

Departmental Verification - to be completed by Advisor or Department Chair

Instructions for Faculty/Department Advisor:

___ (student name and number) is applying for a university-wide exchange to

_ (university and country) administered by York International. The exchange

program provides an opportunity for undergraduate and graduate students to experience the academic and cultural life of another country while fulfilling their degree requirements at York University.

To assist the student in planning her/his exchange could you discuss the student's plans and comment on any restrictions he/she should consider when selecting courses at the host? Below is a list of points that could be discussed.

- · degree requirements, confirming courses already completed or to be completed during the current academic year
- which York courses could be taken as equivalencies at the host university while on exchange.
- any restrictions to consider when selecting courses at the host university

Please sign below to verify the discussion has occurred. Formal course equivalency assessment and approval is required later in the process once a student has confirmation of their exchange placement.

Name and Title of Academic Advisor/Chairperson:

Check one of the following options

- Student plans to take elective courses only during the exchange term/s aboard
- Student plans to take electives and core courses during the exchange term/s abroad

Comments and/or restrictions:

Date

Signature of Academic Advisor or Chair

<u>Student</u>: Bring a copy of your York courses and grades, plus a list of potential courses at the exchange host university to the appointment.

York International, 200 York Lanes, York University <u>exchange@yorku.ca</u> – 416-736-5177