



## Incoming Student Exchange UNDERGRADUATE Application Guide 2025/26

**STOP!** Has your home institution **nominated you** for an exchange AND has the University of Alberta (UAlberta) accepted your nomination? If you don't know the answer to one or both questions then please check with the office at your home institution responsible for exchanges BEFORE you start an exchange application. (Only applications from students whose nominations have been accepted will be considered.)

**STOP AGAIN!** Do you satisfy the **admission requirements** for an exchange at UAlberta? If you don't know the answer to that question then please review our [Admission Requirements webpage](#). (Only students satisfying the admission requirements will be considered for exchange opportunities at UAlberta. Please understand that having your nomination accepted doesn't necessarily mean that you satisfy UAlberta's admission requirements.)

**STOP ONE FINAL TIME!** This document is for students wanting an **undergraduate-level exchange** at UAlberta. If you are applying for an exchange at the graduate / postgraduate level then please ONLY refer to the instructions you will find on our [How to Apply webpage](#).

### BEFORE YOU BEGIN YOUR APPLICATION

- 1) If you have any questions regarding the application or need help with any problems you might encounter, please send a general inquiry to [goabroad@ualberta.ca](mailto:goabroad@ualberta.ca).

When submitting your inquiry, please be sure to:

- (a) Use your ualberta.ca email account (and only that account) once it has been assigned to you,
  - (b) Provide your full name EXACTLY as it appears in your passport,
  - (c) State your UAlberta student ID number once it has been assigned to you,
  - (d) Identify yourself as an incoming exchange student applicant and ...
  - (e) Mention the name of your home institution
- 2) **Please very carefully review ALL of the webpages** on [the section of UAlberta's website dedicated to incoming exchange students](#). What you read will likely impact what you are asked to do in the next five steps listed in this section (and later on, once you start your online application).
  - 3) Get the **mailing address of your home institution**.

- 4) Get the name, job title and email address of the person at your home institution who has nominated you for the exchange (i.e., your “**Exchange Officer**”) and the same information for the person at your home institution who would be your “**Academic Advisor**” (i.e., someone who might advise you for course selections while on exchange at UAlberta). It is possible that your Exchange Officer could be the same person as your Academic Advisor.
- 5) Come up with a **list of courses** at UAlberta that you would hope to take while on exchange. Please be sure to review the information found on the [Programs and Courses webpage](#) (including the information viewable on the [Course restrictions webpage](#)) before coming up with your list of courses.

Please note that when you provide course information in your application you are NOT registering in courses (we need this information simply to further assess your eligibility for the exchange). You will only be able to register in courses later, AFTER you have received an official letter of admission for the exchange. You are strongly urged to register in courses as soon as possible after receipt of the letter – following the instructions provided on the [Programs and Courses webpage](#) – since some UAlberta courses can fill up quickly.

- 6) Get an **official transcript** from your home institution that shows all of the post-secondary courses that you have completed AND that you are currently taking. Official transcripts need to have an official seal or signature and be in English.
- 7) If applicable, collect proof that you meet UAlberta’s [English language proficiency \(ELP\) requirements](#). If you are required to demonstrate the minimum required English language proficiency, there are some options for doing so that are not explicitly listed through the link just provided. You can:
  - i) Use a copy of official English language test results from a test taken at your home institution or ...
  - ii) Send a letter from the exchange office at your home institution (using a template provided by the Exchange Programs Coordinator at UAlberta) that attests that you have the minimum required English language proficiency.

PLEASE NOTE:

- i) If you choose to demonstrate the required English language proficiency with test results from an approved external testing organization (like TOEFL, IELTS, etc.) then please obtain a copy of your test results for uploading to your online application. **Please do not have test results mailed directly to UAlberta from the approved external testing organization.**
  - ii) Test results used to demonstrate English language proficiency must not be more than 2 years old at the time of application.
- 8) **You do NOT have to complete your application in one sitting.** You can logout at any time and then finish it later. If you’d like to continue working on your application at some later time then please go to <https://www.ualberta.ca/en/admissions/how-to-apply/index.html> and click on the “Apply Now →” button. Next, please answer “Yes” to the “Are you logging in to review/continue a current application for admission or have applied to the University of Alberta previously and have an existing Launchpad account?” question and then click on the “Login” button.

## ONCE YOU ARE READY TO BEGIN YOUR APPLICATION

### !!!! WARNING !!!!

It will be very important for you to **follow the instructions below EXACTLY** as they are given. Sometimes the instructions might request that you enter information that is not correct for your specific circumstances but please be sure to do what is asked even if it seems incorrect. (The application system has been designed for degree-seeking students, not for exchange students, so if you do not carefully follow the instructions IN THIS GUIDE you will be creating problems and extra work for yourself!)

**When you are ready to begin, please:**

- 1) Go to <https://www.ualberta.ca/admissions/how-to-apply/index.html>
- 2) Click on the button called, “**Apply Now →**”.
- 3) Answer “No” to the following questions:
  - Are you logging in to review and/or continue a current application for admission or have applied to the University of Alberta previously and have an existing Launchpad account?
  - Are you a previous or continuing University of Alberta student that does not have an existing Launchpad account?
  - Are you applying to any of the following Professional Programs?
  - Are you studying or have completed any education in Alberta?
- 4) Click on the “Create a Launchpad account” button.
- 5) Enter your email address, first name, last name and birth date information as requested. **You MUST enter / spell your first and last names EXACTLY as they appear in your passport.** Please note that by “last name” we mean your family name / surname. Making a mistake in this section could have serious consequences (e.g., you might not be able to get any required Government of Canada documents – like study permits, visas, etc. – to allow you to enter Canada for your exchange or even problems at the border). When you are ready, please click on the button labelled, “Continue”.
- 6) You’ll get notice that a **temporary PIN** has been sent to your email address. Please check the inbox, spam/junk mail and deleted/trash/garbage folders of your email account for it. Once you have it, enter it as requested, click on the “Login” button, and use it in any other way necessary to create a permanent password.
- 7) After creating a permanent password, you’ll be taken to a screen that says, “Apply for Undergraduate Admission”. Click on “**Start New Application**”.
- 8) A dialog box will appear entitled, “Start New Application”. Please do the following:
  - i) Select the period that contains the term in which you will begin your exchange from the first drop down menu. If you are beginning your exchange in September, then you would select the applicable period containing mention of “Fall”. If you are beginning your exchange in January, then you would select the applicable period containing mention of “Winter”.
  - ii) Select “**202x/202x Undergraduate Programs**” from the second drop down menu.

- iii) Next, click on **“Create Application”** to proceed.
- 9) A new dialog box will appear entitled, **“Application Details”**. Click on **“Open Application”** to proceed.
- 10) The first screen you will encounter is entitled, **“Personal Information”**:
- (a) Please enter all requested information, making sure to take into account the specific instructions listed immediately below in this section of this document.
  - (b) Please note that you are required to select **“Study Permit”** for the field at the bottom of the page entitled, **“Status in Canada”** (You may or may not need a study permit for your exchange; however, we need you to select **“Study Permit”** simply because of a limitation with our application system).
  - (c) When you are ready, please click **“Continue”** at the bottom of the page.
- 11) You will now be at the **“Personal Information – Continued”** screen:
- (a) Please enter all requested information, making sure to take into account the specific instructions listed immediately below in this section of this document.
  - (b) Please leave the section for **“Alberta Student Number (ASN)”** blank.
  - (c) In the **“Hometown”** section please select **“No”** for **“Is your hometown address different from your mailing address?”**
  - (d) When you are ready, please click **“Continue”** at the bottom of the page.
- 12) You will now be at the **“Academic Information”** screen:
- (a) Please enter all requested information, making sure to take into account the specific instructions listed immediately below in this section of this document.
  - (b) In the **“Applicant Category”** section please select **“No”** when asked if you’ve ever attended the University of Alberta.
  - (c) The screen will change to show a new question.
  - (d) Please select, **“I am a Post Secondary applicant”** when asked, **“Which statement best applies to you?”**
  - (e) The screen will change again to provide more new options.
  - (f) Select **“I am attending or have attended a University or College Program”**
  - (g) Select **“No”** for **“Have you ever taken high school courses at a post-secondary institution?”**
  - (h) Select **“No”** for **“Have you ever been required to withdraw from any institution?”**
  - (i) Select **“Yes”** for **“Have you completed 8 or more post secondary courses?”**
  - (j) Select **“No”** for **“Do you have a University degree or will receive a University degree by your intended start date?”**
  - (k) In the **“Curriculum of Study – High School Level Education”** section please select **“Other International Curriculum”** and then select the country in which your home institution is located from the new drop down menu that will appear.
  - (l) When you are ready, please click **“Continue”** at the bottom of the page.
- 13) You will now be at the **“Academic History”** screen:
- (a) Please click **“Add New”** (near the bottom of the page) to add the required information for your current home institution.
  - (b) A dialog box entitled **“Add Institution”** will appear. Please enter all requested information, making sure to take into account the specific instructions listed immediately below in this section of this document.

- (c) You can leave the field for “CEEB” blank or leave it alone if it is automatically filled in for you.
- (d) For the “From” field select “January 2015” and for the “to” field select “January 2016”.
- (e) For “Institution Level of Study” select “Undergraduate”.
- (f) For “Degree Status” select “No Degree Awarded or Expected”.
- (g) Click on “Save”.
- (h) Click “Add New” again to add the required information for your current home institution again following the same instructions as given above but with the following exceptions:
  - (i) Enter “January 2010” for the “From” field.
  - (j) Enter “January 2014” for the “to” field.
  - (k) Select “High School” for the “Institution Level of Study”.
  - (l) Select “Not applicable” for the “Diploma” field.
  - (m) Please click on “Save”.
  - (n) When you are ready, please click “Continue” at the bottom of the page.

14) You will now be at the “**Term & First Program Selection**” screen:

- (a) For the “Term Selection” section you will select “Fall (September)” OR “Winter (January)” AND the appropriate year for your exchange.
- (b) For the “What is your intended status?” section you must select “Incoming Exchange Student”.
- (c) For the “Program Choice One” section you must select “Incoming Exchange”.
- (d) When you are ready, please click “Continue” at the bottom of the page.

15) The next screen, “**English Language Proficiency Requirement**” may not appear for you:

- (a) If it doesn’t then please skip ahead to step 16.
- (b) If it does then please select “I will present an English Language Proficiency Examination” in the “English Language Proficiency Fulfillment” section.
- (c) Please select “IELTS (Academic)” for “Which test will you present to fulfill this requirement?”  
**Please note that even though you have just been asked to select “IELTS (Academic)” you can upload ANY acceptable demonstration of English language proficiency as described in Step #7 of the “BEFORE YOU BEGIN YOUR APPLICATION” section presented earlier in this document.**
- (d) If you intend to take only French-taught courses at our Campus Saint-Jean then the instructions in this section are still correct for you but instead of uploading a demonstration of English proficiency, you would upload a pdf document simply explaining that you do not need to demonstrate English proficiency since you will only be taking courses taught in French. If, however, you hope to take a majority of courses at our Campus Saint-Jean but a minority of courses per term elsewhere at UAlberta, then you will need to upload a demonstration of English proficiency after all.
- (e) When you are ready, please click “Continue” at the bottom of the page.

16) You will now be at the “**Incoming Exchange**” screen:

- (a) Please enter all requested information, making sure to take into account the specific instructions listed immediately below in this section of this document.
- (b) **Please be sure to select the correct exchange term. For example, if you were nominated for a Fall term exchange (that would start in September and end in December), you shouldn’t select a Full Year exchange (that would start in September and end in April). If your exchange term is not correct then your current application will be denied and you will be asked to start a new application.**

- (c) Please re-read all of the information on the [Programs and Courses webpage](#) (including the information on the [Course restrictions webpage](#)) BEFORE selecting your desired faculty AND BEFORE indicating your course selections. If you don't carefully follow the guidelines provided, your current application may be denied and you may be asked to start a new application. Once again, we remind you that when you provide course information in your application you are NOT registering in courses (we need this information simply to further assess your eligibility for the exchange). You will only be able to register in courses later, AFTER you have received an official letter of admission for the exchange.
  - (d) The faculty you select MUST be the same one that is offering all or a majority of the courses that you hope to take while on exchange. If it isn't then your current application will be denied and you will be asked to start a new application.
  - (e) If you wish to take all or a majority of your courses from our Departments of Biochemistry, Cell Biology and/or Physiology then you must choose the Faculty of Science as your destination faculty.
  - (f) If all or a majority of the courses you wish to take end up being CHRTC courses (offered by St Joseph's College) or CHRTP courses (offered by St Stephen's College), then please select the Faculty of Arts as your destination faculty.
  - (g) When providing your list of desired courses please input only course codes and numbers and NOT the names of the courses (e.g., "PSYCO 104" and NOT "Basic Psychological Processes").
  - (h) When you are ready, please click "Continue" at the bottom of the page.
- 17) You will now be at the "**Declaration**" screen:
- (a) Please select "Yes, I agree" in the "Transcript Authorization" section.
  - (b) Please select "No" in the "Agent or Recruiter Representation" section.
  - (c) Please select "Yes, I agree" in the "Declaration" section.
  - (d) When you are ready, please click "Continue" at the bottom of the page.
- 18) You will now be at the "**Student Survey**" screen:
- (a) Please click "No" both times on this screen.
  - (b) When you are ready, please click "Continue" at the bottom of the page.
- 19) You will now be at the "**Signature**" screen:
- (a) Please type your name EXACTLY as it appears in your passport.
  - (b) When you are ready, please click "Confirm" at the bottom of the page.
- 20) You will now be at the "**Review**" screen:
- (a) At this point, you still have the opportunity to update any part of your application. In fact, the Review screen should show any errors you've made that need to be corrected before it can be submitted.
  - (b) When you are ready, please click "Finalize Application and Pay" at the bottom of the page but please note that you will NOT HAVE ANY OPPORTUNITY TO GO BACK and correct information previously entered after clicking "Finalize Application and Pay".
  - (c) The normal application fee will be automatically waived for incoming exchange students; **you will not be asked to pay an application fee.**
- 21) You will now be at the "**UAlberta Launchpad / Welcome to your Status Page**" screen:
- (a) On this screen you will be required to upload the transcript from your home institution and, if applicable, the document demonstrating your English language proficiency.

- (b) Please make sure that your home institution transcript and the document demonstrating your English language proficiency both satisfy the requirements explained in the "BEFORE YOU BEGIN YOUR APPLICATION" section of this document.
- (c) You may or may not have to upload the document for the transcript from your home institution up to 3 times as your:
  - (i) actual home institution transcript
  - (ii) international high school diploma/certificate
  - (iii) international high school transcript/statement of results
- (d) In the "Upload Materials" section please click on the drop down menu close to "Choose File" and select "Transcript: name of your home institution".
- (e) Click on "Choose File" and choose your home institution transcript.
- (f) Click on the "Upload button".
- (g) In the "Upload Materials" section please click on the drop down menu close to "Choose File" and select "International High School Diploma/Certificate (copy)" OR "Transcript: name of your home institution", if applicable.
- (h) Click on "Choose File" and choose your home institution transcript.
- (i) Click on the "Upload button".
- (j) In the "Upload Materials" section please click on the drop down menu close to the "Choose File" and select "International High School Transcript/Statement of Results (copy)" OR "Transcript: name of your home institution", if applicable.
- (k) Click on "Choose File" and choose your home institution transcript.
- (l) Click on the "Upload button".
- (m) In the "Upload Materials" section please click on the drop down menu close to "Choose File" and select "IELTS Score Report (copy)", if applicable. **Once again, please note that even though you have just been asked to select "IELTS Score Report (copy)" you can upload ANY acceptable demonstration of English language proficiency as described in Step #7 of the "BEFORE YOU BEGIN YOUR APPLICATION" section presented earlier in this document.**
- (n) Click on "Choose File" and choose the document demonstrating your language proficiency.
- (o) Click on the "Upload button".
- (p) It may take a while for the system to acknowledge that you've uploaded documents to your "UAlberta Launchpad / Welcome to your Status Page". You may have to log in at a later time or the next day to see that you've successfully uploaded any required documents.

22) Your online application is now complete and needs to be reviewed by UAlberta.

23) After you submit a complete and error-free application, it could take up to **4 to 6 weeks** for it to be processed and for an official letter of admission to be released. It might take some faculties **longer** to make admission decisions.

Last updated on December 5, 2024