

Course Pre-Assessment Request Form - Checklist

Students who have been NOMINATED to go on exchange by the Centre for International Experience (CIE), Learning Abroad Office (<https://learningabroad.utoronto.ca/>), and have accepted the nomination must complete the [Course Pre-Assessment Request Form](#) for **RSM courses only**.

What is required for this form?

- Conditional Nomination Letter from CIE
- The course codes and course names
- For each course, a detailed syllabus in PDF format.
- Identify if any of your intended courses are on the [pre-approved RSM course list](#).

What should a syllabus include?

- Instructor's name and university name
- Course name and course code
- Required reading materials
- Topics covered (weekly schedule and course description)
- Number of in-class hours per week
- Evaluations (grading and assessments)
- Must be in English (use Google translate if necessary)
- Must be in a PDF format

Naming convention: **Course code – Course name - Host University, year of syllabus.**

Please note the following:

1. Pre-approved courses on the list are valid for 3 years from the approved year
 - For exchange in 2022 (winter, summer, or fall) courses assessed from 2019 will be honoured.
2. A maximum of **6 courses** per exchange term can be submitted.
 - If taking previously approved courses they must be included in the form.
3. Students are NOT encouraged to go on exchange during their first 2 years. In addition, students are not encouraged to go on exchange in the winter term of their last year, since credits will not be transferred in time for June convocation.
4. Please make sure you have all the **required documents** before completing the form.