

## NAIT, Outbound student application package checklist

For NAIT to process your application, you must complete and submit a complete application package. Your application will only be considered complete if you include the documents listed in the checklist below.

- ☐ Section A: Education Abroad outbound student application form
- ☐ Section B: Education Abroad NAIT outbound transfer credit form
- ☐ Section C: Out of country emergency form
- ☐ Two letters of reference (at least one from an instructor)
- ☐ Copy of insurance coverage

Once you have completed and included the required documents, please check them off and include this checklist with your application.

## Section A: Education Abroad outbound student application form

The following information will help you access the NAIT system, navigate within the student portal, and communicate with the institution should you have questions regarding the application process:

All updates to your application status will be available exclusively on MyNAIT Portal. You can also use the Portal to update your personal information.

- For assistance contact our office at [educationabroad@nait.ca](mailto:educationabroad@nait.ca)

### Applicant Information

<b>Last Name:</b>	<b>First Name:</b>
<b>NAIT ID:</b>	<b>Email:</b>
<b>Home phone:</b>	<b>Cell:</b>
<b>Address:</b>	
<b>Program:</b>	<b>Year of Study:</b>

**DECLARATION OF APPLICANT** I hereby certify that all information given on this application is true and complete. I also understand that any misrepresentation on my part may result in cancellation of my application. If admitted, I shall comply with the rules and regulations of the Institution.

Student's Signature

Date

**Collection and Use of Personal Information:** The personal information on this form is being collected under the mandate of the Technical Institutes Act and is needed to process your request. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar, Suite 1000, 11762 - 106 Street, NW, Edmonton, Alberta T5G 3H1, 780.471.6248 or toll-free at 1.877.333.6248.

## Section B: Education Abroad NAIT transfer credit form

### SECTION 1

Currently NAIT, has two host institutions that we have agreements with for study abroad. These are:

- FH Bielefeld University of Applied Sciences, Germany [Home | FH Bielefeld \(fh-bielefeld.de\)](#)
- VIA University College, Denmark [Learn more about VIA University College | VIA](#)

I would like to study abroad in the following term at the host institution

*\*Please note that NAIT terms do not always align with terms at institutions abroad, please check schedule for host institution and select according to host institution term. (Check the box that applies):*

- ☐ Fall
- ☐ Winter
- ☐ Spring
- ☐ Summer

Time period: \_\_\_\_\_

What program are you applying to at the host institution? (Required to process application)

## SECTION 2

To be a full-time student at NAIT, you must enroll in 9 credits. Please see below for the list of courses that are transfer credit between NAIT and your choice for host institute.

### FH Bielefeld University of Applied Sciences, Germany

NAIT COURSE	FH Bielefeld Course
ACCT 2211 - Intermediate Managerial Accounting	5 CFR 09 - Managerial Accounting
STAT 2201 - Business Statistics	5 M/S 06 - Managerial Statistics
FNCE 4467 - International Finance	5 CFR 10 - International Finance
MARK 3315 - Consumer Behavior	5 MKT 4 - Consumer Marketing
MARK 2267 - Marketing Research	5 SP 32 - Market Research - International Business Project, C1
SMGT 4451 - Supply Chain Management	5 IBM 04 - International Logistics

### VIA University College, Denmark

NAIT Course	Via University College Course
MARK 3372 Sales Management	3.1.4 Theme 4: Sales Management and the Sales Development of the Company
SMGT 2256 - Strategic Management	STMV4 - Strategic Management
SMGT 4451 - Supply Chain Management	SCMV1 - Supply Chain Management
ECON 1110 - Microeconomics	BUEV1 - Business Economics
STAT 2201 - Business Statistics	STAV1 - Applied Statistics
MARK 4465 - Marketing Management	MAMV1 - Marketing Management

Please list courses in order of preference below. Course availability cannot be guaranteed, and it is recommended that you list more courses than you plan to take if your first choice(s) is/are not available.

**During my intended term of study abroad, I wish to take the following courses:**

	Course Name	Course ID Number	Section	Credits
1				
2				
3				
4				

5				
6				
7				

### SECTION 3

Some of the courses you selected may have pre-requisites and /or co-requisites. If you do not have the required course, please indicate how you meet these through a combination of knowledge and technical skills.

#### Knowledge

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#### Technical Skills

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If course selection for transfer credit **not** approved (section 2) alternate course selection and transfer credit plan will be proposed by Program Chair or designate below.

	Course ID	Approved	Declined	Proposed Option-Course ID/Name	Section
1					
2					
3					
4					
5					
6					
7					

**Study plan has been approved by:**

Program Leader

Signature

Date

**This form must be signed and submitted with your Education Abroad application.**

Applicant Name (Print)

Signature

Date