



# INTERNATIONAL EXCHANGE COURSE APPROVALS FORM

**Return a copy of the fully completed/signed Exchange Course Approvals Form to the appropriate international office within 6-8 weeks prior to departure:**

- **Western Exchange Programs:** in person at Western International, 2<sup>nd</sup> floor, International & Graduate Affairs Building (IGAB) or by email to [goabroad@uwo.ca](mailto:goabroad@uwo.ca)
- **Brescia Exchange Programs:** in person at The Hive or by email to [brescia@uwo.ca](mailto:brescia@uwo.ca)
- **Huron Exchange Programs:** upload to Huron's Application Portal or by email to [huron@uwo.ca](mailto:huron@uwo.ca)
- **King's Exchange Programs:** in person at King's International, Alumni Court or by email [international@kings.uwo.ca](mailto:international@kings.uwo.ca)

Surname

Given Name in Full

Western Student Number

\_\_\_\_\_

\_\_\_\_\_

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**CURRENT PROGRAM**

**APPLICATION TO ATTEND**

Faculty	Degree	Program	Year of Study

Host Institution \_\_\_\_\_

During the Spring/Summer session  Fall Session  Winter Session  Full Year (Fall & Winter Sessions)  Year: \_\_\_\_\_

Are you taking any Western University or Affiliate University College courses in the same session?      Yes       No   
 Will you be eligible to graduate immediately upon completion of your exchange?      Yes       No

**Note:** Students granted permission to take the final course(s) of their program during a **Fall/Winter Session** might not graduate until the next Autumn Convocation.

**Post-Exchange Transcripts**

**It is the student's responsibility to arrange for an official transcript to be sent directly from the host institution upon completion of the exchange program as follows:**

Western University Programs

Western International  
 Attn: International Learning Coordinator  
 2<sup>nd</sup> floor, International & Graduate Affairs Building  
 1151 Richmond Street  
 London ON, N6A 3K7  
[goabroad@uwo.ca](mailto:goabroad@uwo.ca)

Brescia University College Programs

Brescia University College  
 Attn: Registrar  
 The Hive, Mother St James Building  
 1285 Western Road  
 London ON, N6G 1H2  
[brescia@uwo.ca](mailto:brescia@uwo.ca)

Huron University College Programs

Huron University College  
 Attn: Coordinator, Partnerships and Pathways  
 Apps International House  
 1349 Western Road  
 London ON, N6G 1H3  
[huron@uwo.ca](mailto:huron@uwo.ca)

King's University College Programs

King's International  
 Attn: International and Exchange Student Advisor  
 Alumni Court 220  
 266 Epworth Avenue  
 London ON, N6A 2M3  
[international@kings.uwo.ca](mailto:international@kings.uwo.ca)

**If I am participating in a King's University College, Brescia University College, or Huron University College operated program, all references below to Western University, where applicable, will be related with King's University College, Brescia University College, or Huron University College.**

**\*A maximum of 2.5 Western credits can be received each term.\***

Foreign Course Number	Foreign Course Title	Foreign Course Credit Value (e.g. 6 ECTS)	Foreign Course Credit Hours	Western Course Subject Area	Western Course Number	Western Course Title (Technical Elective, Non-Technical Elective, Elective for courses that do not have exact equivalency)	Western Course Credit Value	Western Course Equivalency Comments	Dept. Appr. Name	Dept. Appr. Initials	Date
EXAMPLE: 1023	Health & Fitness Through Diet & Exercise			Kinesiology	2000	Elective	0.5	Some overlap with Kin 3339A/B and a little bit with Kin 4477A/B. Student cannot take this course if they took Kin 3339A/B			

**\*Please Note: \_\_\_\_\_ credits at this host institution is equal to 2.5 Western credits\***

**Note:** Western is not responsible for host institution course changes and cancellations. If you want to take any courses which have not been approved on this form, it is your responsibility to email detailed course descriptions to the respective academic departments for review/approval, and send the departments' recommendations to your Faculty/Academic Counsellor. Grades from your exchange will be recorded as "Pass/Fail" on your Western University transcript. Professional and graduate schools may request transcripts from the host institution and Western University.

**I have read and understand the conditions (listed on this form) under which an Exchange Course Approvals Form is granted.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty/Academic Counsellor

\_\_\_\_\_  
Date