

# Exchange Fact Sheet 2016-17



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## Contact Information

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Key Staff	Ms. Julie Asselin – Senior Service Professional <i>Incoming application review</i> Mr. Luke Walker – Service Representative <i>Outgoing application preparations, email</i> Ms. Samantha Soles – Service Representative <i>Outgoing application preparations, email</i>	<a href="mailto:studentexchanges@mcgill.ca">studentexchanges@mcgill.ca</a> +15143987878  24 hour Emergency Number McGill Security: +15143983000

## Useful websites

Exchange website: [www.mcgill.ca/students/international/students-coming-mcgill/request-exchange](http://www.mcgill.ca/students/international/students-coming-mcgill/request-exchange)  
Institution website: [www.mcgill.ca](http://www.mcgill.ca)  
Online course catalogue: [www.mcgill.ca/study/](http://www.mcgill.ca/study/)  
Academic & important dates: [www.mcgill.ca/importantdates/key-dates](http://www.mcgill.ca/importantdates/key-dates)  
Housing information: [www.mcgill.ca/students/housing/](http://www.mcgill.ca/students/housing/)  
Resources and Services for Students: [www.mcgill.ca/students/directory](http://www.mcgill.ca/students/directory)

## Welcome to Montréal & McGill University!

There's no place in the world quite like Montreal. It is a city steeped in culture and infused with internationalism. Of Montreal's 3.6 million residents, nearly 800,000 were born outside of Canada. A further 220,000 are students at universities or other professional post-secondary programs, making Montreal one of the world's most student-friendly cities. Its safe, socially vibrant setting makes Montreal one of the world's most livable cities.

McGill University is a thriving city within a city – a community of learners where passionate, independent minds come together to combine their great ideas and make even greater ones. It's a place pulsing with life, where our students – 35,000-strong from about 150 countries – are earning their places at the vanguards of their fields – from music to medicine, from the art of architecture to the science of sustainability.



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## Exchange duration & agreements

- Students can be accepted for the exchange program for one semester or for the full year (Fall start only). The preference is to have an even number of spaces nominated to both terms. **Should you require to nominate more students to the Fall term, note that course space is more limited than in Spring.**
- In general, students should be enrolled in the same program at their home university OR present sufficient educational background in subject area

### Faculties not open to Exchange

Medicine, Dentistry, Continuing Studies \*

*\* Students may take up to 1 course in the School of Continuing Studies with permission from their admitted faculty, see Registration section*

### Faculty Notes/Restrictions

Music

- strongly recommends starting in the Fall term
- must be registered in same program at home university
- certain course restriction applies and students may be responsible for supplemental fees associated with particular courses
- applicants who wish to participate in lessons, ensembles, or other performance classes are required to submit a recorded audition for evaluation

Nursing

- applicants must be from a U21 partner institution
- must be registered in same program at home university

Law, Architecture

- normally not open to general agreements unless space permits
- must be registered in same program at home university
- **Law, refer to the Law Fact Sheet for further instructions**

Engineering, Management

- limited spaces in Chemical, Civil and Mechanical disciplines
- try to limit nominations to 2 per term for non-faculty specific agreements

Graduate programs

- courses at the 600-700 level (for courses 500 level and below, nominate to undergraduate program)
- **must verify if space is available**, follow nomination procedure below
- must apply by program deadlines (usually earlier)

## Academic calendar

Fall 2016

September 2 to December 20, 2016  
(including exam period).

Winter 2017

January 4 to April 28, 2017  
(including exam period).

Summer 2017

Not open for exchanges

## Step 1 - Nomination

<b>Nomination procedure &amp; deadlines</b>	<p>Exchange coordinators/managers should submit their nominations by the following deadlines:</p> <p>Nomination deadlines:</p> <ul style="list-style-type: none"><li>✓ Fall session or full-year: March 15, 2016</li><li>✓ Winter session: August 15, 2016</li></ul> <p>Send an email to <a href="mailto:studentexchanges@mcgill.ca">studentexchanges@mcgill.ca</a> with:</p> <ul style="list-style-type: none"><li>• Student's full name</li><li>• How many terms</li><li>• Area of study</li></ul> <p><b>Once the nomination has been approved, we ask that you provide your students with a copy of this fact sheet, email instructions will not be sent</b></p>
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## Step 2 – Submit Application to McGill

<b>Application Deadlines</b>	<p>After a student is nominated by their home university, they must complete the online McGill application and provide required supporting documentation.</p> <p>Application deadlines for:</p> <p><b>Undergraduate study:</b></p> <ul style="list-style-type: none"><li>✓ Fall session or full-year: May 1st, 2016</li><li>✓ Winter session: October 1st, 2016</li></ul> <p><b>Graduate study:</b></p> <ul style="list-style-type: none"><li>✓ Refer to the individual program page found on <a href="http://www.mcgill.ca/gradapplicants/programs">www.mcgill.ca/gradapplicants/programs</a> for the deadline date; note: not all programs have Winter admission</li></ul>
<b>Application requirements</b>	<ul style="list-style-type: none"><li>• Have a minimum CGPA of 3.0 (on a 4.0 scale), B average</li><li>• Demonstrate proficiency in English<ul style="list-style-type: none"><li>• If the home university's primary language of instruction is NOT English, a letter signed by an academic official (i.e. Director of the English language program) at the home university indicating proficiency in English must be provided</li></ul></li></ul> <p><i>Note: If a letter of support cannot be provided then English language test scores must be, and, must meet McGill's minimum requirements listed at:</i></p> <p><a href="http://www.mcgill.ca/applying/admissionsguide/englishlanguageprof">www.mcgill.ca/applying/admissionsguide/englishlanguageprof</a></p>
<b>Housing</b>	<p><b>On-campus housing:</b> while priority is given to first-year degree students, some places may be available for exchange students -</p> <ul style="list-style-type: none"><li>➤ Fall session or full-year: Indicate "Yes" under "Residence Accommodation" section in the online application.</li><li>➤ Winter session: student must verify available space by emailing <a href="mailto:housing.residences@mcgill.ca">housing.residences@mcgill.ca</a></li></ul> <p><b>Off-campus housing:</b> <a href="http://www.mcgill.ca/students/housing/offcampus">www.mcgill.ca/students/housing/offcampus</a></p>

## Step 2 continued...

<b>Application Instructions</b>	Undergraduate Study Application: <a href="http://www.mcgill.ca/applying/how/online">www.mcgill.ca/applying/how/online</a> Graduate Study Application: <a href="http://nimbus.mcgill.ca/uApply">nimbus.mcgill.ca/uApply</a>
	<ul style="list-style-type: none"><li><input type="checkbox"/> On the Program Choice Selection page:<ul style="list-style-type: none"><li>▪ Select the appropriate faculty (<i>should be applicable to area of study at home university</i>)</li><li>▪ Select “Exchange” for both the <i>Program</i> and <i>Major or Subject</i> fields.</li></ul></li><li><input type="checkbox"/> After submitting the online application: a confirmation email will be sent</li><li><input type="checkbox"/> Upload the required supporting documents to the submitted online application (<i>in Minerva for Undergraduate programs and uApply for Graduate programs</i>)<ul style="list-style-type: none"><li>▪ Copy of recent transcript (include ALL pages)</li><li>▪ Copy of letter of nomination</li><li>▪ If applicable, copy of letter from an academic official confirming proof of English proficiency</li></ul></li></ul> <p><i>Note: hard copies or email attachments will NOT be accepted</i></p> <ul style="list-style-type: none"><li>• If applicable, mail or upload program specific documents (example: Architecture portfolio, Music audition file: <a href="http://www.mcgill.ca/music/admissions/undergraduate/auditions">www.mcgill.ca/music/admissions/undergraduate/auditions</a>)</li></ul> <li><input type="checkbox"/> Decision: Once a decision is rendered, student will be prompted to accept their offer of admission. <b>The official decision letter will generated and available for download and printing via Minerva or uApply.</b></li>

## Step 3 - Obtain immigration documents

Year-long (2 terms)	Students must obtain a Certificate of Acceptance from Immigration Quebec and a Study permit from Citizenship and Immigration Canada. ➤ Consult: <a href="http://www.mcgill.ca/internationalstudents/immigration-documents/documents">www.mcgill.ca/internationalstudents/immigration-documents/documents</a> for complete details.
One term only	Students must have a valid passport and students from certain countries must also obtain a Temporary resident visa. ➤ Consult the Citizenship and Immigration Canada site to verify requirements at: <a href="http://www.cic.gc.ca/english/visit/visas.asp">http://www.cic.gc.ca/english/visit/visas.asp</a>

## Step 4 - Registration

After accepting the offer of admission, students should register for courses <b>It is important to register for courses prior to arrival to McGill, should there be any issues, please contact us.</b>	
Registration begins: Fall /full year : mid-April (or when offer of admission is extended) Winter: early December	
Students register online via Minerva (unless otherwise specified in sections below). To learn more about course registration and navigating Minerva, visit <a href="http://www.mcgill.ca/students/courses/add">http://www.mcgill.ca/students/courses/add</a>	
The maximum course load at McGill for an exchange student per term is 15 credits (12 is considered full-time).	

## Step 4 continued...

Faculty Notes for Registration	All	<ul style="list-style-type: none"><li>• <b>Students are permitted to take up to 1 course outside their admitted faculty - this course can be from the School of Continuing Studies</b></li><li>• If there are restrictions, pre-requisite errors while registering, student must contact department to obtain permission to register in the course</li><li>• <b>courses not available for registration:</b> Research project, thesis, special topics</li></ul>
	Management <i>Register with faculty</i>	<ul style="list-style-type: none"><li>• <a href="http://www.mcgill.ca/desautels/programs/bcom/newly-admitted-students/incoming-exchange-students">www.mcgill.ca/desautels/programs/bcom/newly-admitted-students/incoming-exchange-students</a></li><li>• due to high demand, registration for more than 2 courses per area cannot be accommodated</li></ul>
	Music <i>Register with faculty</i>	<ul style="list-style-type: none"><li>• <a href="http://www.mcgill.ca/music/admissions/non-degree-or-visiting">www.mcgill.ca/music/admissions/non-degree-or-visiting</a></li></ul>
	Engineering <i>Register with faculty</i>	<ul style="list-style-type: none"><li>• <a href="http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/incoming">www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away/incoming</a></li></ul>
	Science	<ul style="list-style-type: none"><li>• Courses with limited enrolment: Anatomy and Cell Biology, Biochemistry, Biology, Microbiology, Pharmacology, Physiology: <a href="http://www.mcgill.ca/science/student/special/science">www.mcgill.ca/science/student/special/science</a></li></ul>
	Arts	<ul style="list-style-type: none"><li>• <a href="http://www.mcgill.ca/oasis/special/arts">www.mcgill.ca/oasis/special/arts</a></li></ul>
	Education	<ul style="list-style-type: none"><li>• <a href="http://www.mcgill.ca/isa/faculty-advising/visiting">www.mcgill.ca/isa/faculty-advising/visiting</a></li><li>• Student Teaching practicum (EDFE) courses are subject to additional restrictions</li></ul>
	Architecture <i>Register with faculty</i>	<ul style="list-style-type: none"><li>• <a href="http://www.mcgill.ca/architecture/program-advising-and-course-registration">www.mcgill.ca/architecture/program-advising-and-course-registration</a></li></ul>

## Step 5: Prepare for expenses while on exchange

Students participating in the exchange program are exempt from regular tuition charges and compulsory term charges. However there are a few charges that they may see on their account:

- International Health Insurance of McGill – **enrollment is mandatory** for incoming exchange students \*\*
  - Approximately \$300 CAD per term
- Program/course charges that are compulsory upon registration, such as special activity charges, course materials etc., Campus printing, Textbooks
  - Approximately \$600-1000CAD per term on average
- Residence and meal plan (if applicable)
  - Fees depend on the residence, for more information visit : [www.mcgill.ca/students/housing](http://www.mcgill.ca/students/housing)

Information on McGill's e-billing and how to pay is available at: [www.mcgill.ca/student-accounts/your-account](http://www.mcgill.ca/student-accounts/your-account)

\*\* Some exemptions may apply, please refer to the Additional Information section

Additional Information	
International Health Insurance	<ul style="list-style-type: none"> <li>Information on the compulsory International Health Insurance plan is available at: <a href="http://www.mcgill.ca/internationalstudents/health">www.mcgill.ca/internationalstudents/health</a>.</li> <li>Students from certain countries may qualify for an exemption provided they submit the required documentation, refer to the site above for information.</li> </ul>
Transcripts	<p>McGill transcripts show only letter grades (not numeric grades). A description of the grading system is available at: <a href="http://www.mcgill.ca/students/records/transcripts/key">www.mcgill.ca/students/records/transcripts/key</a> (this information also appears on the reverse side of an official transcript )</p> <p><b>An official transcript is mailed to the student's home university in February (Fall exchanges) or June (Full year/Winter exchanges), provided a HOLD does not exist on the record – students should ensure to clear any fees outstanding such as library fines and ensure to provide required immigration documentation</b></p>

## Step 6: Arrival to McGill

Orientation	<p>Pre-Arrival Webinars: Dates and registration information available at: <a href="http://www.mcgill.ca/internationalstudents/pre-arrival">www.mcgill.ca/internationalstudents/pre-arrival</a></p> <p>Post-Arrival Orientation sessions for new students are to help prepare for McGill's academic and social life and provide information about the University and its services and living in Montreal. The sessions are usually held:</p> <ul style="list-style-type: none"> <li>➤ Fall term or year-long: the last week of August</li> <li>➤ Winter term only: first or second week of January</li> </ul> <p>Event dates and registration details are found at: <a href="http://www.mcgill.ca/accepted/">www.mcgill.ca/accepted/</a></p>
<ol style="list-style-type: none"> <li>1. Confirm coverage for IHI</li> <li>2. Submit legal documentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm coverage in Minerva (this will also adjust the fee to the correct amount)</li> <li>2. Scan and email the required legal documentation to <a href="mailto:legaldocumentation@mcgill.ca">legaldocumentation@mcgill.ca</a></li> </ol>
Obtain ID card and International Health Insurance card	<ul style="list-style-type: none"> <li>Visit Service Point at 3415 McTavish St. Montreal, Quebec H3A 0C8 514-398-7878</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>the Macdonald Campus Student Affairs Office (if admitted to the Faculty of Agricultural and Environmental Sciences) at 21111 Lakeshore Road Laird Hall, Room 106 Ste. Anne de Bellevue, Quebec H9X 3V9 514-398-7925 <a href="http://www.mcgill.ca/macdonald">www.mcgill.ca/macdonald</a></li> </ul>