Dear Partner,

Note: This email contains important information and is meant for the staff at your university who manages the outbound students. If you have received this in error, please forward it to the correct contact and notify UBC Go Global. Thank you.

We hope this email finds you well!

UBC Go Global is happy to announce that our online nominations for the 2024/25 academic year opened on **January 15**. You will receive an email inviting you to set up your nomination portal access to begin nominating your students. Please refer to the UBC 2024/25 Fact Sheet to reference up-to-date information on UBC Go Global.

Both **UBC Vancouver** and **UBC Okanagan** require each student's application documents to be uploaded to the partner nomination portal. **We do not accept application documents via email.**

1. You will receive an email informing you of your username with a link to set your password.
2. Please follow the instructions to set your password and verify your email for the partner nomination portal.

Please note the nomination is **agreement-specific** (i.e. UniWide, Commerce, CIE, etc.). If you are responsible for nominating students under multiple agreements, you will have access to the different agreements (called "Experiences") in the nomination portal. Ensure students are nominated under the appropriate agreement/experience. For any questions or errors in your submissions, please contact us.

 Notes:

- **UniWide:** you can nominate your students to both UBC Vancouver and Okanagan campuses
- **Law**: UBC School of Law will only accept nominations submitted in our Round 1 Nomination Period (Jan 15 - Mar 15).
- **Computer Science**: students majoring in Computer Science who wish to take computer science (CPSC) courses at UBC Vancouver must be nominated during our Round 1 Nomination Period (Jan 15 – Mar 15). CPSC course registration at Vancouver often takes place later than other registration, and students should expect to be waitlisted until being moved into course spaces at the start of term.
- **Engineering**: Priority access to Faculty of Applied Science (Engineering) courses will be given to students coming to UBC under **Coordinated International Experience (CIE) or engineering-specific agreements**. Only students pursuing a degree in engineering at their home university should be nominated to the Faculty of Applied Science at UBC. Engineering course registration often takes place at a later date than other registration.

Nomination Instructions:

1. Sign in to the online nomination portal: https://ubccrm.my.site.com/ggpu/s. Your username is your email
2. Read the instructions and nominate your student(s) by first selecting the Experience and checking the number of available semester spaces. You will be asked to enter for each student:
   - name
   - email address

- area of study / major at home university (choose the closest option available or select "Other" at the bottom of the picklist)
- year level (Undergraduate or Graduate)
- campus (Vancouver or Okanagan)
- term of study (Term 1, Term 2, Full Year, or Split Year)

3. When ready, you can complete the nomination by clicking the "Nominate" button.
4. Review the nominations you've submitted by going to "My Nominations" or by clicking into the specific Experience and going to the "Related Applications" section.
5. You will see the total semester spots for 2024/25 posted on the nomination page updated as nominations are submitted.

A handy tutorial video on how to nominate students is available [here](#).

Application Document Submission:

1. Go to "My Nominations" and click on the application ID for the student you wish to submit documents for. Alternatively, you can click into the Experience, scroll down to the "Related Applications" section and click on the applicant (student) name.
2. This will open the student's application where you can upload supporting documents for the student. You will need to upload each document (e.g. Academic Transcript, Proof of English Language Proficiency, Passport Photo, Proposed Course List, etc.) separately, and do this for each of your nominated students.

   Please refer to the "Application Document Checklist" section of our "Apply to UBC on Exchange" webpage for details on the supporting application documents that need to be obtained from your students and submitted to Go Global:

   Vancouver: https://global.ubc.ca/go-global/coming-ubc-study-abroad/coming-ubc-exchange/apply-ubc-exchange

   Okanagan: https://students.ok.ubc.ca/global-engagement-office/go-global/study-abroad-at-ubc-okanagan-2/

3. As the required documents are uploaded, the document checklist will be updated with a green checkmark. A Checklist Progress bar at the top will indicate the progress. Once the last document is uploaded, the progress bar will update to 100%, and the document submission is complete.

Please see our [tutorial video](#) for partners on uploading application documents.

Post-nomination (Student Action Required):
 After nomination, the system automatically sends nominated students an email, prompting them to log into the [Student Portal](#) to complete their online application. This generates a UBC student ID number

and biographic record in the UBC student information system. Students can complete their online application concurrently with partner universities submitting application documents on their behalf.

Students who successfully complete the online application will receive a second system email that directs them to the "Apply to UBC on Exchange" webpage to complete the remaining steps (e.g. prepare supporting application documents, apply for on-campus housing, create a Campus-Wide Login or CWL to access their student accounts etc.)

Housing:
As indicated on our Fact Sheet, due to the high demand for campus residence **at UBC Vancouver, we cannot guarantee residence space for every single-term exchange student** (about 50-60% of single-term only exchange students will receive on-campus housing). Therefore, please try to evenly allocate your student nominations between Term 1 and Term 2 where possible.

At the Okanagan campus, housing is prioritized for exchange students.

Admission letters:
After admission is complete, students will be able to log into the Student Portal to download their official letter of acceptance (LOA). This is a change in processes from previous cycles. Go Global will no longer send LOAs to partner universities for distribution to their students.

Dates and Deadlines:
Refer to key dates and deadlines on our website here: https://global.ubc.ca/go-global/coming-ubc-study-abroad/coming-ubc-exchange/key-dates-applying-ubc-exchange

Please contact us for any questions or concerns. We look forward to working with you and meeting your students!

Kind regards,

The Go Global Incoming Team

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http://students.ok.ubc.ca/global/welcome.html

Find out how UBC is collaborating at home and abroad to help build a better world: https://global.ubc.ca/