

# Schulich

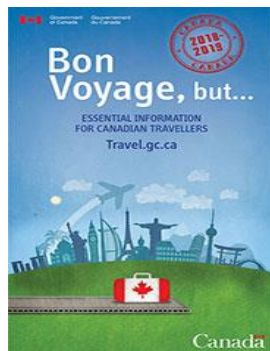
## Pre-Departure Session



# UNIVERSITY RESPONSIBILITIES

## We've got your back

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- Pre-Departure Briefing/Resources



- Travel Advisory Monitoring



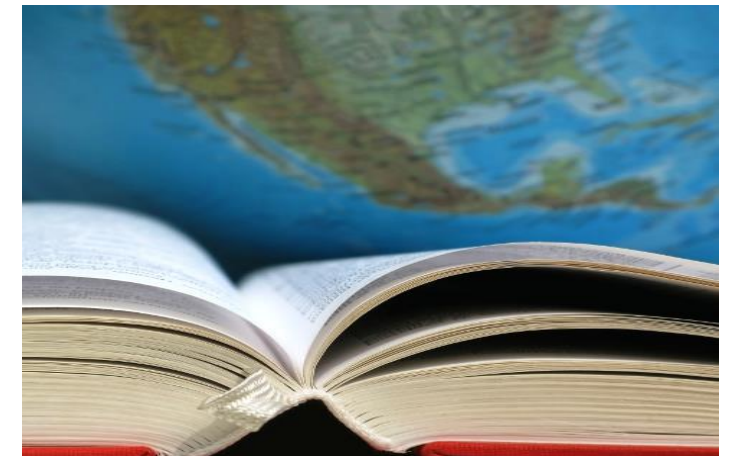
- Emergency Response

# STUDENT RESPONSIBILITIES

## Look before you leap

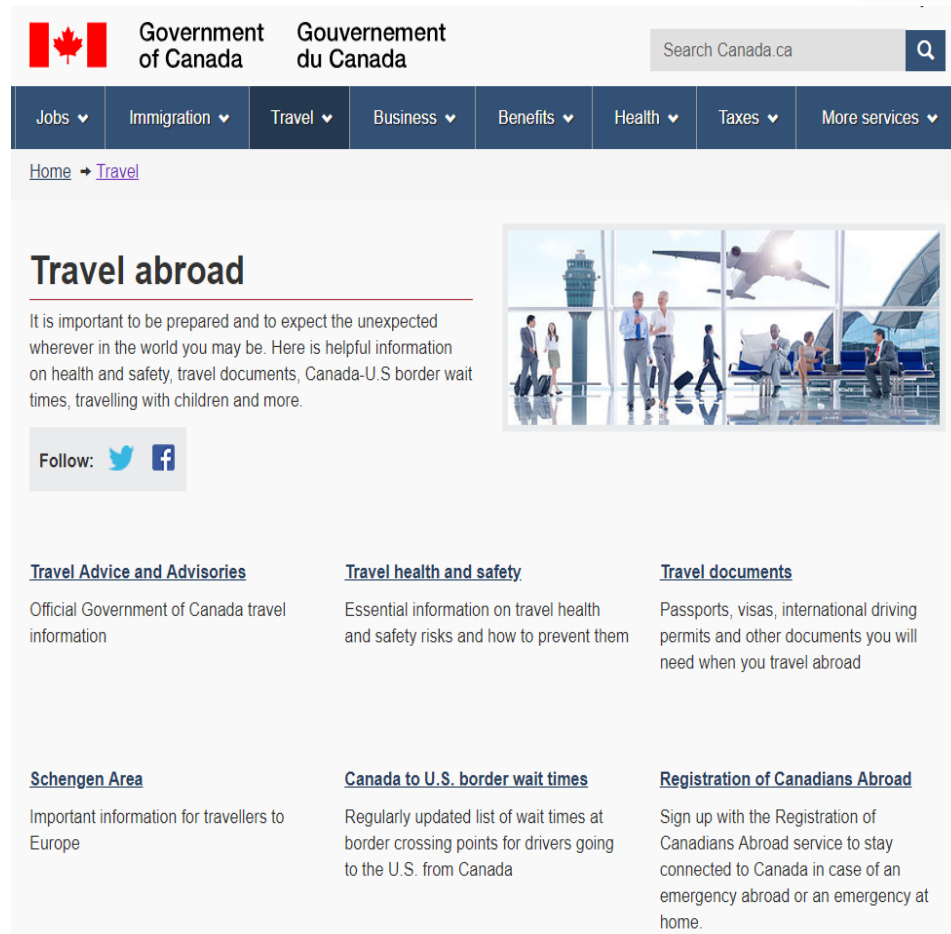
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- Pre-Departure Research
- Travel Documents
- Travel/Health Insurance
- Health & Wellness
- Cultural Awareness
- Safety, Risk & Responsibility
- Accommodations
- Financial Preparations
- Academics



# PRE-DEPARTURE RESEARCH

Knowledge is power



The screenshot shows the Government of Canada website's Travel section. At the top, there is a navigation bar with the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', a search bar for 'Search Canada.ca', and a menu with options: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below the navigation bar, there is a breadcrumb trail 'Home → Travel'. The main heading is 'Travel abroad', followed by a paragraph: 'It is important to be prepared and to expect the unexpected wherever in the world you may be. Here is helpful information on health and safety, travel documents, Canada-U.S. border wait times, travelling with children and more.' Below this is a 'Follow:' section with Twitter and Facebook icons. The content is organized into six columns, each with a heading and a brief description: 'Travel Advice and Advisories' (Official Government of Canada travel information), 'Travel health and safety' (Essential information on travel health and safety risks and how to prevent them), 'Travel documents' (Passports, visas, international driving permits and other documents you will need when you travel abroad), 'Schengen Area' (Important information for travellers to Europe), 'Canada to U.S. border wait times' (Regularly updated list of wait times at border crossing points for drivers going to the U.S. from Canada), and 'Registration of Canadians Abroad' (Sign up with the Registration of Canadians Abroad service to stay connected to Canada in case of an emergency abroad or an emergency at home).

- [Travel Advice & Advisories](#) & [Country Insights](#)
  - Published by the Government of Canada for travel warnings, country overview and cultural information
  - 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 or Lindsay if you have any questions



# TRAVEL DOCUMENTS

## What you'll need to return

### 4. Permanent Resident Card

- A [PR Card](#) is required for all permanent residents of Canada seeking to re-enter Canada



### 5. Temporary Residence Visa

- A multiple entry [TRV](#) is required to return to Canada



# TRAVEL INSURANCE

## Risk mitigation

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You may want to purchase a [travel insurance package](#) to cover:

- Flight cancellation
- Trip interruption
- Baggage/personal belongings

Check terms  
and conditions



# HEALTH INSURANCE

## Be protected from unexpected costs

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### Travel Health Insurance

- You are strongly advised to purchase health insurance to cover expenses incurred outside of Canada if emergency health & doctor services are needed
- If you have travel health insurance through workplace plans, credit cards, etc., **do not** assume it includes or provides adequate coverage
  - Review the policy and understand what is and is not covered
- Do not base your decision on price alone. Look at what coverage is best for your needs and consider all different types of plans and level of protection
- Answer any insurance questionnaire accurately and disclose things like pre-existing conditions to ensure you have coverage suited specifically for you





# HEALTH INSURANCE

## Understand your health care coverage

### OHIP

- Will not cover expenses out of the country
- If outside of Canada over 212 days contact [OHIP](#) to apply for an absence

### UHIP

- Will not cover expenses out of the country
- It may be possible to get a refund for an exchange term, contact the [UHIP Office](#)

### YUGSA Health Plan

- Coverage for emergency injury or sickness outside Canada (call for approval before treatment)
- Lifetime Maximum: \$5,000,000
- Trip Duration: 120 Days maximum
- You may opt out of the [YUGSA Health Plan](#) if you are physically here for one term within the academic year or can provide proof of comparable coverage



# TRAVEL & INSURANCE INFORMATION

## Be prepared

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### Make 2 copies of travel itineraries & insurance documents

- 1 copy (or email) with emergency contact, 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

### Travel Essentials Booklet

- Passport size – easy to carry
- Write down important numbers (ie. credit card)



# HEALTH AND WELLNESS

## Important preparations

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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



# ARRIVAL IN ISRAEL

## Getting through customs

Pack your  
**patience**

- Have your passport and boarding pass/ticket ready
- Have your return flight itinerary and DBI information accessible (but do not offer extra info until asked)
- Be patient and answer all questions truthfully
- Getting frustrated will only delay the process



# DEPARTING ISRAEL

## What to expect

Arrive at least 3  
hours early

### 1. Security before the airline counter

- Long queue leading to an **initial interview** with an airport security agent
- Have passport out and all itineraries, contact info, and DBI info ready but only provide this information when asked
- All of your luggage (checked and carry-on will go through an x-ray). Your laptop will be put in its own special box.
- All of your luggage will be swabbed. Expect them to open your bags and unpack sections of your bag to thoroughly swab your luggage



# DEPARTING ISRAEL

## What to expect

### 2. Move onto airline counter (or secondary screening)

- Line up in front of your airline counter to check luggage and receive your boarding pass

### 3. A second security station

- Don't spend too much time in the first lounge
- Typical airport security: Liquids less than 100 ml in a clear bag, scan your carry on, remove shoes & walk through a metal detector
- You may also be asked to move through a special line where they will swab your carry-on once more and more thoroughly x-ray your belongings and person



# DEPARTING ISRAEL

## Almost there

- If all goes smoothly, you're done!
- You may be asked to move into secondary screening at any point in the process
  - This may involve having a full body scan by a member of the same gender and/or electronics checks (including camera)
- Being patient and cooperative will lead to a faster and less stressful experience

Airport personnel tend to be respectful and polite



# ISRAELI CULTURE

Similar in many ways, but...

- Expect direct communication
- Business dress only for company meetings
- Respectful clothing for holy places (cover shoulders, knees)
- High security everywhere (University, malls etc.)
- Shabbat on Friday eve and Saturday





# 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**

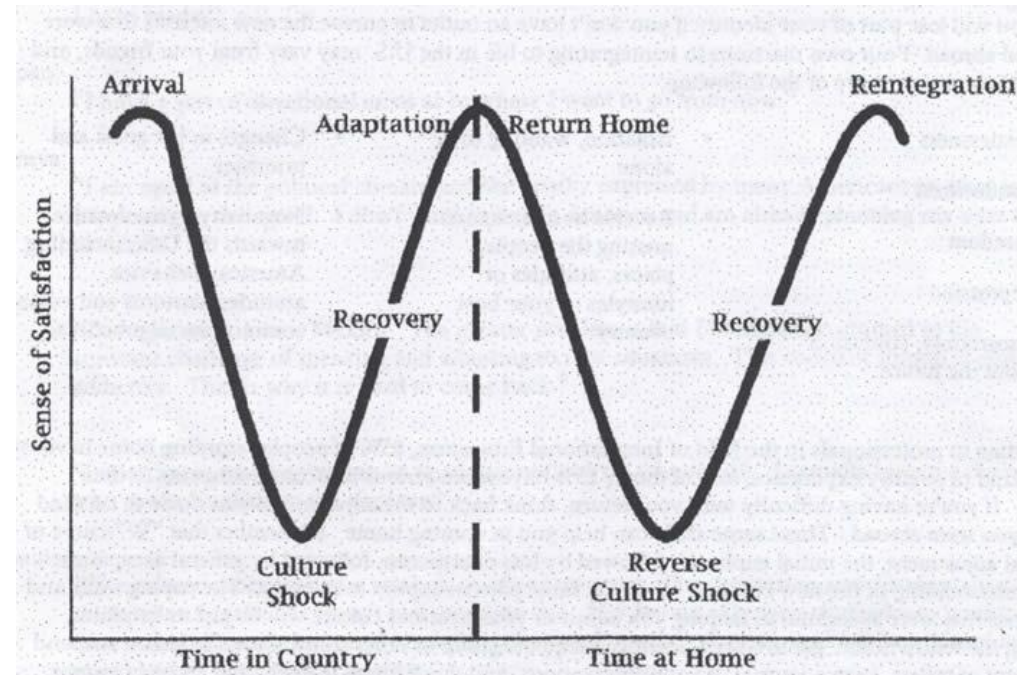


# CULTURE SHOCK

## Adjusting to your environment

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



# COPING MECHANISMS

## Returning to your comfort zone

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- 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

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- Register with Foreign Affairs in your home country
  - Canada : <http://www.travel.gc.ca>
- 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

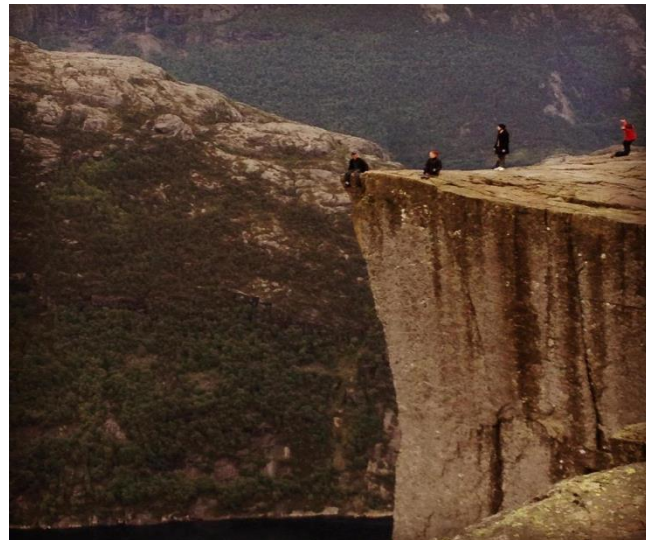


# SAFETY, RISK & RESPONSIBILITY

## 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?

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### **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

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- [Liability Form](#)
- [Emergency Contact Form](#)
  - Failure to submit these forms prior to departure, may result in cancellation of your exchange
- [Travel Essentials](#)
- Plan your travel from airport

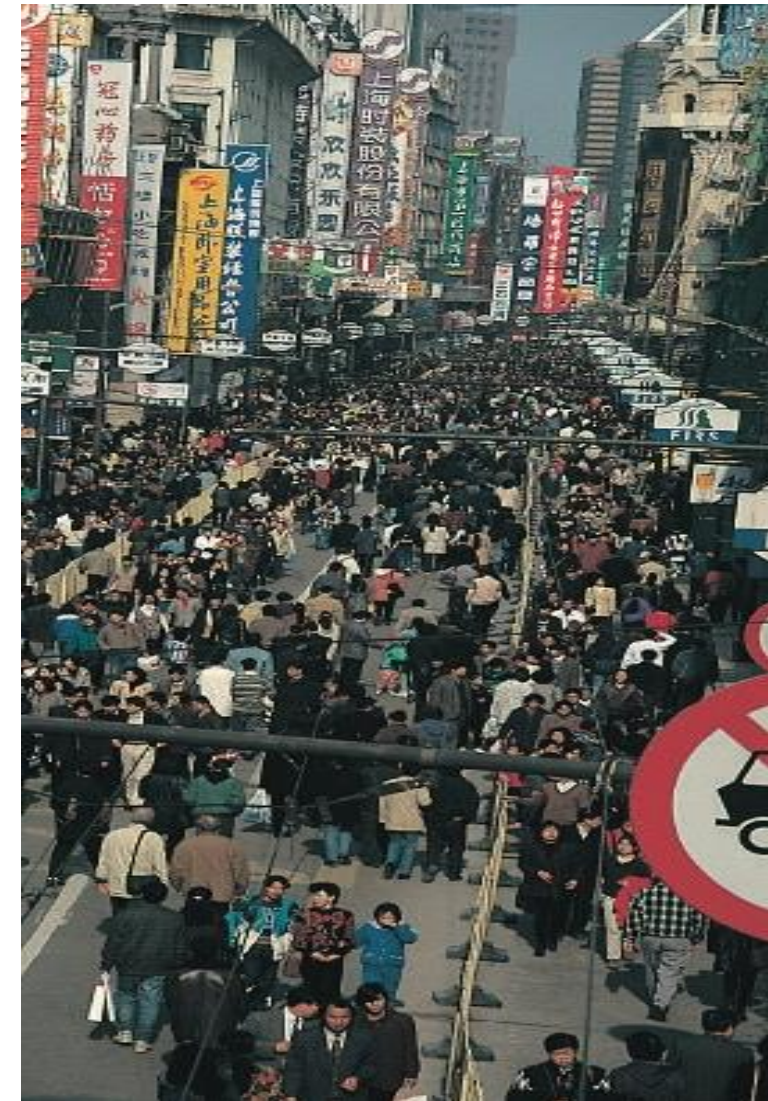


# ACCOMMODATIONS

## Find your home away from home

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- 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

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



# Schulich

## Exchange - Academics



# STUDY ABROAD TERMINOLOGY

## What are you doing?

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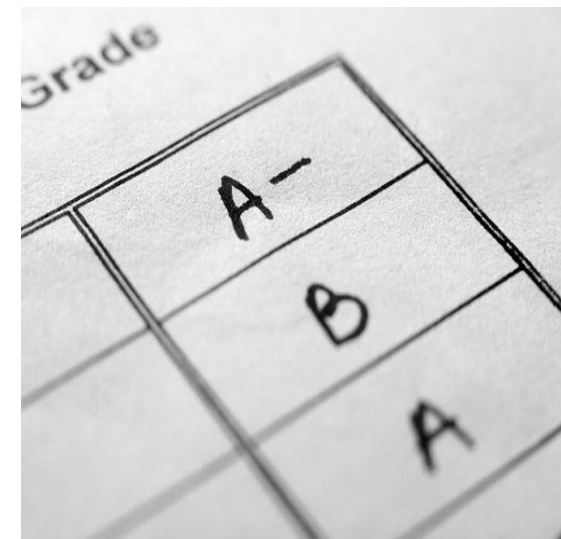
- 1. Full Term Exchange:** on exchange full-time at one of our partner schools for a full term and/or registered in the equivalent of 9–18 Schulich credits
- 2. Short Exchange:** on exchange at one of our partner schools and registered in the equivalent of 3-6 Schulich credits
- 3. Short Program:** attending a structured program at one of our partner schools and registered in the equivalent of 3-6 Schulich credits
- 4. Study Tour:** a 1.5 or 3 credit Schulich course where you attend lectures at Schulich (pre-travel) then travel to the destination for school and company visits

# EXCHANGE OFFER

## Conditional offer

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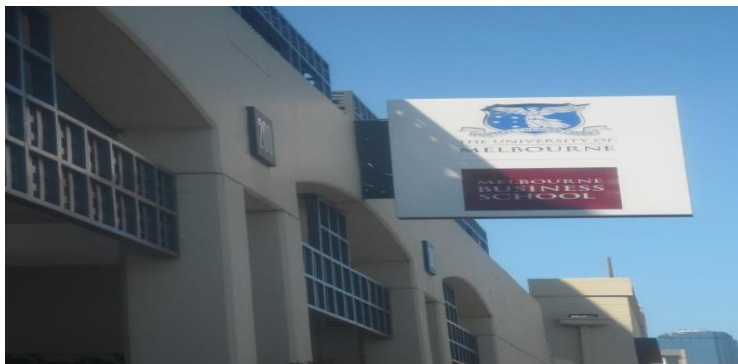
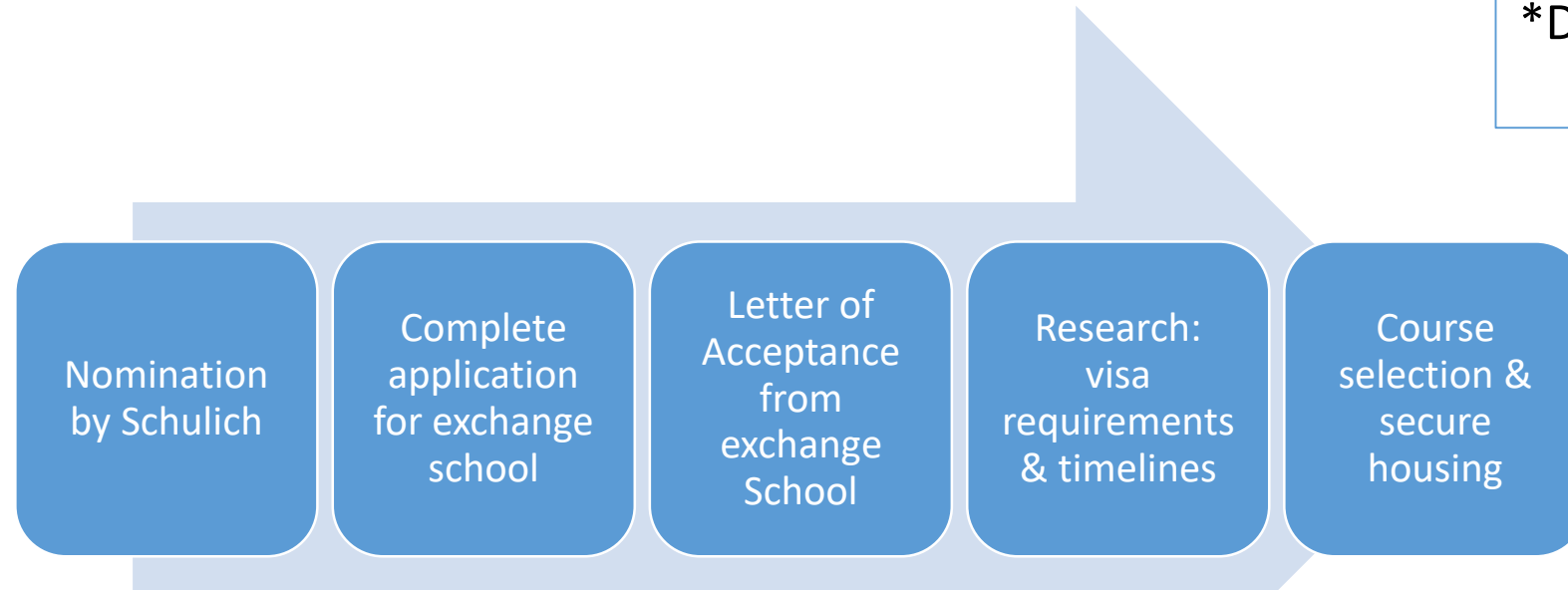
1. GPA 5.0 or higher
2. No 'F' grades on core courses
3. Final acceptance from partner school



# EXCHANGE PROCESS

## What happens next?

\*Deadlines/timelines vary at each exchange school.\*



# EXCHANGE SCHOOL APPLICATION

## What the school may ask for

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### Full-Term & Short Exchange:

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

- 
- Course selection
  - On & off campus housing preference

### Short Program:

- Application
- Resume
- Transcript - If you are asked for an official transcript – [request online](#)
- Photo(s)
- Proof of health coverage

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- 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!

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- 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*

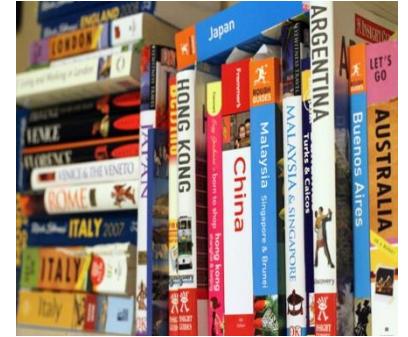


# EXCHANGE PREPARATION

## Prior to departure

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- 1) Attend a **mandatory** Pre-Departure Session
- 2) Submit all information to exchange school as requested
- 3) Enroll in the appropriate EXCH 6900-level course through Passport York for your exchange term
  - Example: EXCH 6901 3.0
- 4) Email the [Study Plan form](#) (as a Word document) to Cheryl
- 5) Research information
  - Housing options, enrolment timelines, visa requirements, orientation and program timelines at exchange school, etc.





# MBA COURSE SELECTIONS

## What courses can I enrol in?

- All students must follow the Exchange Credit Equivalency information posted on the [Schulich International Opportunities website](#)
- **Full-term exchange students** must complete the equivalent of 12-15 SSB credits on exchange
- **Short exchange/program students** will complete the equivalent of 3-6 SSB credits during their short exchange/program



### 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 Independent Study course
- Core or non-business courses (except for a Language course)

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

# FINAL STUDY PLAN

## ”Course contract” - full term & short exchange

### Graduate: Final Study Plan/Transfer Credit

Name: <b>IVANA GOABROAD</b>	Host University: <b>IPADE</b>
York Student Number: <b>123456789</b>	Exchange Term: <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> <u>Winter</u> <input type="checkbox"/> Summer
Program: <input checked="" type="checkbox"/> MBA <input checked="" type="checkbox"/> <u>IMBA</u>	Exchange Term Dates: <b>Sep 6 – Dec 21, 2018</b>
Expected SSB Transfer Credits: <input checked="" type="checkbox"/> 12 SSB Credits <input type="checkbox"/> 15 SSB Credits Other: <input type="checkbox"/> 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 & (initial) Enrolment Services to make changes to my enrolment on my behalf.

Ivana Goabroad  
Student's (Electronic) Signature

\_\_\_\_\_  
SSB Approval Signature

Aug 25, 2018  
Date Submitted

# FINAL STUDY PLAN

## ”Course contract” - short program

### Graduate: Final Study Plan/Transfer Credit

Name: <b>IVANA GOABROAD</b>	Host University: <u>Coller</u> School of Management, Tel Aviv University
York Student Number: <b>123456789</b>	Exchange Term: <u>X</u> Fall <u>Winter</u> Summer
Program: <u>X</u> MBA <u>IMBA</u>	Exchange Term Dates: <b>Dec 27 – Jan 4, 2018</b>
Expected SSB Transfer Credits: <u>12</u> SSB Credits <u>15</u> SSB Credits Other: <u>3</u> 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	DBI	Doing Business <u>in</u> Israel	36	N/A	Elective		

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 & (initial) Enrolment Services to make changes to my enrolment on my behalf.

Ivana Goabroad  
Student's (Electronic) Signature

\_\_\_\_\_  
SSB Approval Signature

Nov 25, 2017  
Date Submitted

# EXCHANGE PREPARATION

## Getting ready

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### Full term & short exchange:

- 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)

### Short program:

- Email the [Study Plan form](#) (as a Word document) to Cheryl



# ON EXCHANGE

## Upon arrival

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Full term & short exchange:

### Confirm Final Study Plan

- Update the 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

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- 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 the exchange 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: testimonial and 2 JPEG photos
    - \*Sending photos at any time are always welcome
- Update resume
- Submit travel bursary with supporting documents to Schulich Financial Aid
- Join the Open Arms Committee ([mbaoac@schulich.yorku.ca](mailto: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



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**PASS**   
**FAIL**



# CHECKLIST

## Pre-Departure

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- 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

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- 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

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- Review/save websites to phone/print travel resources including **Travel Essentials** and a **Country Travel Report** for your destination (see below)
  
- Review travel resources 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

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- 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](mailto:cstickley@schulich.yorku.ca)) with the following:
  - [Final Study Plan](#) form
  - 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](mailto: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 Office

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### **Cheryl Stickley**

Graduate International  
Program Coordinator

Room W262 SSB

416-736-5059 or

[exchange@schulich.yorku.ca](mailto:exchange@schulich.yorku.ca)

### **Lindsay Hillcoat**

Director,  
International Relations

Room W262 SSB

416-736-5059

[exchange@schulich.yorku.ca](mailto:exchange@schulich.yorku.ca)