

Exchange Fact Sheet 2018-19



McGill

service **le point** de service

Contact Information

Manager <i>Exchange balance, escalated issues</i>	Ms. Rittu Sehgal	Rittu.sehgal@mcgill.ca +15143985521
Key Staff <i>Queries from students/staff</i>	TBD <i>Outgoing Coordinator</i> Ms. Renata Melhem <i>Outgoing applications, communications</i> Ms. Julie Asselin <i>Incoming Coordinator</i>	studentexchanges@mcgill.ca +15143987878 24 hour Emergency Number McGill Security: +15143983000

Useful websites

Exchange website: www.mcgill.ca/students/international/students-coming-mcgill/request-exchange

Institution website: www.mcgill.ca

Online course catalogue: www.mcgill.ca/study/

Academic & important dates: www.mcgill.ca/importantdates/key-dates

Housing information: www.mcgill.ca/students/housing/

Resources and Services for Students: www.mcgill.ca/students/directory

Montreal City Info: www.mcgill.ca/firstyear/montreal/city-info

Basic Living Costs: www.mcgill.ca/undergraduate-admissions/yearly-costs

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.



McGill

Exchange duration & agreements

- Students can be accepted to the exchange program for one semester or 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 chosen 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 restrictions apply 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

Engineering, Management

- limited spaces in Chemical, Civil and Mechanical Eng. disciplines
- limit nominations to 2 per term for non-faculty specific agreements
- students may be responsible for supplemental fees associated with particular courses

Law, Architecture

- normally not open to university-wide agreements (space permitting)
- must be registered in same program at home university
- For Law, refer to the Law Fact Sheet for further instructions (available on request)**

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 specific deadlines (usually earlier than undergraduate exchange application deadlines)**

Academic calendar

Fall 2018	September 4 to December 20, 2018 (including exam period).
Winter 2019	January 7 to April 30, 2019 (including exam period).
Summer 2019	Not open for exchanges

NOTE: Students should wait for the FINAL exam schedule to be available on McGill's website prior to making any travel arrangements for the end of the term. If they must absolutely need to book their flight in advance, they must make sure to book a flight for any date AFTER the dates listed above (dates are inclusive).

Step 1 - Nomination

Nomination procedure & deadlines	<p>Exchange coordinators/managers should submit their nominations by the following deadlines:</p> <p>Nomination deadlines:</p> <ul style="list-style-type: none">✓ Fall session or full-year: March 15, 2018✓ Spring/Winter session: August 15, 2018 <p>NEW: Starting Fall 2018, we will have an online nomination form! The nomination link will be sent by email to your university's incoming exchange coordinator once available.</p> <p>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 by our office directly to students.</p>
---	--

Step 2 – Submit Application to McGill

Application Deadlines	<p>After a student is nominated by their home university, they must complete the online application and provide required supporting documentation.</p> <p>Application period for:</p> <p>Undergraduate study:</p> <ul style="list-style-type: none">✓ Fall session or full-year: November 1, 2017 - May 1, 2018✓ Spring/Winter session: June 1 - October 1, 2018 <p>Graduate study:</p> <ul style="list-style-type: none">✓ Refer to the individual program page found on www.mcgill.ca/gradapplicants/programs for the deadline dates; note: not all graduate programs have Winter admission
Application requirements	<ul style="list-style-type: none">• Have a minimum CGPA of 3.0 (on a 4.0 scale), B average• Demonstrate proficiency in English if the home university's primary language of instruction is NOT English:<ul style="list-style-type: none">• 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 OR• Copy of official test results (TOEFL, IELTS). Accepted tests and minimum standards are available at: http://www.mcgill.ca/applying/nextsteps/documents/prep.
Housing	<p>On-campus housing: While priority is given to first-year degree students, limited places are available for exchange students:</p> <ul style="list-style-type: none">• Students who indicate "Yes" under the "Residence Accommodation" section in the online application will be contacted with availabilities and application instructions by email later on.• Explore McGill residences at http://www.mcgill.ca/students/housing/why-mcgill-rez <p>Off-campus housing: www.mcgill.ca/students/housing/offcampus</p> <p>Other useful sites include:</p> <ul style="list-style-type: none">• SSMU Marketplace http://ssmu.mcgill.ca/marketplace/

Step 2 continued...

Application Instructions	<p>Undergraduate Study Application: www.mcgill.ca/applying Graduate Study Application: nimbus.mcgill.ca/uApply</p> <ul style="list-style-type: none"><input type="checkbox"/> On the Program Choice Selection page:<ul style="list-style-type: none">▪ Select the appropriate faculty (<i>related to area of study at home university</i>)▪ Select 'Exchange' for both the <i>Program</i> and <i>Major or Subject</i> fields.<input type="checkbox"/> After submitting the online application: a confirmation email will be sent within 48 hours with login details to online account<input type="checkbox"/> Upload required supporting documents to the online account (<i>in Minerva for Undergraduate programs and uApply for Graduate programs</i>)<ul style="list-style-type: none">▪ Copy of recent transcript (include ALL pages)▪ Copy of letter of nomination▪ If applicable, copy of letter from an academic official confirming proof of English proficiency or copy of official test results<p><i>Note: hard copies or email attachments will NOT be accepted</i></p><ul style="list-style-type: none">• If applicable, mail, email or upload program specific documents (example: Architecture portfolio, Music audition file) by the application deadline<input type="checkbox"/> Decision: Once a decision is rendered, student will be prompted to accept their offer of admission. The official decision letter will generated and available for download and printing via Minerva or uApply. Hard copies of are not sent by mail
---------------------------------	---

Step 3 - Obtain immigration documents

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

For more information regarding legal documentation refer to: <http://www.mcgill.ca/legaldocuments/international>

Step 4 - Registration

After accepting the offer of admission, students should register for courses prior to arrival to McGill.

Registration begins:
Fall /full year - late May / early June
Winter - early December

Students register online via Minerva (unless otherwise specified in sections below). To learn more about course registration and navigating Minerva, visit www.mcgill.ca/students/courses/add

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

Step 5: 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 fee account:

- International Health Insurance of McGill – **enrollment is mandatory for international incoming exchange students** **
 - Approximately \$330 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
- Residence and meal plan (if applicable)
 - Fees depend on the residence, for more information visit : 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

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

Additional Information

International Health Insurance	<ul style="list-style-type: none">Information on the compulsory International Health Insurance plan is available at: www.mcgill.ca/internationalstudents/health.Students from certain countries may qualify for an exemption provided they submit the required documentation, refer to the above site for information.
Transcripts	<p>McGill transcripts show only letter grades (not numeric grades). A description of the grading system is available at: www.mcgill.ca/students/records/transcripts/key.</p> <p>Once the students have completed their courses at McGill, they will have access to their official transcript provided a HOLD does not exist on the record. Students should ensure to clear any holds before leaving McGill. All grades should be available by February (Fall exchanges) or June (Full year/Winter exchanges).</p>
Students with Disabilities	McGill has a dedicated Office for Students with Disabilities: www.mcgill.ca/osd/office-students-disabilities . Students are encouraged to contact the office after being admitted to see if the appropriate services are available to them during their exchange.

Step 6: Arrival to McGill

Orientation	<p>Pre-Arrival Webinars: Dates and registration information available at: www.mcgill.ca/internationalstudents/pre-arrival</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">➤ Fall term or year-long: the last week of August➤ Winter term only: first or second week of January <p>Event dates and registration details are found at: www.mcgill.ca/accepted/</p>
Confirm coverage for IHI and Submit legal documentation	<ol style="list-style-type: none">1. Confirm IHI coverage in Minerva (this will also adjust the fee to the correct amount)2. Scan and email the required legal documentation to legaldocumentation@mcgill.ca
Obtain ID card and International Health Insurance card	<ul style="list-style-type: none">• Visit Service Point at 3415 McTavish St. Montreal, Quebec H3A 0C8 514-398-7878 <p>OR</p> <ul style="list-style-type: none">• the Macdonald Campus Student Affairs Office (only 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 www.mcgill.ca/macdonald