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# Student Exchange Programs 2026/27

## Part II: Liaison Teacher Component

### Instructions for Liaison Teachers

#### Purpose of the liaison teacher's recommendation:

- The liaison teacher plays a key role in assessing the **readiness of the student and their family** for participation in the exchange program and providing a **recommendation** to Education and Childcare.
- This recommendation helps ensure that applicants are prepared for both the hosting and travel phases of the exchange.
- Education and Childcare makes the **final decision** on which applicants proceed to matching.

#### Student readiness considerations:

- Is the student motivated to participate for personal reasons rather than parental pressure?
- Does the student demonstrate strong social skills and emotional readiness?
- Is the student committed to completing the entire exchange experience (hosting and travel)?
- Is the student prepared to take on the additional responsibilities and work required for an exchange?
- Is Part I of the application package (completed by the student) accurate and complete?

#### Family and home readiness considerations:

- Is the home environment suitable for hosting an exchange student (*e.g., cleanliness, presence of smoke detectors, absence of aggressive pets, family members supportive of the exchange*)?
- Does the student's room meet basic requirements (*e.g., a window, bed and adequate storage such as a closet or dresser*)?
- Is the level of spoken English in the home favourable to English language learning?

#### Application requirements:

- Provide both a **school-based email and a personal email** (recommended if you do not regularly check your school email during the summer).
- Ensure **all required signatures** are complete before submission.
- Only submit applications that include a **positive liaison teacher recommendation**.

#### Steps to complete and submit the application:

- **Student and parent/guardians complete Part I and submit it to the liaison teacher** for review and approval.
- **The liaison teacher conducts an interview** with the student and their family and completes the home evaluation in Part II.
- Once fully complete, **the liaison teacher will scan** the application (Parts I and II) and **email** a digital copy to [studyabroad@gov.ab.ca](mailto:studyabroad@gov.ab.ca).
- The liaison teacher will **mail** the completed application (Parts I and II) to the following address:  
**International Education Services - Student Exchange Programs**  
**Main Floor, 44 Capital Boulevard**  
**10044 108 Street**  
**Edmonton, Alberta T5J 5E6**
- Complete applications must be received by Education and Childcare by:
  - Germany/Mexico/Quebec: **March 15, 2026**
  - France/Spain: **April 15, 2026**
  - Japan: **May 15, 2026**

**For more information or questions, please contact:**

- International Exchange Coordinator;  
Email: [studyabroad@gov.ab.ca](mailto:studyabroad@gov.ab.ca); or  
Telephone: 780-686-5463