
Outgoing Exchange Workflow Guideline for Students

~ After Exchange ~

1. Students return

- a. Inform FBA when return
- b. Get official transcript of Host University from FBA General Office
- c. Course exemption
 - i. Fill in the course exemption/ waiver form legibly
 - ii. Submit the course exemption application with course description, course syllabus and other relevant supporting of all overseas courses (e.g. student time table and academic calendar for calculation of lecture hours)
 - iii. Credit transfer limitation
 - Maximum 2 3-credit GE courses and 6 credits of exchange elective
 - No credit limit on free elective
 - iv. Two course exemption application submission periods per semester
 - 1st batch submission deadline : 3rd week of Jan - 4th week of Jan / 1st week of Sep - 2nd week of Sep
 - 2nd batch submission deadline : 2nd week of Apr - 3rd week of Apr / 4th week of Oct - 1st week of Nov
 - v. Courses listed on the application must match up with the official transcript of Host University and approved learning agreement
 - vi. Await for the result from FBA and Registry
- d. Perform pre-enrollment for UM courses

2. Complete self-graduation check

3. Share experience of exchange

- a. Provide photos and feedback of exchange
- b. Share the experience of exchange with other students

4. Study and Graduate!