



Schulich School of Business
Global. Innovative. Diverse.

MBA Pre-Departure Session



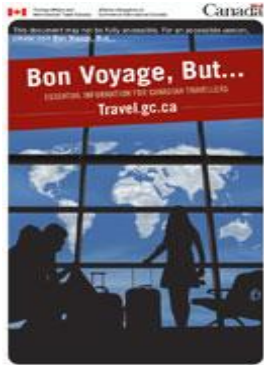
THE SCHULICH MBA.

Your passport to the world.



UNIVERSITY RESPONSIBILITIES.

We've got your back.



- [Pre-Departure Briefing/Resources](#)



- Travel Advisory Monitoring

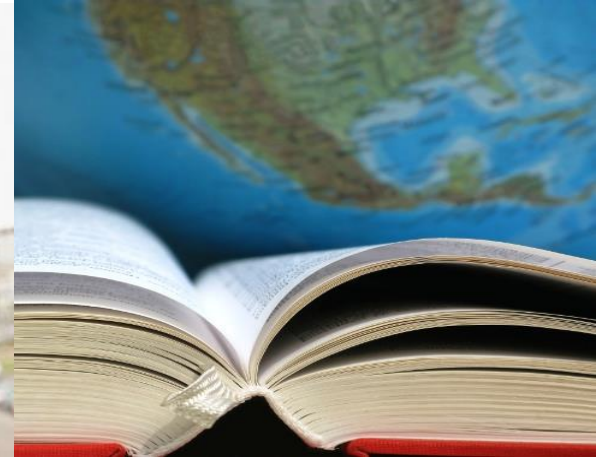


- Emergency Response

STUDENT RESPONSIBILITIES.

Look before you leap.

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



PRE-DEPARTURE RESEARCH.



Knowledge is power.

The screenshot shows the Government of Canada website. At the top, there is a navigation bar with the Canadian flag and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a menu with options: 'Jobs', 'Immigration', 'Travel', 'Business', 'Benefits', and 'Home'. The 'Travel' option is selected. The main content area is titled 'Travel and tourism' and includes a sub-header 'Travel and tourism' with a red underline. Below this is a paragraph: 'Information on how to have a safe and enjoyable journey whether you are travelling in Canada or abroad.' There are social media icons for Twitter and Facebook. A carousel shows a blue airport lounge chair with the text 'Download our new app and' and 'Item 1 of 4'. Below the carousel are four topic links: 'Country travel advice and advisories', 'Canadian attractions, events and experiences', 'Canadian passports', and 'Travelling abroad'. Each link has a brief description of the content.

- [Travel Reports & Country Insights](#)
 - Published by the Gov't of Canada for travel warnings, country overview and insights
 - Be up to date on country reports and events
- Browse [Exchange Reports](#)
- Connect with other students going to, or returned from, your destination
- Speak with Cheryl (exchange) or Minerva (work term) if you have any questions



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 with anyone

2. Visa



3. Exchange Acceptance Letter and/or Internship Invitation Letter

4. International Student ID Card (ISIC)

- Student discounts where accepted
- York Univ. Graduate Student Assoc. ([YUGSA](#))



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 [UHIP](#) as base plan so supplemental coverage is cheaper (contact UHIP: uhip@yorku.ca to opt out)

+ SUPPLEMENTARY INSURANCE.

- You are strongly advised to purchase additional health insurance to cover expenses incurred outside of Canada. Contact the [GSA Health Plan Office](#) to opt out

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)



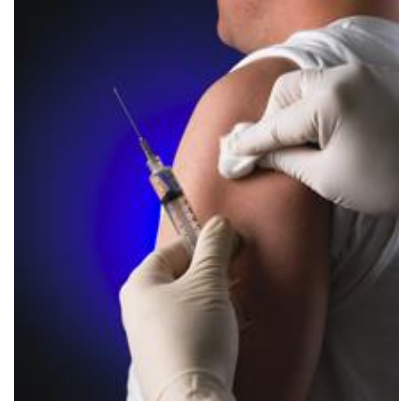
Call your insurance company before care

- 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](#) - 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.

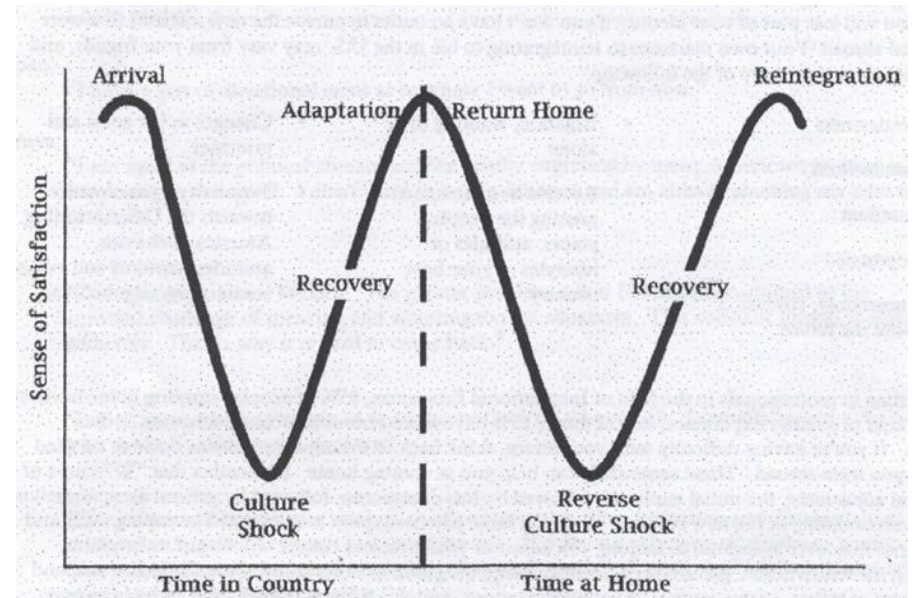
- **Communication and language**
- **Sense of self & space**
- **Food & eating habits**
- *Relationships*
- **Values & norms**
- *Beliefs & Attitudes*
- *Dress & appearance*
- **Work habits & practices**
- **Time & time consciousness**
- **Mental processes & learning**



CULTURE SHOCK.

Adjusting to your environment.

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



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.



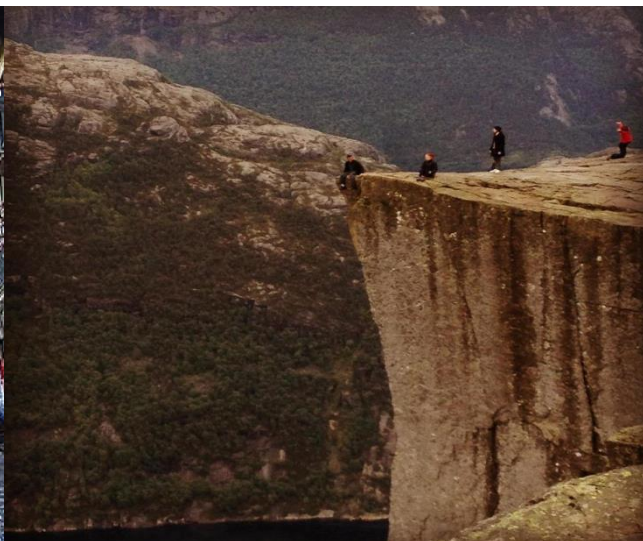
- [Register](#) with Foreign Affairs
- Carry emergency contact info
 - Health insurance, emergency phone numbers
- Keep up-to-date on current events
- Know emergency procedures & notification systems
- Notify family/friends when you travel
 - This can be as simple as updating your Facebook status

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?

BLOGGING 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.

- [Liability Form](#)
- [Emergency Contact Form](#)
- [Travel Essentials](#)
- Plan your travel from airport



ACCOMMODATIONS.

Find your home away from home.

- Establish a place to stay
 - May need to stay in a hotel for a few days
- Provide address details to school, family and/or friends
- Get a receipt for payment of rent



FINANCIAL PREPARATIONS.

Dollars and sense.

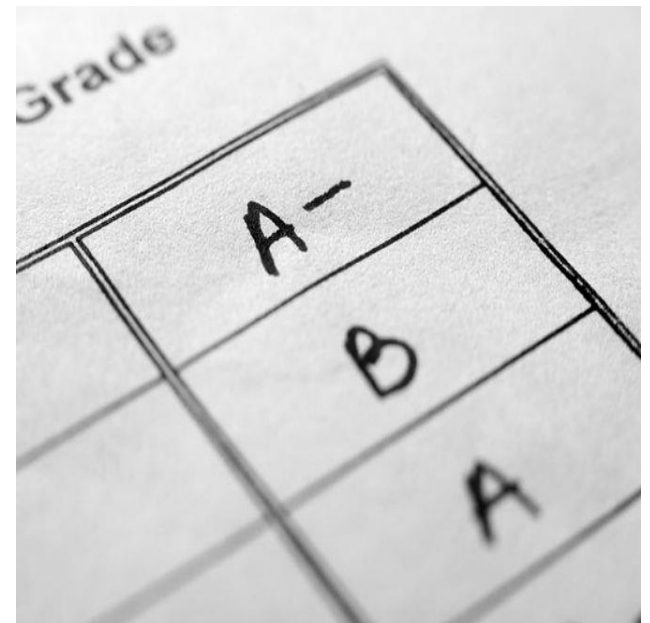
- ATM & credit cards – 4 digit pin
- Notify your bank & credit card company
- Check for available [scholarships](#) for Canadians to study abroad
- OSAP (Anne Caulfield: acaulfield@schulich.yorku.ca)
- Have local currency for taxi/bus fare, food (not Traveller's Cheques)
- Check to see if there is a departure tax/airport service fee



EXCHANGE OFFER.

Conditional upon.

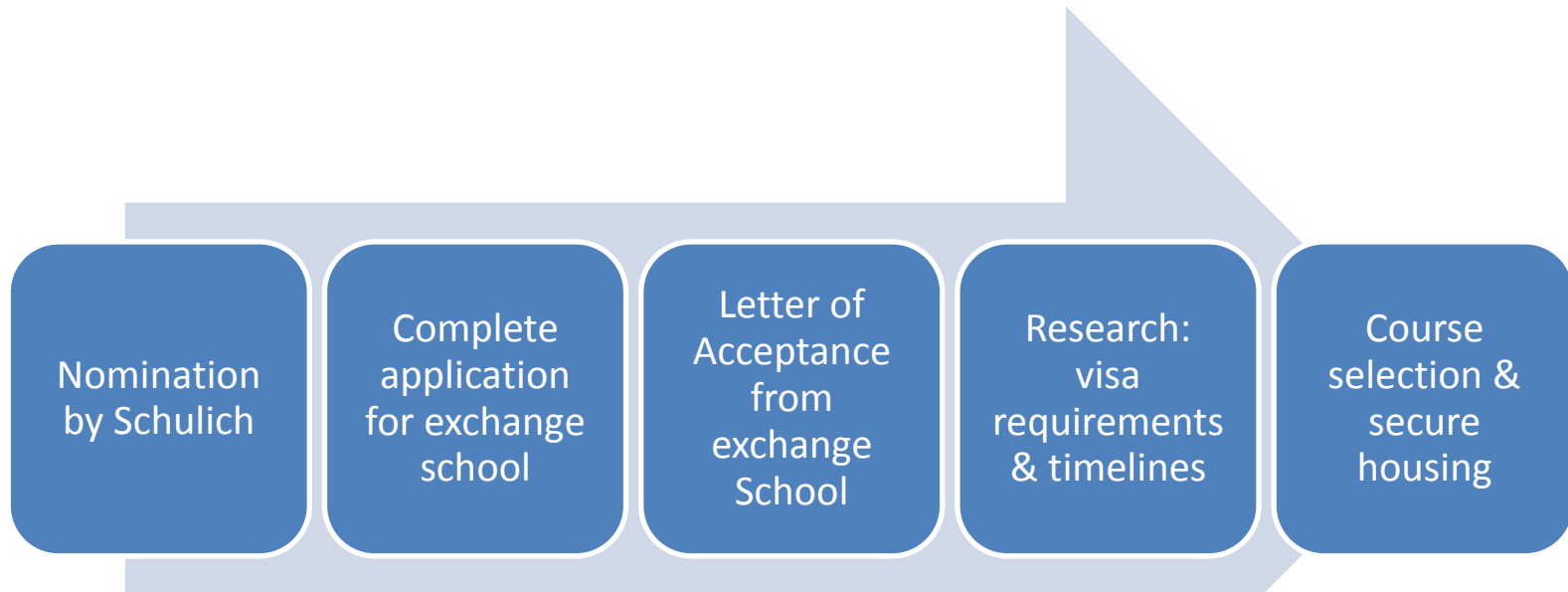
1. GPA 5.0 or higher
2. No 'F' grades on core courses
3. Final acceptance from partner school



EXCHANGE PROCESS.

What happens next?

Deadlines/timelines vary at each exchange school.



EXCHANGE SCHOOL APPLICATION.

What to submit.

Required information may include:

- Resume
- Transcript - If you are asked for an official transcript – [apply online](#)
- Photo(s)
- Proof of health coverage
- Letter of recommendation
- Police report

- Course selection
- On & off campus housing preference



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

LETTER OF ACCEPTANCE.

It is really happening!

- Once registered, the school will send an official acceptance letter for visa or proof of reason for travel to the country
- Some schools send the letter by mail / some schools issue an electronic copy of the letter only

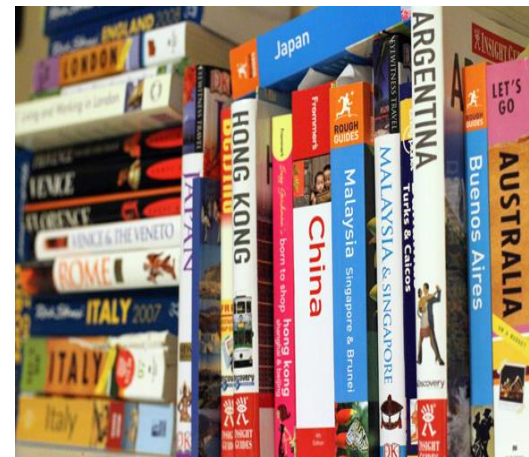
Students may need this Letter of Acceptance + Exchange Acceptance Letter (from Schulich) to apply for a visa



EXCHANGE PREPARATION.

Prior to departure.

- 1) Attend a **mandatory** Pre-Departure Session
- 2) Enroll in the appropriate EXCH 6900-level courses through Passport York for your exchange term
- 3) Research information
 - Housing options, course options, enrolment timelines, visa requirements, orientation and term dates at exchange school, etc.
- 4) Submit housing and course selections to exchange school as requested



MBA COURSE SELECTIONS.

What can I register in?



- Full-time exchange students must complete the equivalent of 12-15 SSB credits on exchange. Short exchange students will complete the equivalent of 3-6 SSB credits.
- Students must follow the Exchange Credit Equivalency information posted on the [Schulich website](#)

STUDENTS CAN TAKE...

- Graduate business elective courses not offered by Schulich*
- The equivalent of 6 SSB credits max. to count towards a specialization
- A language course (not counted for credit)

STUDENTS CANNOT TAKE...

- Duplicate courses already taken or will be taken at Schulich
- A host school's Individual Study course
- Core or non-business courses (except for a Language course)

**Pre-approval from International Relations Office is required*



FINAL STUDY PLAN.

What a completed study plan looks like.

Graduate: Final Study Plan/Transfer Credit

Name: IVANA GOABROAD				Host University: IPADE			
York Student Number: 123456789				Exchange Term: <u>X</u> Fall ___ Winter ___ Summer			
Program: <u>X</u> MBA ___ IMBA				Exchange Term Dates: Sep 6 – Dec 21, 2017			
Expected SSB Transfer Credits: <u>X</u> 12 SSB Credits ___ 15 SSB Credits				Other: ___ SSB Credits Approval:			
Schulich Exchange Course Code	Host Course Code	Course Title in English & Host Language (if applicable)	# Hours Per term	Host Credit	SSB Equivalency	Pass/Fail	Coded & Dated
<i>Example: EXCH 6901 3.00</i>	<i>IB 303</i>	<i>New Forms of Organization</i>	<i>36</i>	<i>4</i>	<i>Elective</i>		
EXCH 6901 3.00	C-IV	Managerial Control and Information	20	1.7	Elective		
EXCH 6902 3.00	<u>DBiM</u>	Doing Business in Mexico: Emerging Markets	21	3.75	Elective		
EXCH 6906 1.50	EPS-I	Social and Political Environment	20	1.7	Elective		
EXCH 6907 1.50	F-IV	Finance IV	20	1.7	Elective		
EXCH 6908 1.50	TS-BE	Business Economics	16	1.3	Elective		
EXCH 6909 1.50	TS-CR	Creativity Workshop	16	1.3	Elective		
N/A		Spanish Course			N/A		

Transfer credit will be allocated upon review and approval of the courses listed above. The Graduate International Program Coordinator must approve any changes.

I am aware that the courses offered by any university may change and that it may be necessary to adjust my program accordingly upon receipt of the actual course offerings during the exchange term(s). I recognize that the Graduate International Program Coordinator has final authority over which courses taken at another university will be credited towards my degree. I understand that it is my responsibility to notify the Graduate International Program Coordinator by email of any course changes to this final study plan (i.e. course adds or course drops).

IG I have made changes to my Study Plan at my host university that affects my enrolment at York University. I request Schulich Student Services & Enrolment Services to make changes to my enrolment on my behalf.

Ivana Goabroad
Student's (Electronic) Signature

SSB Approval Signature

Aug 25, 2017

Date Submitted

EXCHANGE PREPARATION.

Getting ready.



- Email the Study Plan form (as a Word document) to Cheryl for course approval. Also include:
 - 1) Course descriptions
 - 2) Course offering information provided by school
- You will receive an email back to confirm or make changes to your Study Plan
- Update EXCH 6900-level courses through Passport York if need be based on confirmation of your courses (review Final Study Plan form)

ON EXCHANGE.

Upon arrival.

Confirm Final Study Plan

- Update [Study Plan](#) form with course changes & email Cheryl **ASAP** for final approval (include course outlines)
- Submit the form **before the end of enrolment period** at the exchange school to ensure courses & credits can be approved
- Courses on study plan must match transcript from exchange school otherwise you may not receive credit for the course(s)



ON EXCHANGE.

While you are abroad.

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



UPON COMPLETION.

Once exchange term has ended.

- Submit the [Exchange Report & Social Media Component](#) within one month of completing your exchange (even if you are out of the country)
 - Exchange report outline has questions to follow as a guideline
 - Social Media can be: Instagram posts, testimonial, blog post, video...
 - *Sending photos at any time are always welcome
- Update resume
- Submit travel bursary with supporting documents
- Join the Open Arms Committee (mbaoac@schulich.yorku.ca)



UPON COMPLETION.

Final details.

- Exchange Report/Social Media + transcript = transfer of grades
- Grades recorded as pass/fail on your York transcript
- Host course title will appear on your York transcript
 - English or French titles only

EXCH 6901 3.00

Luxury Brand Management

P

University of Mannheim
Exchange Report



+



=

PASS



FAIL



CHECKLIST.

Pre-Departure.

- Check your [passport](#)'s expiry date. Renew if it will expire within 6 months after your arrival in the host country. If you have **dual citizenship**, check whether this could be an issue for you.
- Check your [Permanent Resident Card](#)'s expiry date (if applicable). Renew if it will expire before you return to Canada.
- Check your [Temporary Resident Visa](#) for multiple entry to return to Canada.
- Check your [OHIP Card](#)'s expiry date (only cards with a photo) and renew if necessary.
- Check [visa](#) requirements for your intended destination(s) well in advance. While you may not be able to apply for a visa too far in advance, knowing what you will need when the time comes will make the process easier.
- If necessary, apply for a **visa** (exchange students use the host university's letter of acceptance).
- Plan your **budget**. Anticipate **financial needs**: local currency, departure taxes, etc.
- If you are planning to use your debit and credit cards, be aware that not all cards are accepted abroad. Notify your bank of your travels so they do not place a hold on your accounts. Ensure your PIN number can be used in that country (usually 4 digit PIN required).

CHECKLIST.

Pre-Departure.

- Book your **airline ticket**.
- Take care of **health needs** 6-8 weeks in advance: vaccinations, prescriptions, medical certificates, supplies, extra eyeglasses, etc.
- Secure **health and travel insurance**.
- Secure **accommodations**.
- If you are a **Canadian citizen**, [register online](#) with a Canadian government office abroad.
- Leave **copies** of your passport identification page, itinerary and insurance policies with friends, family or school.
- Apply for any [bursaries or scholarships](#) prior to departure if applicable.
- Keep travel itinerary, all boarding passes & any other receipts to submit with your travel bursary.
- Submit** [Risk & Responsibility Waiver](#) information and [Emergency Contact](#) information online

CHECKLIST.

Pre-Departure.

- Review/save websites to phone/print travel resources found on Schulich's [Travel](#) website including **Travel Essentials** and a **Country Travel Report** for your destination (see below)
- Purchase travel guides, books on culture, history and language pertaining to the host country
- Keep abreast of current events by checking the following:
 - Consulate/Embassy websites
 - Government of Canada Travel websites:
 - [Travel Reports](#)
 - [Country Insights](#)
 - [World Health Organization](#)



CHECKLIST.

Pre-Departure - Academics.

- Send a complete **application, course selections** and any other documents required by the host institution directly to the exchange school's Coordinator
- Enrol** in the appropriate number of EXCH 6900-level courses through [Passport York](#) (refer to your Final Study Plan below)
- Submit** [Risk & Responsibility Waiver](#) information & [Emergency Contact](#) information online (see Pre-Departure Checklist)
- Email** the Graduate International Program Coordinator (Cheryl at cstickley@schulich.yorku.ca) with the following:
 - [Final Study Plan](#) form including course offering information such as credits for each course, etc.
 - Course syllabus/outline for each course listed on your Study Plan form
- Book an individual pre-departure **appointment** with the Graduate International Program Coordinator (cstickley@schulich.yorku.ca) to review and confirm the above. If you are not able to attend in person, this can also be done by email.

CONTACT US.

International Relations.



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