

Incoming Exchange Fact Sheet 2014-15



McGill

service **le point** de service

**Primary contact – exchange places,
program queries, escalated issues, etc.:**

Ms. Rittu Sehgal

Continuous Improvement Manager

Service Point

Telephone: + (514) 398-5521

ritt.sehgal@mcgill.ca

**For inquiries from partners & students ,
regarding registration, housing etc.:**

Service Point

Telephone: + (514) 398-7878

studentexchanges@mcgill.ca

Useful websites:

Exchange website: www.mcgill.ca/students/international/incoming/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

Welcome to Montréal, Canada!

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 liveable cities.

Welcome to McGill University!

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

Academic calendar

- **2014 Fall Session:** September 2 to December 19, 2014 (including exam period).
- **2015 Winter Session:** January 5 to April 29, 2015 (including exam period).

Exchange duration & agreements

Faculties **not** open to exchange students: Medicine | Dentistry | Continuing Studies

McGill generally accepts students for one term or year-long exchanges.

- **Schulich School of Music:** strongly recommends exchange students start in the Fall term
- **School of Nursing:** applicants must be from a U21 partner institution
- **Architecture, Education, Law, Music, Management and Nursing students:** must already be registered in the same degree program in their home university
- **Law:** normally not open to general agreements unless space permitting
- **Engineering:** limited spaces in Chemical, Civil and Mechanical disciplines

Requirements

General requirements:

- Be registered in a degree program at a university that has an official exchange agreement with McGill.
- Be nominated by your home university to participate in the exchange

Supporting documents required:

- Transcript
- Proof of language proficiency
- Nomination letter

Students should upload their documents via our online application on Minerva – **please do not send hard copies. Details under the “Exchange application to McGill University” section*

English language proficiency requirements

ONLY if the university’s primary language of instruction is NOT English:

- Undergraduate Studies: a letter signed by an official at the home university indicating proficiency in English. *Note: TOEFL is not required. However, if you provide TOEFL scores, you must meet McGill’s minimum requirements listed at:*
www.mcgill.ca/applying/admissionsguide/2014-15/general-requirements#proof



McGill

Exchange application to McGill University

Application deadlines:

- ✓ **Fall session or full-year: April 15**
- ✓ **Winter session: September 15**

- Apply online at: www.mcgill.ca/applying/how/online and click “Apply Now”.
- On the Program Choice Selection page:
 - Select the appropriate faculty
 - Select “Exchange” for both the *Program* and *Major or Subject* fields.
- A notice acknowledging receipt of the application to McGill will be sent to the student by email. This notice will contain a McGill identification number and PIN, which students should use to log onto Minerva (www.mcgill.ca/minerva), McGill's self-service web-based administrative system
- Application status can be tracked in Minerva by selecting the Applicant Menu > View Application Status
- Upload the required supporting documents:**
 - **Copy of recent transcript**
 - **Copy of letter of nomination**
 - **Copy of letter from a school official confirming proof of English proficiency – upload along with your letter of nomination**
- Decision: Once a decision is rendered, student will be prompted to accept their offer of admission. The official decision letter will be generated and available for download and printing via Minerva. *Note: hard copies are no longer mailed.*

Registration

Students can register for courses in Minerva soon after they have accepted the offer of admission (~ 2-3 business days).

It is important to register for courses prior to arrival to McGill, should there be any issues, please contact us.

Manual registration will be required for the following faculties:

- **Management:** www.mcgill.ca/desautels/programs/bcom
- **Engineering:** www.mcgill.ca/engineering/student/sao/exchange/incoming/
- **Law:** www.mcgill.ca/law-studies/forms

The following Science programs have limited enrolment courses:

- Anatomy and Cell Biology, Biochemistry, Biology, Microbiology, Physiology:
<http://www.mcgill.ca/science/student/special/science>

For Arts advising: <http://www.mcgill.ca/oasis/special/arts>

Courses not open for registration: Research project, thesis, special topics

To learn more about course registration and navigating Minerva, visit www.mcgill.ca/newstudents/mcgillstudent/registration



Housing

On-campus housing: while priority is given to first-year degree students, some places may be available for exchange students -

- Fall session or full-year: Indicate “Yes” under “Residence Accommodation” section in the online application.
- Winter session: student must verify available space by emailing housing.residences@mcgill.ca

Off-campus housing: <http://www.mcgill.ca/students/housing/offcampus>

Expenses

Incoming students on formal exchanges are exempt from regular tuition charges and compulsory term charges. However, they are required to pay the International Health Insurance of McGill as well as any additional course charges that are compulsory upon registration, such as special activity charges, course materials, fees for non-credit courses, campus printing charges, and textbooks. This could average \$600 to \$1,000 per term. Information on McGill’s e-billing and how to pay is available at: www.mcgill.ca/student-accounts/your-account

International Health Insurance (compulsory)

Information on the compulsory McGill University international student health insurance plan is available at: www.mcgill.ca/internationalstudents/health Students from certain countries may qualify for an exemption from this compulsory health plan. Follow the information on the website to register or request an exemption.

Immigration requirements

- Year-long (2 terms): you must obtain a Certificate of Acceptance from Immigration Quebec and a Study permit from Citizenship and Immigration Canada.
- One term only: you must have a valid passport. Students from certain countries must obtain a Temporary resident visa.

Consult: www.mcgill.ca/internationalstudents/immigration-documents/documents for complete details.



Transcript of your grades

McGill transcripts shows only letter grades (not numeric grades). A description of the grading system is available at: www.mcgill.ca/students/records/transcripts/key (this information also appears on the reverse side of an official transcript)

An official transcript is mailed to your home university in February (Fall exchanges) or June (Full year/Winter exchanges), provided a HOLD does not exist on your record – students should ensure to clear any fees outstanding such as library fines and ensure to provide required immigration documentation

Orientation Events

Orientation for new students is to help prepare for McGill's academic and social life and provide information about the University and its services, living in Montreal, registration and program orientation.

- Fall term or year-long: the last week of August.
- Winter term only: first week of January

Event dates and details are found at: www.mcgill.ca/newstudents/

What to do upon arrival at McGill...

Students should present themselves at Service Point.

Service Point agents will assist them with:

- Obtaining their student ID card
- Printing their compulsory International Health Insurance card
- Collecting required immigration documents
- Other general inquiries

Address:

Service Point
3415 McTavish St.
Montreal, Quebec H3A 0C8

Telephone: 514-398-7878

Website: <http://www.mcgill.ca/students/servicepoint/>



McGill