EXCHANGE APPLICATION CHECKLIST

PLANNING

☐ Choose two schools - you will need to list your first and second choices on your application.

☐ Be aware of the deadlines for exchange.

☐ Check your eligibility - see if you meet the CGPA requirements for your two schools.

☐ Be aware of the funding options available to you.

☐ Determine your costs.

☐ Learn how to transfer credits from exchange onto your UTM transcript.

☐ Compile a list of proposed courses that interest you at both schools. This is not a final list. You will be given an opportunity to select your actual courses if you are nominated for exchange.

PREPARING

☐ Resume - write or update your resume. Alone or with assistance from the UTM Career Centre.

☐ Questionnaire Form - complete and edit your answers carefully.

☐ Have fewer than 4.0 credits? Complete and include the Interim Grade Report.

☐ Complete the CIE Funding Application Form if you qualify for any of the funding options and/or can demonstrate financial need.

APPLYING

☐ Review the tips on our Apply For Exchange page.

☐ Access the online application tool - the CIE Student Portal.

☐ Submit your application on time.