

Incoming Exchange Course Confirmation

Student Name _____ Email address _____

Home Institution _____ Semester/Term (eg Fall 2014) _____

Program of Study _____ (eg Humanities, Business)

Course Code HOME Instit.	Course Code HOST Instit.	Course Title NIC Institution calendar	Course level NIC (semester/year)	# of Credits NIC
Total credits				

Signature Student _____

Approval of program of study Home Institution Date _____

Signature Home Institution _____ Name (please print) _____

Email _____

Approval of program of study NIC Date _____

NIC Department Chair/designate _____ Name (please print) _____

Email _____

NOTE: Any changes in courses approved must be signed off by student and credit granting institution.

Copies to: Student, Student Record office

Exchange Course Confirmation

The purpose of this form is to ensure

- A record of the program of student for both incoming and outgoing exchange students
- courses proposed are consistent with the student's graduation plan
- courses are available in the proposed semester of study
- tuition free section has been created for incoming students
- appropriate approvals for course admission are in place (Prerequisite waiver)

Instructions

Complete this form when you receive your Letter of Acceptance (LOA)

NIC Faculty Advisor	NIC Academic Advisor	Admissions	Student
<ol style="list-style-type: none"> 1. explore course options with student 2. Confirm appropriate course with host institution 3. Review timetable to ensure course availability and no conflicts 4. Review and sign Exchange Course confirmation and return to NICI at iadmissions@nic.bc.ca 	<ol style="list-style-type: none"> 1. Register student based on Exchange Course Confirmation form 2. Email registration to student 	<ol style="list-style-type: none"> 1. Accept application and process it with RA 2. Issue LOA 3. Forward Course Confirmation to NICI faculty for signature 4. Forward Exchange Course Confirmation to International Ed, advisor 	<ol style="list-style-type: none"> 1. Consult with you home institution faculty advisor and NIC faculty advisor to select courses 2. Sign Exchange Course Confirmation 3. Have home institution sign form and email to iadmissions@nic.bc.ca