

## MBA Exchange - Academics



# Exchange Program

What are you doing?



**Full-Time Exchange:** registered in the equivalent of 9–15 Schulich credits



**Part-Time Exchange:** registered in the equivalent of 3-6 Schulich credits



**Short Program:** registered in the equivalent of 3-6 Schulich credits

- This is a structured program that usually has a program fee to cover costs such as welcome dinner, cultural activities, transportation, etc.

# Exchange Offer

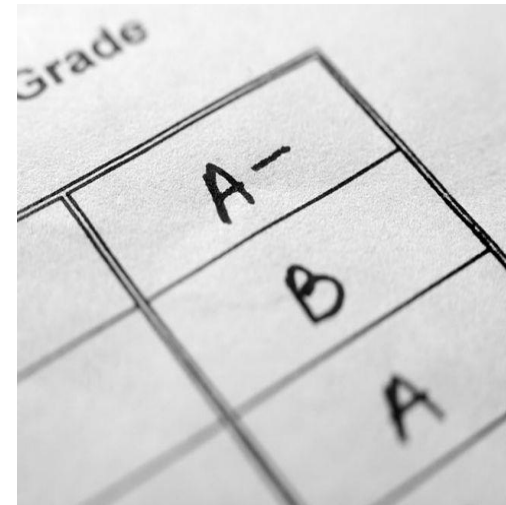
## Conditional

GPA 5.0 or higher

No 'F' grades on  
core courses

Final acceptance  
from exchange  
school

  
**KEEP  
CALM  
AND  
GET GOOD  
GRADES**



# Exchange Process

What happens next?

Schulich  
nominates  
student to  
exchange school

Student submits  
exchange school  
application

Exchange school  
sends student  
acceptance letter

Student  
researches visa  
requirements &  
timelines

Student books flight, secures  
housing, health insurance, etc, &  
submits course selections

Deadlines/timelines vary at each exchange school

# Exchange School Application

## What the school may request

Application

Resume

Photo

Transcript\*

*Contact the exchange school  
directly if you have any  
questions about the application*

\* Download and submit a grade report from [My Online Services](#)

\* If an official transcript is required, order one from [MyCreds](#)

YORK 

My Online Services

### Check My Grades & Progress

- **Course and grade list** — View a list of all my courses taken and grades earned.
- **Degree Progress Report** — Check how far I've progressed so far in my degree.
- **Fall/Winter grade report** — View my Fall/Winter grades.
- **Graduating from York** — Apply to graduate & verify eligibility to graduate.
- **Graduation status** — Check status of my application to graduate.
- **Summer grade report** — View my Summer grades.
- **Transfer Credit Statement** — View the credits I brought to York from another postsecondary institution.
- **YU Verify** — Check that your degree conferral has been verified.

 MyCreds.ca

# Letter of Acceptance

It's really happening!

Once registered, the school will send an official acceptance letter for use to obtain a visa (if required) or proof of reason for travel to enter the country

- Schools will issue an electronic copy of the letter, a few schools continue to mail the letter

Students may need this letter of acceptance and the exchange offer letter from Schulich to apply for a visa – always carry both with you





# Exchange Preparation

Prior to departure

- 1) Attend a **mandatory** Pre-Departure Session
- 2) Submit all information to exchange school as requested
- 3) Research information:
  - Housing options, visa requirements & timelines, health & travel insurance, enrolment timelines, orientation & program timelines at exchange school, etc.
- 4) Apply for any [financial aid](#) (scholarships, bursaries, student loans etc.) you may be eligible for



# 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-time exchange students** must complete the equivalent of 9-15 SSB credits on exchange (ie. EXCH 6901 3.0, 6902 3.0, 6906 1.5, 6907 1.5, etc.)
- **Part-time exchange/short program students** will complete the equivalent of 3-7.5 SSB credits during their exchange/program (ie. EXCH 6901 3.0, 6902 3.0)



STUDENTS CAN ENROL IN...	STUDENTS CANNOT ENROL IN...
<ul style="list-style-type: none"><li>• Graduate business elective courses not offered by Schulich</li><li>• A language course (not recorded or transferred for credit towards Schulich degree)</li></ul>	<ul style="list-style-type: none"><li>• Courses that duplicate a course already completed at Schulich</li><li>• Core or non-business courses (excludes a language course)</li></ul>

Pre-approval from the International Relations Office is required



# Final Study Plan

“Course contract”

## INTERNATIONAL RELATIONS

### Graduate: Final Study Plan/Transfer Credit

Name: IVANA GOABROAD	Partner School: ESADE
York Student Number: 123456789	Study Abroad Term: <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer
Program: <input checked="" type="checkbox"/> MBA <input type="checkbox"/> Other	Study Abroad Dates: SEP 23 – DEC 14, 2024
Expected SSB Transfer Credits: <input type="checkbox"/> 3 SSB Credits <input type="checkbox"/> 6 SSB Credits <input type="checkbox"/> 9 SSB Credits <input type="checkbox"/> 12 SSB Credits <input checked="" type="checkbox"/> 15 SSB credits Other: <input type="checkbox"/> SSB Credits	

Schulich Exchange Course Code	Partner School Course Code	Course Title (in English)	# Hours Per term	Host Credit	SSB Equivalency	Pass/ Fail	Coded & Dated
Example: EXCH 6901 3.00	IB 303	New Forms of Organization	36	4	Elective		
EXCH 6901 3.00	016100	BUSINESS ECONOMICS	30	3	Elective		
EXCH 6902 3.00	004716	GLOBAL SALES STRATEGIES	30	3	Elective		
EXCH 6903 3.00	014219	PYTHON FOR DATA ANALYSIS	30	3	Elective		
EXCH 6904 3.00	007541	POWER AND INFLUENCE	30	3	Elective		
EXCH 6906 1.50	009205	SOCIAL ENTREPRENEURSHIP AND IMPACT INVESTING	16	1.5	Elective		
EXCH 6907 1.50	002539	MANAGING THE MULTINATIONAL CORPORATION	16	1.5	Elective		
N/A		INTRO TO SPANISH			N/A		

In this example,  
exchange credits  
are equivalent  
to 15 SSB credits

I am aware that the courses offered by the partner school may change and that it may be necessary to adjust my study plan accordingly. I understand that it is my responsibility to update this Study Plan form and submit it to the Graduate International Program Coordinator for approval of any changes (i.e. course adds or course drops).

Student's Electronic Signature

Date Submitted

SSB Approval Signature

Email this form as a Word document, course syllabi and course selection information provided by the school to [cstickley@schulich.yorku.ca](mailto:cstickley@schulich.yorku.ca) for transfer credit approval.

# Pre-Departure Preparation

Getting ready

## Full and Part-Time Exchange:

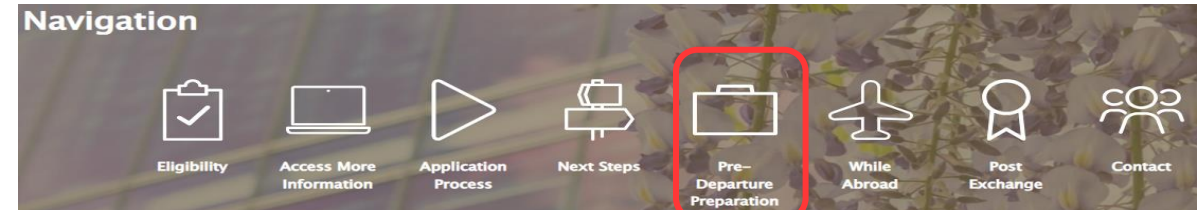
- Email the [Final Study Plan form](#) (as a Word document) to Cheryl for approval as soon as possible (preferably before submitting/registering with the partner school)

### Also include:

- 1) Course descriptions as PDF
  - 2) Course offering information provided by school
- You will receive an email back to confirm or make changes to your Final Study Plan
  - Update/enrol in EXCH 6900-level courses through Passport York based on confirmation of your courses (review Final Study Plan form)

## Short Program:

- Email the [Final Study Plan form](#) to Cheryl
- Enrol in EXCH 6900-level courses through Passport York



## Prior to Departure

Please complete the following steps:

1. Attend a **mandatory Pre-Departure Session** (dates will be emailed to you).
2. Apply for required **travel documents**:
  - It is your responsibility to research and apply for the correct travel document/visa to enter your destination country as an exchange student. Your host school will likely have additional information on what is required. Do NOT delay in applying for your visa, as processing times may be lengthy. If you are not able to obtain your visa in time, you may need to withdraw from in-person exchange.
3. Make **travel arrangements**:
  - It is your responsibility to fully understand the requirements to enter your host country and to make appropriate travel arrangements. We strongly encourage students to also purchase trip cancellation insurance, in case you are unable to travel (due to visa delays, unexpected border closures, etc).
4. Obtain comprehensive **travel health insurance**.
5. Submit an **Enrolment Status Change Form** prior to registering for the exchange term if changing your status to/from full-time or part-time enrolment.
6. **Email** the following information to the International Program Coordinator for approval **prior** to departure:
  - A copy of the **Final Study Plan Form** (as a Word Document)
  - One copy of each courses' syllabus/outline
  - Course offering information provided by the school
7. **Register** in the appropriate number of EXCH 6900-level courses through Passport York and ensure your Schulich tuition is paid for the term.
8. **Submit** the online **Schulich Travel Registry and Informed Consent** form.
9. **Register** with Foreign Affairs in your home country. Canadians travelling abroad can register [here](#).
10. Review Pre-Departure slides: **Travel Essentials** and **Academics**.

# Exchange Funding

## Financial support

Exchange (Travel) Bursary (to cover flights only) must show financial need

- Registered in 3 – 7.5 SSB EXCH credits: max. \$750
- Registered in 9 - 15 SSB EXCH credits: max. \$1,500
- Must be submitted **within one month** of completion of your exchange
- If travelling to any other destination before or after exchange you must also provide a quote of what it would cost for you to fly from Toronto to the exchange destination and back to Toronto
  - This quote must be obtained prior to your departure and submitted in addition to your actual flight booking when applying for the travel bursary

Request the travel bursary application from the Financial Aid Office:  
[finaid@schulich.yorku.ca](mailto:finaid@schulich.yorku.ca)

Alan & Esther Hockin Award in International Business

- Full-time exchange
- Ontario resident (lived in Ontario for 12 months in a row **prior** to starting Schulich **or** a new PR and lived in Ontario less than 12 months and **not** lived in **another** province)
- Amount to be determined. Eligible students will be notified

Students remain eligible for bursaries, scholarships and student loans as they normally would if not on exchange

York International Mobility Award

- Funding varies by region and number of applicants. Not guaranteed
- Eligible applicants will be contacted by York International

# While Abroad

Upon arrival

## Full and Part-time Exchange:

### Confirm Final Study Plan

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



# While Abroad

During exchange

Ambassador for Schulich and Canada

Represent Schulich at an Exchange Fair if requested

Keep in touch and send photos

Work on your [exchange testimonial & report](#)

Confirm when official transcripts will be sent





# Post Exchange

## Wrap up

1. Submit the [exchange testimonial, \(2\) photos and report](#) 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
  - Testimonial and 2 JPEG photos
    - \*Sending photos at any time are always welcome
2. Update resume with your study abroad experience
3. Contact Schulich Financial Aid ([finaid@schulich.yorku.ca](mailto:finaid@schulich.yorku.ca)) to request travel bursary application
  - Submit travel bursary with supporting documents
4. Join the Open Arms Committee ([mbaoac@schulich.yorku.ca](mailto:mbaoac@schulich.yorku.ca)) if returning to classes at Schulich





# Post Exchange

## Grades/Transcript

Exchange report, testimonial & photos + 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)

Example of exchange courses and grades recorded on a transcript

Academic Session/Term: Winter 2022						
Program of Study: Schulich School of Business, M.B.A., Business Administration						
***						
Fac	Subj	Num	Sect.	Title	Cr	Grade/Qual.
SB	EXCH	6901	F	Exchange	3.00	P ----
				Leadership in a Globalized World		
SB	EXCH	6902	F	Exchange	3.00	P ----
				Managing Digital Banking & Fintech		
SB	EXCH	6903	F	Exchange	3.00	P ----
				Blockchain, Bitcoin & Cryptocoins		
SB	EXCH	6904	F	Exchange	3.00	P ----
				Sustainable Business & Finance		
*** Formal Exchange: Spain, Barcelona (ESADE)						
*** Registration Status: Registered as Active - Formal Exchange						
*** Academic Decision: Winter 2022 Eligible to graduate.						
Program Exit Status: Program Completed						
Degree Conferred: Schulich School of Business, M.B.A., Business Administration, May 2022						

To attend June Convocation, your exchange testimonial, photos, report and exchange transcript must be submitted by:

- June Convocation: May 15<sup>th</sup>
- October Convocation: September 1<sup>st</sup>

# Contact Us

## Questions?

Exchange Advising	Cheryl Stickley	Graduate International Program Coordinator	<a href="mailto:exchange@schulich.yorku.ca">exchange@schulich.yorku.ca</a>
Academic Advising	Liyuan Chen Vivian Sun	Student Success Coordinator Advisors	Attend a <a href="#">drop-in session</a> (in-person or online)
International students: re-entry to Canada to study and/or work after exchange	Sophie Yang Rajbir Khurana	International Student Support Specialist	Attend a <a href="#">Q&amp;A session</a> <a href="mailto:intlrelations@schulich.yorku.ca">intlrelations@schulich.yorku.ca</a>
Financial Aid	Mehrsa Ghobadi	Financial Aid Officer	<a href="mailto:finaid@schulich.yorku.ca">finaid@schulich.yorku.ca</a>