



International Veterinary Students' Association **Individual Exchange Manual**



Presented by:

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International Veterinary Students' Association (IVSA)



Individual Exchange Manual

The following information is for veterinary students who are interested in seeing practice abroad, either at a university hospital or in a private veterinary practice.

What Is an Individual Exchange?

Although the name might be misleading an Individual exchange is simply a placement seeing practice in a country abroad. This can be either in a university or local practice in your chosen country. Although these exchanges are usually seeing clinic practice they are not limited to only clinical practice. Individual exchanges usually range from 1 to 2 weeks although it varies as to which placement you attend and their local rules.

Why do an Individual Exchange

Individual exchanges are not only a great way to develop your veterinary skills and learn new skills but are also a great way of meeting other students through IVSA and visiting a new country.

When can I do an Individual Exchange?

Different countries and different placements will have different availabilities. Some placements may also have requirements for you to be in a certain year or study or have a certain level of a language. Please see the database for further details

How much does an Individual Exchange cost?

To plan and organise an Individual Exchange is completely free through your exchange officer, just another benefit of being an IVSA member! However some placements may require a donation and accommodation may not be included, please see the database for further details. The cost of flights is something you must also fund yourself.

How do I plan an Individual Exchange?

First you must have an idea as to what you would like to do and which dates you are free (although it is always best to be flexible) for example Equine practice for 2 weeks in July in the UK. Alternatively you can view the range of opportunities available on the Member organization information google drive under ' Individual Exchange Database'. You then fill in Individual Exchange application form available from your Local Exchange Officer (EO), along with a cover letter and recommendation letter/CV (if required). Your Exchange officer will then contact your chosen countries Exchange officer to organize your placement.



1. View Individual Exchange database to see what opportunities there are available to you or choose the country you would like to see practice in and the type of practice you would like to see. along with the rules of individual exchanges
2. Read 'Rules of individual exchanges' above application form
3. Fill in Individual Exchange application form available from your Local Exchange Officer (EO), along with a cover letter and recommendation letter/CV (if required)
4. Contact your local Exchange Officer (either directly or via your university's IVSA exchange representatives) with your exchange request (preferably 6 months before your requested dates)
5. Your Local Exchange Officer will process and accept your application if all is filled in correctly and sign it. Once signed, your Local Exchange officer will contact the Exchange Officer of your chosen country to see if they can accommodate your request. You will be cc'ed (included) in this email
6. If the chosen country's Exchange Officer is able to help, you will be put in direct contact with them in order make arrangements whilst they find a placement for you.

Tips:

- Make sure you leave plenty of time before contacting the Exchange Officer – remember that placements can book up months (or years) in advance – over 6 months is preferable!
- Work out a budget for accommodation, as not all placements will be able to provide you with somewhere free to stay.
- Don't forget to check visa requirements.
- Update your CV and be prepared to write a cover letter, as many practices will require both of these.

