



CIE Study Plan Form Information

When applying for CIE exchange term, you will need to complete a CIE Study Plan for your first-choice university. We recommend that you take time to review your program requirements and research course offerings at partner universities. A well prepared Study Plan can ensure you receive transfer credits for the coursework completed on exchange that can be applied to your Applied Science degree at UBC.

Below are instructions to complete the CIE Study Plan Form:

Part 1. Personal Information.

- Enter your personal information: name, student number, preferred pronoun, contact e-mail, program of study.
- Indicate if you are registered with UBC Centre for Accessibility (CFA).
- Enter CIE partner university name where you would like to go for exchange.
- Enter academic year when you expect to go on exchange. E.g. 2025W
- Enter your preferred exchange term. If you plan to apply for a full year exchange, complete 2 separate forms for each term.

Part 2. Course Information.

List the courses that you would be interested in taking when going on exchange and how they would transfer to your UBC degree. You can include up to 10 courses in your study plan. It is recommended that you add 1-2 additional courses that exceed the full course load at the partner university in case of schedule conflicts or seats limitations.

- #
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- UBC course code
If an equivalent course is not offered at UBC, you can enter general course code. E.g.: MECH 3rd or CIVL 4th
- UBC equivalent course name
For courses with general codes, enter general course names. E.g.: Technical Elective
- UBC credits value
Apply course equivalency formula for the partner university listed on the CIE Course Mapping database.
- Indicate if the course is pre-mapped in the CE course mapping database.
If the course is not pre-mapped yet but you submitted the Course Evaluation Request, select: pending.

Part 3. Reviews and Approvals

These are two steps for your study plan to be approved.

3.1 Please send completed CIE Study Plan form for review to the CIE Advisor at cie.apsc@ubc.ca

Note: For students at UBCO please send your completed CIE Study Plan to soe.advising@ubc.ca

3.2 Once the CIE Study Plan is reviewed, you will receive it signed. You will then send it to your Program Advisor for final approval.

Program advisors will select which program requirement each course on your CIE Study Plan can cover: core, technical elective, free elective or other and indicate if the course is approved, denied or pending. Pending status can be selected for courses where course evaluation is in progress.



CIE Study Plan Form

Personal Information

Student Name:	Student Number:	
Student E-mail:	Program of Study:	
Preferred Pronoun:	Partner University:	
Are You Registered with CFA?	Exchange Academic Year:	Exchange Term:

Course Information

Partner University Course Information				UBC Equivalent Course			
#	Course Code	Course Name	Credits	Course Code	Course Name	UBC Credits	Pre-Mapped
1							
				Requirement *		Approval *	
2							
				Requirement *		Approval *	
3							
				Requirement *		Approval *	
4							
				Requirement *		Approval *	
5							
				Requirement *		Approval *	
6							
				Requirement *		Approval *	
7							
				Requirement *		Approval *	
8							
				Requirement *		Approval *	
9							
				Requirement *		Approval *	
10							
				Requirement *		Approval *	

Reviews and Approvals

* For Office Use Only			
<i>Program requirements and approval to be filled in by Program Advisor</i>			
CIE Advisor:		Study Plan Verified:	Date:
Program Advisor:			Date: