advised to purchase additional health insurance to cover expenses incurred outside of Canada

1. Purchase travel health insurance

OR

2. Add additional insurance on credit card

(don't assume it includes or provides adequate coverage)



TRAVEL & INSURANCE INFORMATION.

Be prepared.

Make 2 copies of travel & insurance documents

- 1 copy (or email) with family member, friend or school
- Carry a copy (separate from originals)



Call your insurance company before care

- Some services are not covered without prior approval
- Make sure its an authorized service or provider
- Have phone/connection numbers readily available



HEALTH & WELLNESS.

Important Preparations.

1. Immunizations & Vaccinations

- Required for certain countries
- May need to be administered weeks in advance



2. Prescriptions (enough for entire stay)

- Bring copies of your eyeglass and drug prescriptions



3. First Aid Kit

4. Medical Contacts

- International Association of Medical Assistance for Travellers (www.iamat.org)- English speaking doctors

5. Water, Food & Sanitation

- Drink filtered or bottled water & choose food wisely
- Wash hands regularly and carry hand sanitizer



CULTURE.

Immerse yourself.

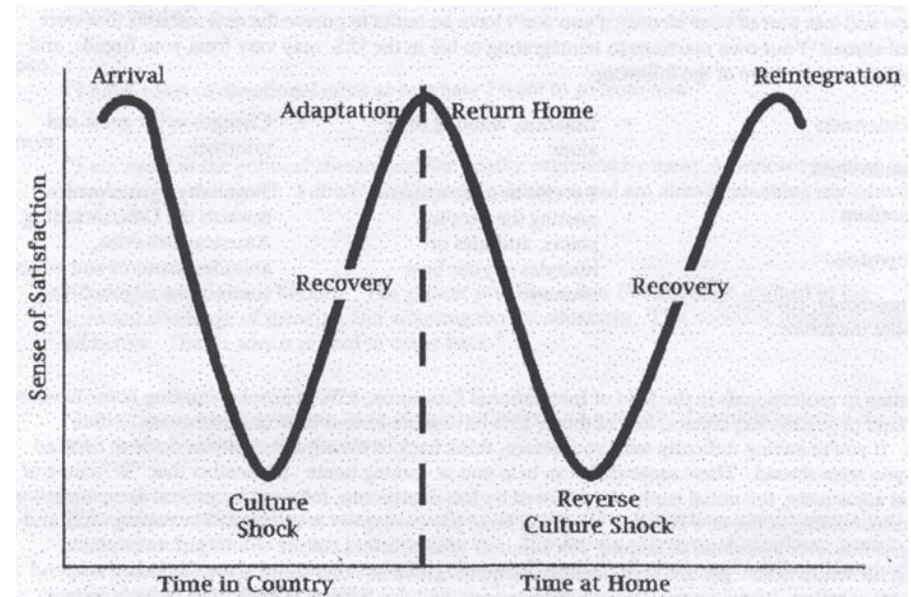
- Communication and language
- Sense of self & space
- Food & eating habits
- *Relationships*
- Values & norms
- Beliefs & Attitudes
- *Dress & appearance*
- Work habits & practices
- Time & time consciousness
- Mental processes & learning



CULTURE SHOCK.

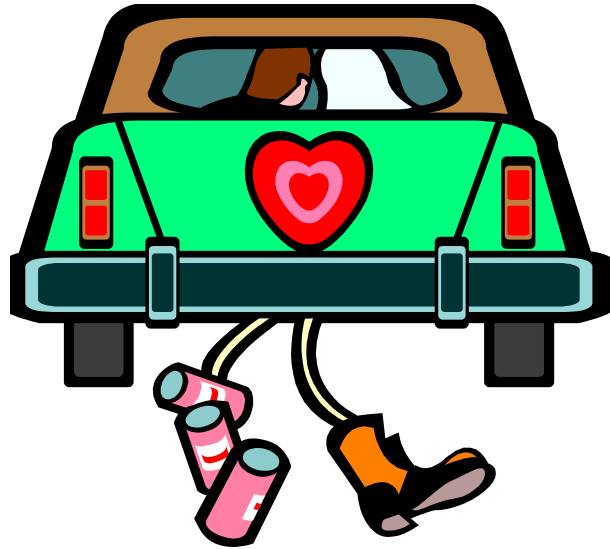
Adjusting to your environment.

1. Honeymoon Phase
2. Crisis (Shock) Phase
3. Adjustment Phase
4. Acceptance Phase
5. Reverse Culture Shock



HONEYMOON PHASE.

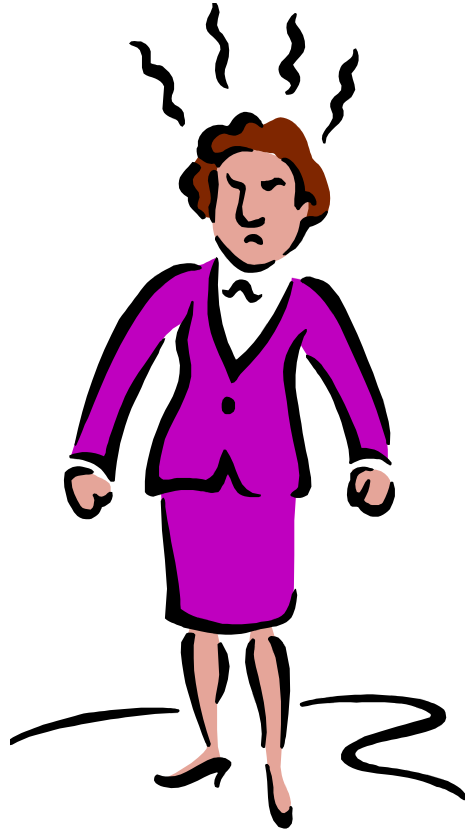
“I can’t believe I am here.”



- Excited
- Eager
- Anxious
- Enthusiastic
- Engaged
- Adventurous

REJECTION.

“These people are so aggravating.”



- Anger, discomfort, frustration, irritability
- Boredom, fatigue inability to concentrate
- Negative feelings about people and culture of host country
- Compulsive eating and drinking, excessive sleep
- Homesick

ADJUSTMENT.

Not strange, just different.



- Understanding of new culture
- Increase in self-confidence
- Beginning to feel at home

REVERSE CULTURE SHOCK

“Sucks to be home”



- People have changed
- View home culture differently
- Longing for host country
- Cycle begins again

COPING MECHANISMS.

Returning to your comfort zone.

- Stay in touch with family & friends at home
- Make new friends in your new locations
- Find the familiar (eat a pizza, listen to music)
- Document your trip (photos, journal, blog)
- Contact Exchange Coordinators



SAFETY, RISK & RESPONSIBILITY.

Emergency Preparedness.



- Register with Global Affairs: <http://www.travel.gc.ca>
- Carry emergency contact info
 - Health insurance, Emergency Contact Card
- Keep up-to-date on current events
- Know emergency procedures & notification systems
- Notify family/friends when you travel
 - This can be as simple as updating your Facebook status

SAFETY, **RISK** & RESPONSIBILITY.

Street smarts.

- Taking risks and making choices
- Be aware of your surroundings
- Know which areas to avoid
- Be wary of strangers approaching you

Be informed;
trust your instincts



SAFETY, **RISK** & RESPONSIBILITY.

To share or not to share?

SOCIAL MEDIA SMART.

- No personal information
- No provocative photos
- Assume it is permanent

PHOTOGRAPHY POLICY.

- Ask permission
- Military, police, government, religious sites?



SAFETY, RISK & RESPONSIBILITY.

Plan ahead.

- Online Liability Waiver Form
(www.schulich.yorku.ca/waiver)
- Online Emergency Contact Form
(www.schulich.yorku.ca/emergencycontact)
- Travel Essentials
- Plan your travel from airport



ACCOMMODATIONS.

Find your home away from home.

- Secure a place to stay
 - Check with your exchange school about on-campus accommodation options
 - Research off-campus accommodation options
 - May need to stay in a hotel for a few days
- Provide address details to school, family and/or friends



FINANCIAL PREPARATIONS.

Dollars and sense.

- ATM & credit cards – 4 digit pin
- Notify your bank & credit card company
- Check for available scholarships for Canadians to study abroad:
www.scholarships.gc.ca
- Get local currency for taxi/bus fare, food (not Traveller's Cheques)
- Check to see if there is a departure tax/airport service fee



FINANCIAL PREPARATIONS.

OSAP.

[Exchange Program Supplemental Information Form](#)

- Must be submitted to OSAP office for reassessment
- Fill out and send to Tina electronically ONLY

OSAP



Ontario Students Assistance Program

CONTACT US. International Relations.



Tina Fantin

Undergraduate International
Program Coordinator

Lindsay Hillcoat

Associate Director, International
Student Services and Programs

exchange@schulich.yorku.ca

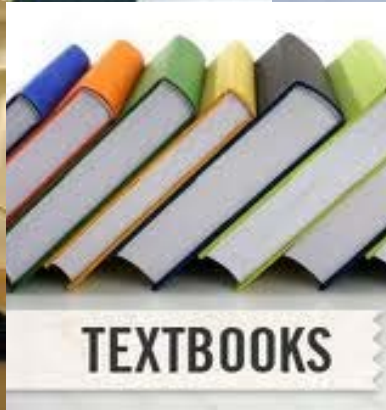
International Relations Office

W262

416-736-5059

ACADEMICS.

With Tina Fantin



EXCHANGE OFFER. Conditional upon.



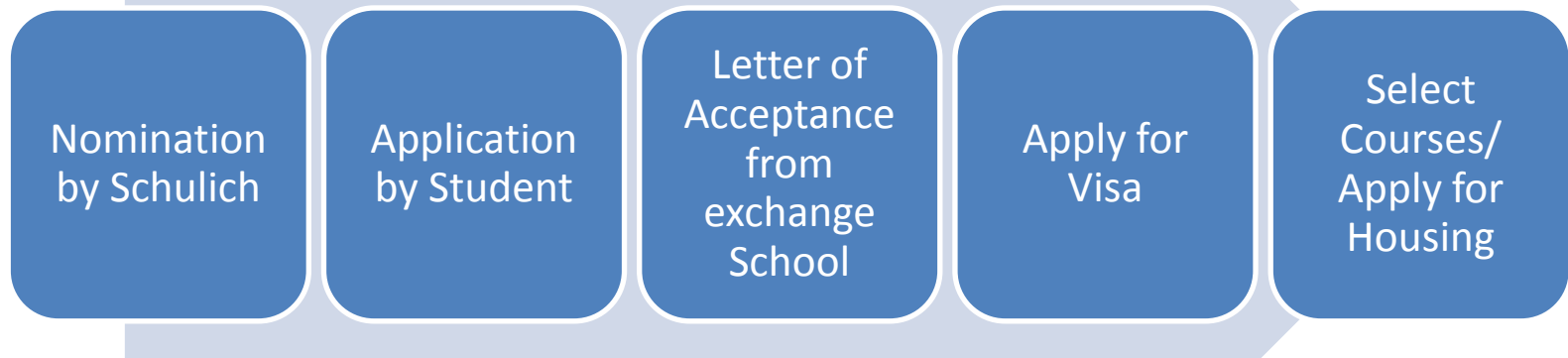
- Keeping your cumulative GPA above 5.5
 - Reviewed in Summer
- Passing all core courses
 - Yes – Fall 2016 courses as well
- Final acceptance from partner school

Once registered, the school will send an **official** acceptance letter for visa or proof of reason for travel to the country

I/BBA EXCHANGE.

Application Process

Deadlines/timelines vary at each exchange school.



I/BBA EXCHANGE.

Submit Your Application



APPLICATION PROCEDURE, REQUIREMENT AND DEADLINE
VARY AT EACH SCHOOL

- Required information may include: Resume, transcript, photo, proof of health coverage, police report, course selection, on & off campus housing preference, etc.
- If you are asked for an official transcript – [apply online](#)
- Signature and stamp on your documents – bring the documents to Tina

Feel free to contact your exchange school directly if you have any questions about the application

I/BBA EXCHANGE.

Letter of Acceptance



AFTER THE APPLICATION PROCESS IS COMPLETED

- Receive a Letter of Acceptance from exchange school.
- Letters sent by snail mail or email – either should be accepted by embassy/consulate
- **Students need this Letter of Acceptance + Exchange Acceptance Letter (from Schulich) to apply for visas.**

Contact Tina if your letter is delayed.



MUST KNOW.

Course Selection.

1. Must complete equivalent of 12 or 15 SSB on exchange
 - Minimum equivalent 9.0 SSB must have business content
2. Students must follow the Exchange Credit Equivalency information posted on the [Schulich Website](#)

CAN TAKE...

- Courses not offered by SSB
- Up to 6.0 credits towards a Specialization
- CMITI (IB electives and OMIS 4560)
- Language Courses

CANNOT TAKE...

- Courses/content already taken or to be taken at SSB
- SSB Core courses
- Online courses at YorkU**
- Guided Study Courses at SSB**



i/BBA EXCHANGE.

Course Enrolment.



Category	Description
SSB Electives	Courses with business content Can be used toward Specializations and CMIT
Non-Business Electives	Courses without business content (including Language courses)
Language Courses (iBBA)	Language study courses or academic courses taught in a language other than English
Globally Focused Courses (iBBA)	General knowledge of the world at large or a different country, region, or society; business or non-business content

BEFORE YOUR EXCHANGE TERM.

Enrolment – What codes do I use?

Schulich (Business) Electives

EXCH 4901 through EXCH 4908 for 3.0 credit courses

EXCH 4910 through EXCH 4919 for 1.5 credit courses

Non-Business Electives

EXCH 4941 through EXCH 4944 for 3.0 credit courses

EXCH 4950 through EXCH 4959 for 1.5 credit courses

Globally-focused Courses (*iBBA only*)

EXCH 4921 through EXCH 4924 for 3.0 credit courses

EXCH 4930 through EXCH 4937 for 1.5 credit courses

Language Credit Courses (*iBBA only*)

EXCH 4960 through 4963 for 3.0 credit courses

EXCH 4970 through 4973 for 1.5 credit courses



i/BBA EXCHANGE.

Grades and Transcripts.

COURSES THAT APPEAR ON EXCHANGE TRANSCRIPT WILL BE TRANSFERRED TO YOUR YORK UNIVERSITY TRANSCRIPT

- Grades recorded as Pass or Fail on your York transcript
 - Pass: will not affect GPA / Fail: will affect your GPA
 - Failing 1.50 EXCH credits = Failing 3.00 EXCH credits
- Host course title will appear on your York transcript
 - English or French titles only

EXCH 4901.030	Luxury Brand Management	P
---------------	-------------------------	---

- Year 4 students: October convocation

PREPARATION.

Pre-Departure Meeting



GROUP PRE-DEPARTURE MEETING IS MANDATORY

- By exchange school
- Scheduling:
 - Must have received information from school
 - Everyone going to the same school must attend the meeting together
- Submit online forms: waiver and emergency contact
- Bring copies of:
 - Degree Progress Report
 - Tentative Study Plan – one for your file, one for you to keep
 - Course outlines – digital or online ONLY

Tentative Study Plan.

Tentative Study Plan

**List all the courses
– either potential
or enrolled at
exchange school**

[illegible]

Number of in-class hours

**Indicate how the courses
work towards your
degree (SSB Elective/
Non-Business/ GF/
Language Study)**

Student's Signature _____

SSB Approval Signature

Date _____

PREPARATION.

Before you leave.

- Pay for your tuition in full before you leave
 - Apply for bursaries and scholarships
- Double check your SSB enrolments
- Read final email to be sent in December



ON EXCHANGE.

Once you arrive.



Email [Final Study Plan Form](#) to Schulich International Relations ASAP for final approval.

- Confirm courses (include last minute course changes)
- Submit the form **before the end of enrolment period** at the exchange school to ensure courses & credits can be approved.
- **Final approval** on your Final Study Plan is required in order to transfer all credits taken abroad.

***Indicate how each course
on exchange work
towards your degree on
the Final Study Plan Form!***

**Indicate if courses
are used towards
Specialization(s)
or CMITI**

Check here if you need to make changes to EXCH enrolment

Sign here



ON EXCHANGE.

While you are abroad.

- Ambassador for Schulich and Canada
- Represent Schulich at an Exchange Fair for Ambassador hours
- Keep in touch and send photos
 - #schulichexchange
- Work on your Exchange Report
- Arrange to have official transcripts sent



Schulich
School of Business
York University

YORK
UNIVERSITY

PAY IT FORWARD. Exchange Report.



EXCHANGE REPORT IS MANDATORY

- Submit Exchange Report within one month of exchange completion (even if you are out of the country)
- Cover topics in outline you feel relevant to your school/destination/experience
 - Visas, Banking, Courses, Housing and Costs **required**
- Reflect with friends
 - Up to 3 students (from the same school) can submit one report

PAY IT FORWARD.

Exchange Report.



- **Social Media requirement**
 - Testimonial, Blog Post, Video...
 - Submitted individually
 - Mandatory for all



- **No report, no grades**



UPON COMPLETION.

When you return.

- Submit your Exchange Report & Social Media Requirement
 - **No Report = No Grades**
- Update resume
- Join the Open Arms Committee (OAC)



EXCHANGE SUPPORT.

Stay in touch.



Tina Fantin

Undergraduate International
Program Coordinator

International Relations W262

416-736-5059

exchange@schulich.yorku.ca

<http://facebook.com/tina.fantin.SSB>

Skype: tina.fantin

Instagram: @Schulich_IR



QUESTIONS?

Ask us.

