

Congratulations on your successful exchange nomination! We're excited about the prospect of you studying at UCalgary. To help make the application process smoother, we have created this guide full of tips to help you successfully complete the online incoming exchange student application.

## Completing your Exchange Application

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## Step 1. Creating your eID

The first step is to create a University of Calgary eID (username).

**Account Registration**

**eID Registration**

Enter your profile information

**note:**  
Your eID must end with **lastname**:

- For example, if your name is John Smith your eID must end with .smith which means it can be j.smith or jr.smith, etc.
- If your last name is longer than 8 characters you must use at least the first 5 characters.
- Your eID cannot have any special characters or spaces.

\* eID

\* UCID  [Add another UCID](#)

I don't have a UCID and wish to register a guest account

\* Last Name

\* Date of Birth (yyyymmdd)

Email address

Display Name

Enter your password

**note:** The password must be at least 5 characters long with at least one character from the 4 following groups:

- lower case (a-z)
- upper case (A-Z)
- digits (0-9)
- punctuation excluding " ' - /

\* Password

\* Confirm Password

Enter your Password Recovery Information

\* Recovery Question 1

\* Recovery Answer 1

\* Recovery Question 2

\* Recovery Answer 2

**What is an eID?**  
Your eID will be your personalized unique ID for electronic access here at the UoC.

**What should I choose as my eID?**  
The eID we recommend is first.last (e.g. Joe Smith). However, you can choose anything as long as you follow the [eID rules](#).  
**My eID was already taken...**  
[Go to >>](#)

**What is my UCID?**  
Your UCID is the number on the front of your UoC ID card. Please enter only the digits.  
[Go to >>](#)

**Add another UCID?**  
Some users may have more than one UCID. You can add as many as you own by clicking [Add another UCID](#).

**What is my display name?**  
The myUoC portal will address you by this name. We suggest you use simply your first name [Go to >>](#)

**Why do I need such a complex password?**  
It is important for the security of your information that you choose a password that is difficult for others to figure out. [Go to >>](#)

**Why do I need to enter Password Recovery information?**  
When you forget your eID password we need to verify who you are. Among other things, you will be asked these questions again, and you must answer them both correctly (according to the answers you have entered here).

Open this page: <https://acctman.ucalgary.ca/register/>

This is what the page should look like.

It will ask you to choose an eID.

- The eID must end **.lastname** (for example, if your name is John Smith, your eID must end .smith)
- Most people use **firstname.lastname** as their eID (for example, your eID could be john.smith)
- If the page tells you that your eID is already taken, try adding numbers or initials into your eID (for example, you could try jr.smith or j.smith1)

Unless you have previously applied to the University of Calgary, you will not have a UCID number, so click the "I don't have a UCID" option

The page will also ask you to create a password and some password recovery questions. These questions will be used to regain access to your account if you forget your password. It is recommended that you write them down and keep them in a safe place.

**Account Registration**

**eID Registration**

eID registration is complete!

Welcome, Joe. Your eID is: **joesmith123**

You have completed the myUoC registration process.

To sign on to myUoC, [click here](#) and sign on with your new eID and password.

STAFF & FACULTY - A TO Z INDEX

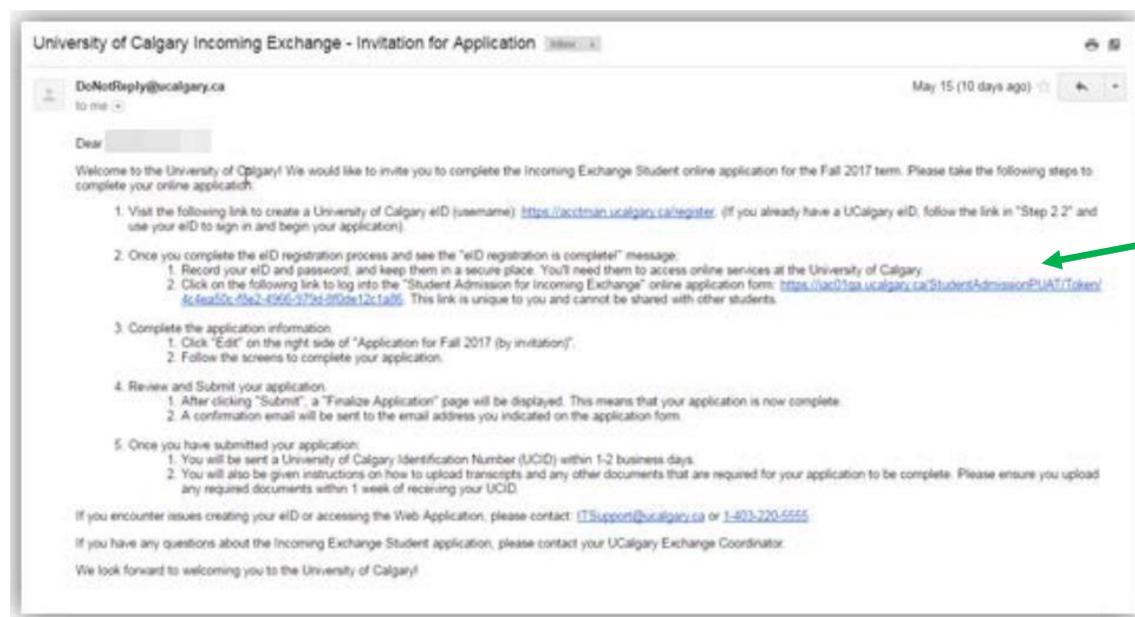
Once you have created your eID, you will see a page like this one that states "eID registration is complete!". It will also highlight your eID for you. Make sure to take note of your eID and password as you will need them to access other online services at the University of Calgary.

If you have any troubles creating your eID, please contact Information Technologies (IT). They can be reached by email at [itsupport@ucalgary.ca](mailto:itsupport@ucalgary.ca), by phone (+1 403-220-5555), or by [web-chat](#).

You are now able to use your eID to sign in and begin the application.

## Step 2. Opening your Exchange Application

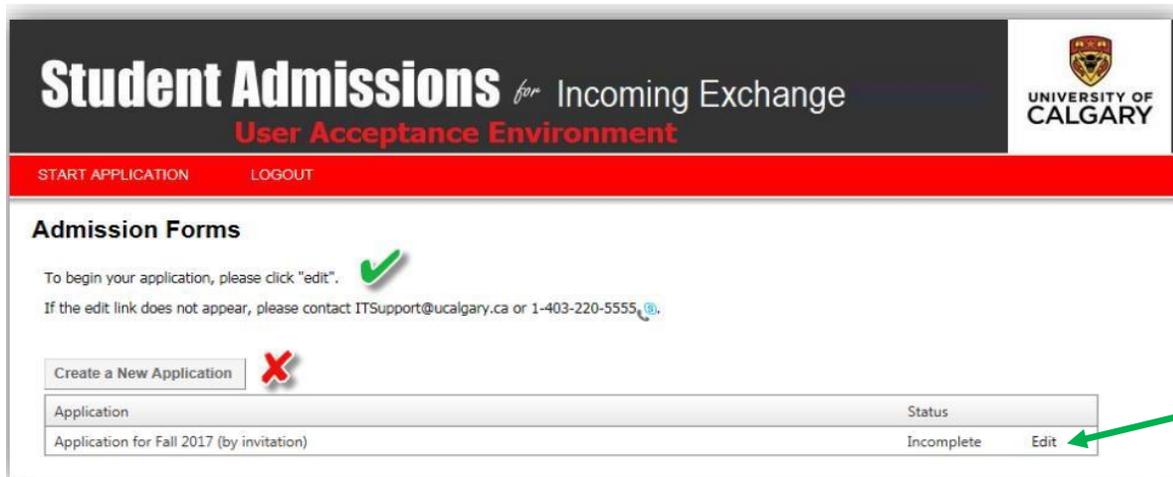
You will have received an email like this, called "Invitation for Application". This email contains your personal link to the application. You must use this link to access your exchange application.



Clicking on the link will take you to the Central Authentication sign-in page. Use your eID to sign in.



After you sign in, the Incoming Exchange Student application will display. You will see your exchange application already listed. Click “edit” on your application to begin. (Do not click “create a new application” – your application has already been created!)



You do not have to complete the application all at once. You can come back and work on the application as many times as you wish before submitting. Make sure you save the application as you go by pressing the “Save & Continue” button.

To re-access your application, use the link provided in the “Invitation for Application” email and follow the same steps above to sign in and continue working on your application. If you have any difficulty re-accessing your application from the email link, first try clearing your cookies and cache, and then refresh the page. If this does not work, contact [iexch@ucalgary.ca](mailto:iexch@ucalgary.ca) for support.

### Step 3. Filling Out your Exchange Application

The first page of the application contains information on how to complete the application. The left panel has a list of the sections in the application; each section requires specific information. Follow along with this list and make sure that you click “save” after completing each section.

Click the **I have read this page** option.

I have read this page

Click the **Save & Continue** button.

**Save & Continue**

In order to move to the next page of the application, you must click the “I have read this page” option.

Then click on the “Save & Continue” button.

This page is where you fill in your personal information. Complete all the required fields, which are marked by an asterisk (\*), and then click the “Save & Continue” button to move to the next section.

**Personal Information**

Please write your surname and first name exactly as they appear in your passport.

**Applicant's Name**

\* Surname: Student

\* First Name: [text box]

Middle Name: [text box]

Preferred First Name: [text box]

Former Surname(s): [text box]

**Biographical Information**

\* Gender:  Female  Male

\* Date of Birth (yyyy-mm-dd): [text box]

\* Country of Birth: Canada

**Additional Information**

\* Have you previously applied to the University of Calgary?  Yes  No

What year did you apply? [text box]

\* Have you previously attended the University of Calgary?  Yes  No

What is your University of Calgary Student ID Number (if known): [text box]

Are you currently attending an English as a Second Language Program in Canada?  Yes  No

\* What is your First Language? English

What is your Second Language? -select-

**Student Accessibility Services**

Students seeking academic accommodations should consult the Student Accessibility Services for advising and support.

Go Back Save & Continue

This page is where you enter your current mailing address and your permanent address – if these are the same, simply select the box marked “Same as above”. Then click “Save & Continue”.

**Addresses**

**Current Mailing Address**

\* Country: Canada

\* Address: 333 Test Address

[text box]

\* City: Calgary

\* Province: Alberta

\* Postal Code: T2N1N4

**Permanent Address**

Same as above

\* Country: -select-

\* Address: [text box]

[text box]

\* City/Province/State: [text box]

Postal/Zip Code: [text box]

Go Back Save & Continue

Next, fill in your personal contact information. Make sure this information is correct! You will later set up a UCalgary email address, but until then, the email address you enter here will your main source of communication with the University of Calgary.

To this email, you will receive:

- Confirmation that your application has been submitted and received
- Your University of Calgary ID number (UCID)
- Other important reminders and notices

Your submission confirmation and UCID will be sent directly from the automated application system, so please check both your regular inbox and your junk/spam mail in case the message is redirected.

Once you have filled in your information and confirmed it is correct, click *“Save & Continue”*.

**Contact Information**

The email address you provide will be used to communicate with you. You will receive the following by email:

- a confirmation of receipt of your application
- your University of Calgary ID number within 1-2 working days of your submission of this Application for Admission
- reminders of important dates

Be sure you:

- check your account for messages
- adjust any email filters you have to allow emails from the University of Calgary to be received
- add regteam@ucalgary.ca as a safe sender to your address book

**Email Address**

\*Email Address

\*Confirm Email Address

**Phones**

	Country Code/Prefix	Area Code	Phone Number	Extension	
Primary Phone	Canada - 1	403	2106882		?
Alternate Phone	-select-				?

Go Back Save & Continue

The next section asks for citizenship information. Please select your country of citizenship from the options and answer the corresponding questions.

For the question about your immigration status, please select the **“Student Permit”** option.

- This option is used for all exchange students, regardless of whether you will be applying for a study permit or a different type of immigration/travel document.

For the question about your anticipated date of entry into Canada, please answer this to the best of your ability. It is okay if the date changes after you plan your trip to Canada.

- The UCalgary Fall and Winter semester dates can be found on the Incoming Exchange website: <https://www.ucalgary.ca/international/study-abroad/incoming-exchange/FAQ> This includes the date that exchange students are expected to arrive in order to move in to residence and attend orientation. You may arrive earlier, but you should not arrive later! Please contact [ieuxch@ucalgary.ca](mailto:ieuxch@ucalgary.ca) if you have any concerns.

For the question about your permit number, leave this blank – you do not need to provide a number.

Once finished, click **“Save & Continue”**.

The screenshot shows a web form titled "Citizenship" with a sidebar on the left containing navigation links: Read This First, Personal Information, Addresses, Contact Information, Citizenship (highlighted), Previous Education, Post Secondary, Program Information, Program-Specific Questions, Additional Information, Review and Submit, and File Summary. The main content area includes instructions: "Please indicate the status under which you plan to enter Canada. Information on visas and/or permits required to enter Canada can be found at http://www.ucalgary.ca/iss/immigration. Although we realize that at this stage you have not likely finalized your travel plans, please indicate the date on which you currently expect to enter Canada. Your Student Permit number is not required." The form has three sections: "Country of Citizenship" with a dropdown menu showing "United States" and a green arrow pointing to it labeled "Citizenship"; "Immigration Status" with radio buttons for "Permanent Resident(Landed Immigrant)", "Student Permit" (selected), "Work Permit", "Refugee", and "Other", and a green arrow pointing to "Student Permit" labeled "Select Student Permit"; and "Actual or Anticipated Entry Date into Canada (yyyy-mm-dd)" with a date field containing "2017-09-01" and a green arrow pointing to it labeled "Write your anticipated entry date here". Below this is a "Permit Number" field which is empty, with a green arrow pointing to it labeled "Leave this blank". At the bottom right are "Go Back" and "Save & Continue" buttons.

This section asks for your post-secondary education. Please provide your current university details. Make sure to fill out all the required information, which is marked by an asterisk (\*).

Once finished, click “Add” to add your university details, and then “Save & Continue”.

“Start Date” = the month and year you began your degree

“End Date” = the month and year you expect to graduate

Confirm that your Program and Term are correct, and then click “Save & Continue”.

- Your “Program of Choice” is entered by the Incoming Exchange team based on the information provided in your exchange nomination. If you have any concerns, please contact [isexch@ucalgary.ca](mailto:isexch@ucalgary.ca)
- The “Term” shown here is the starting term for your exchange – so if you are a full year (both Fall and Winter) exchange student, it will only show Fall. This is normal!

The next section is where you will complete Program Specific Questions. Please list a minimum of 7-8 courses per semester that you are interested in taking at the UCalgary **using UCalgary course codes and numbers** (such as POLI 343, BIOL 205, etc.). Please list them in order of priority. These courses are not final; they are just a tentative list of courses you are most interested in taking.

- Please note: **listing these courses does not guarantee you will be able to take them, nor does it register you in these courses** – you will need to obtain course approvals and register in courses at a later date.
- Refer to [What can I study?](#) on our exchange website for details to help you create your course list
- Some courses are restricted to exchange students; ensure that you [understand these restrictions](#)

When you have finished listing courses, click the “Save & Continue” button.

**Student Admissions** for Incoming Exchange  
**User Acceptance Environment**

START APPLICATION LOGOUT

Read This First  
Personal Information  
Addresses  
Contact Information  
Citizenship  
Previous Education  
Post Secondary  
Program Information  
**Program-Specific Questions**  
Additional Information  
Review and Submit  
Print Summary

### Program-Specific Questions

Please provide a tentative list of courses/modules you are interested in taking at the University of Calgary, using the University of Calgary course codes and numbers (i.e. POLI 343, BIOL 205, etc.).

Please consult our Public Course Search at: <https://csprd.ucalgary.ca/bsauthent/class-search/public> to ensure the courses you are requesting are available in the semester you plan to come. If the coming year's courses are not yet available, we recommend looking at the corresponding semester of the current year.

Be sure to consult your Exchange Coordinator for information on course limitations or restrictions prior to making this list.

1. Please list a minimum of 7-8 courses per semester (in order of priority), as back-up options are essential in case a course is not available.

Required

Go Back Save & Continue

The Additional Information section asks about **English Language Proficiency**. Click the checkbox to indicate you understand that proof of meeting this requirement may be required depending on arrangements with your home university. Check with your home university exchange advisor if you are unsure about this requirement. Once you have checked the box, click the “Save & Continue” button.

**Student Admissions** for Incoming Exchange  
**User Acceptance Environment**

START APPLICATION LOGOUT

Read This First  
Personal Information  
Addresses  
Contact Information  
Citizenship  
Previous Education  
Post Secondary  
Program Information  
Program-Specific Questions  
**Additional Information**

### Additional Information

#### English Language Proficiency

I understand the English Language Proficiency requirement must be met before I can be considered for admission at the University of Calgary.

If English is not your first language, you **may need** to provide proof of English language proficiency. Please check with your home university Exchange Coordinator for details.

Go Back Save & Continue

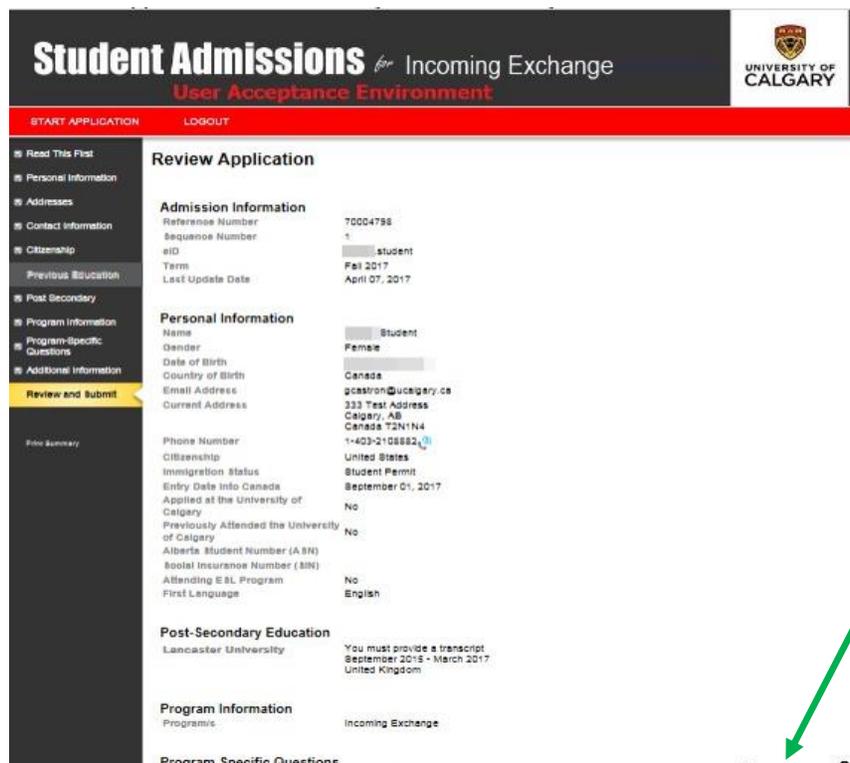
This page shows all the sections of your application and their status. If any sections are incomplete, you can go back to them and fill in the missing information. Make sure to use the “Go Back” button in the application form (not the back button on your internet browser).

Once you have completed all sections, click the “Continue” button.



This page allows you to review your application. If you need to make any changes, use the “Go Back” button to return to previous sections. You can also use the “Print Summary” button to print or save a copy of the application for yourself.

When you are satisfied with your application, click the “Continue” button.



This is a long page; scroll down to view the “Go Back”, “Print Summary”, and “Continue” buttons

You must indicate that you understand the Application Declaration by checking the box. After this, press the “Submit” button to submit your application. No application fee is required.

**Student Admissions** for Incoming Exchange  
User Acceptance Environment

UNIVERSITY OF CALGARY

START APPLICATION    LOGOUT

**Application Declaration**

I hereby declare the information I have submitted in this application is true, complete and correct to the best of my knowledge and that my autobiographic and personal submissions are authored solely and entirely by me. I will keep the university informed of any changes to the information in my application materials. I understand that submitting this application permits the University of Calgary to request or confirm any factual information necessary to support my application for admission and that the submission of any false or plagiarized statements or documents or failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary.

The personal information of applicants is collected under the authority of the Post-Secondary Learning Act and in accordance with the Freedom of Information and Protection of Privacy Act (Alberta). It is required to determine eligibility for admission and to contact applicants regarding University programs and services. If admitted, the personal information will form part of the student record and will be disclosed to relevant academic and administrative units. Some information will be disclosed to relevant student societies and the alumni association and will be provided to the federal and provincial governments to meet reporting requirements.

The following personal information is defined as the student's public record at the University of Calgary: name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. Questions about the collection or use of your personal information may be made to the Admissions Office at 403-210-7626.

I have read and understood this applicant declaration, and that if admitted to the University of Calgary, I agree to comply with all rules and regulations of the University.

Go Back    Submit

After you have submitted your application, the Finalize Application page will show the steps that you must complete to satisfy your application requirements. Make note of these steps! Your application will not be considered done/ready for review until you have completed all necessary steps.

**Finalize Application**

**Next steps**

- Within 1 - 2 business days of submitting your application, you will receive an email containing your University of Calgary Identification number (UCID).
- Once you have received your UCID through email, please log into the myUofC portal (<https://my.ucalgary.ca>) to access your Student Centre.
- In the Student Centre, you can view your Checklist, which will indicate which supporting documents (i.e. your transcript) are required before your application will be complete.
- In order to finalize your application, you must submit a scanned copy of your official transcript from your home university. This can be done through your online Student Centre as soon as you have received your University of Calgary Identification Number (UCID). Please upload a scanned copy of your official transcript (and any other required supporting documents) to your Student Centre within one week of receiving your UCID.
- Once all your supporting documents have been received, please allow 30 business days for processing of your application.
- Correspondence from the University of Calgary will be sent to your email account. Please ensure you check your email account regularly for messages.

**Transcripts and Documentation Deadlines**

You must provide transcripts from the following Post Secondary Institutes:

- Karolinska Institutet

You must provide the following supporting documentation

- Please upload a copy of your transcript from your home institution.

Please submit your transcripts and other supporting documents within one week of receiving your UCID.

Exit

#### Step 4. Submit Your Supporting Documents

After submitting your application, you will need to submit your supporting documents. It is best to submit your documents as soon as possible before the exchange application deadline.

Some of the required supporting documents are different for each student. For example:

- **Proof of English Language Proficiency** – Your home university exchange advisor will tell you if it is necessary for you to provide this document. If so, consult the list of accepted English proficiency tests online: <https://www.ucalgary.ca/pubs/calendar/current/a-11.html>
- **Reference letter or Statement of Purpose** – Your home university exchange advisor will tell you if it is necessary for you to provide this document.

If you have any questions about the documents you must provide, please contact your home university exchange advisor. All of these documents must be submitted by email to [iexch@ucalgary.ca](mailto:iexch@ucalgary.ca).

A supporting document that ALL exchange students must provide is a copy of your **home university transcript**. Transcripts are a record of your study and show all the courses you have taken and the grades received. They should be official transcripts with your home university's stamp or signature.

\*Do not submit your transcript by email. Instead, upload it online to your UCalgary Student Centre. This means that you may need to request a paper transcript from your home university, scan it, and upload the scanned document.

\*If you can download a certified digital version of your transcript and wish to use this instead of scanning your paper transcript, please email it in advance to [iexch@ucalgary.ca](mailto:iexch@ucalgary.ca) for review before uploading it to your UCalgary Student Centre.

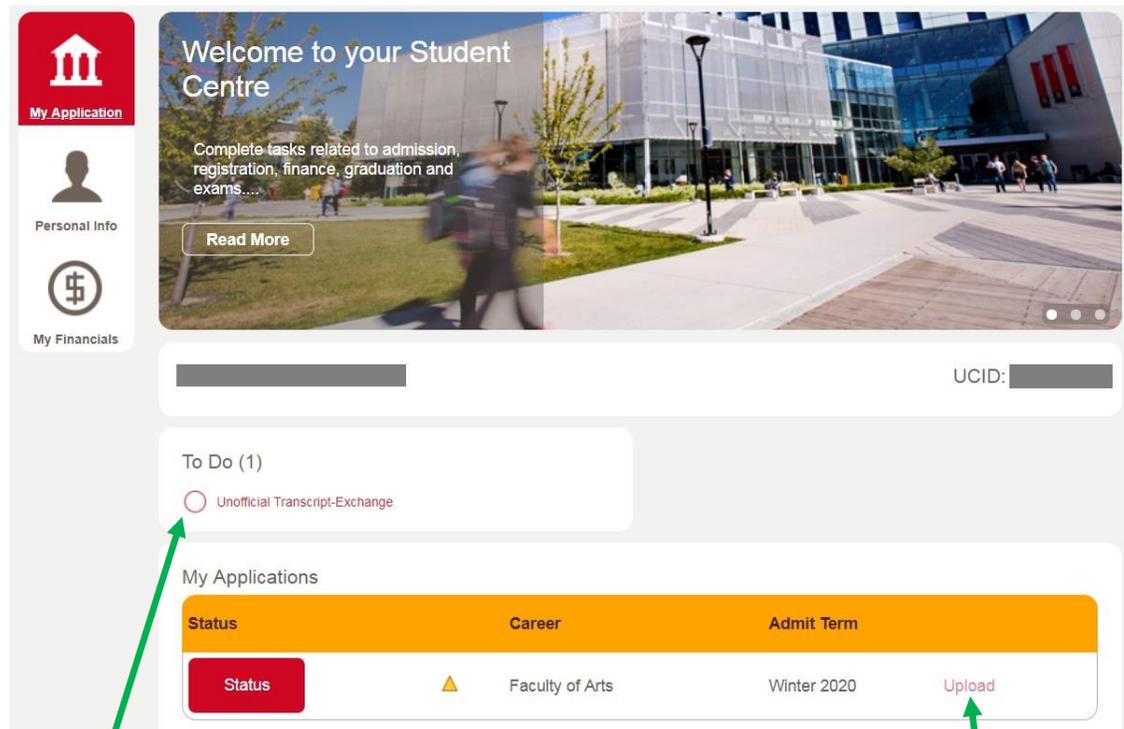
Within 1-2 business days of submitting your exchange application, you will receive an email from the application system that contains your UCID (UCalgary student ID number). After receiving this email, you will be able to upload your transcript.



First, sign in to your UCalgary Student Centre using the same eID and password that you created earlier:

<https://my.ucalgary.ca>

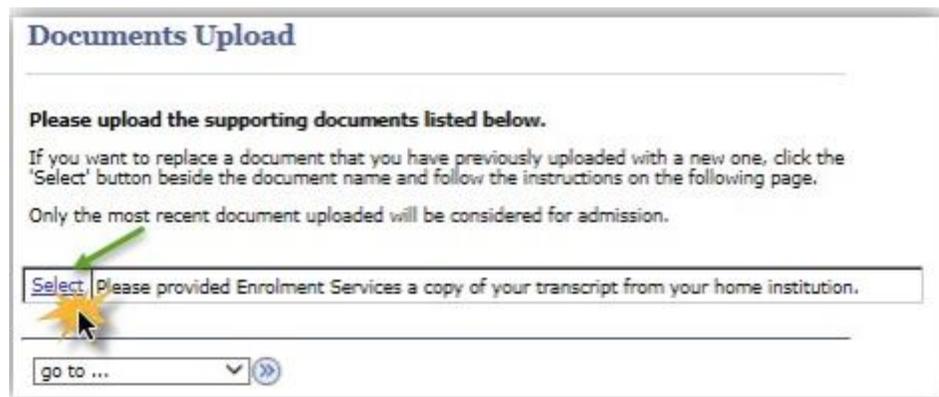
After signing in, you will see your Student Centre.



The “To Do” section lists the requirements to complete your application. (You may see “English Language Proficiency” on your list. Please do NOT Upload your ELP document. Email it to [isexch@ucalgary.ca](mailto:isexch@ucalgary.ca) ).

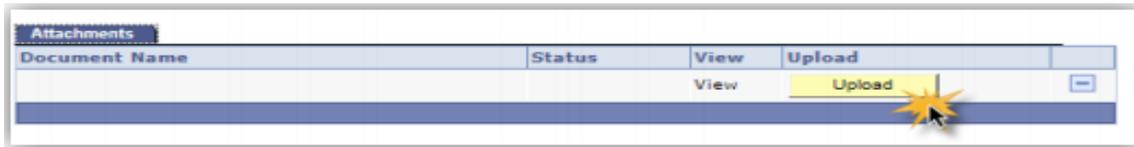
To upload your transcript, click the “Upload” button.

On the Documents Upload page, it will show that your transcript is required. You can upload it by clicking the “Select” button.

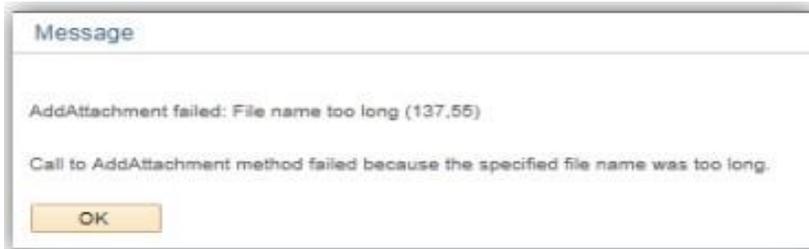


If nothing appears when you click on “Select”, you may need to use a different internet browser (for example, Google Chrome, Internet Explorer, Mozilla Firefox, or Safari). If you still have difficulty, please contact [isexch@ucalgary.ca](mailto:isexch@ucalgary.ca) for support.

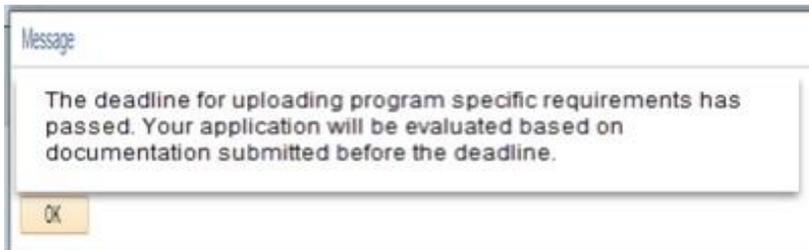
To upload a document, click the *“Upload”* button. You can browse for a file by clicking the *“Browse”* button. Once you have found the file, select the file and click *“Open”*. Then click the *“Upload”* button.



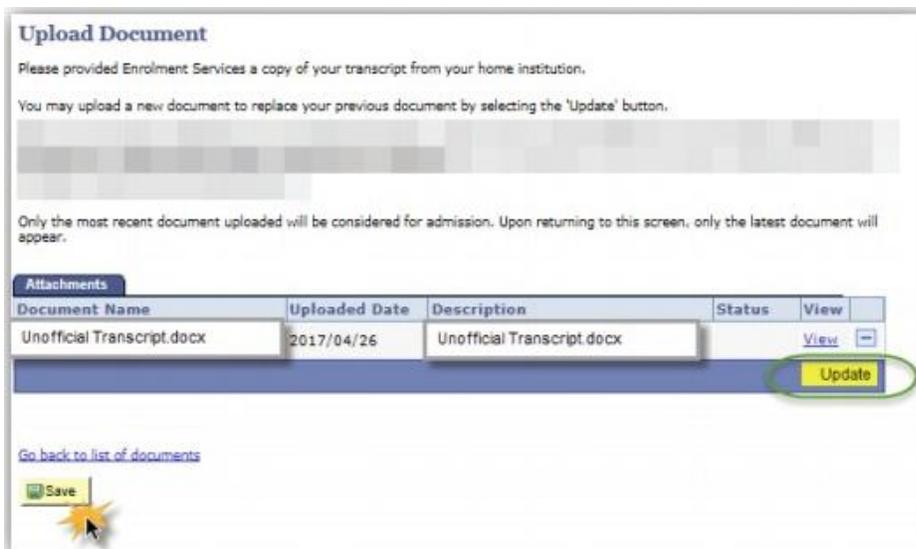
If the document name is more than 30 characters, you will receive an error message. Please rename the document and try to upload it again. We recommend using a simple name: ex. [your name].[transcript].



If you attempt to upload a document after the deadline has passed, you will receive an error message.



Once your transcript has been successfully uploaded, press the *“Save”* button. You will now see that the *“Upload”* button has been replaced by an *“Update”* button. If necessary, you can later click the *“Update”* button to replace the previously uploaded document with a new version.



## Step 5. Wait to Hear Back

After you have uploaded your transcript and emailed any other required supporting documents, your Incoming Exchange Application is considered done and is ready to be reviewed by the UCalgary exchange team. All that's left is to wait to hear from us regarding confirmation of your acceptance!

While you wait, we recommend that you:

- [Apply for on-campus residence](#). You are welcome to apply right away; you do not need to wait for your acceptance email.
- If you do not intend to live on-campus but wish to set up independent housing in Calgary, please consult [this website](#) for suggestions of where to begin your search. We recommend waiting to hear back about your exchange application before making any commitments to non-UCalgary housing providers.
- Refer to [What does it cost?](#) on our exchange website so that you can start planning your budget for your exchange

*If you have any troubles completing your application, or have further questions, please don't hesitate to contact us at [lexch@ucalgary.ca](mailto:lexch@ucalgary.ca). We're here to help!*