

# Application Guide for Coming to McGill on a Student Exchange in 2010-2011

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## Who can apply to McGill as an exchange student?

To apply:

- You must be registered in a degree program at a university that has an official exchange agreement with McGill. A current list is available online at [www.mcgill.ca/students/international/studyabroad](http://www.mcgill.ca/students/international/studyabroad).
- Architecture, Education, Law, Music, Management and Nursing students (applicants to the School of Nursing must be from a U21 partner) must already be registered in the same degree program in their home university, as they will enter as an exchange student at McGill.
- You must be officially nominated by your home university to participate in the exchange. Please note that starting with the 2010-2011 academic year, McGill will not be processing extensions to exchange terms.

This guide does not apply to the Master of Business Administration (MBA) program, which does not participate in the university exchange agreements. Rather, the MBA program has established a number of its own exchanges. See [www.mcgill.ca/desautels/mba/academics/program/exchange/tomcgill](http://www.mcgill.ca/desautels/mba/academics/program/exchange/tomcgill) for more information.

## The academic year

Most Fall lectures begin on September 1, 2010 and most Winter lectures begin on January 4, 2011.

Most faculties allow students who are coming for only one term to start in either the Fall term or the Winter term. However, the Schulich School of Music strongly recommends that exchange students start in the Fall term (September).

## Deadlines

We encourage you to apply early in the spring preceding your exchange. The following are final deadlines for both:

- your home university to send McGill your nomination and your supporting documents;
- you to apply, using the McGill online application, [www.mcgill.ca/applying](http://www.mcgill.ca/applying).

**Note:** Your home university will have additional earlier application deadlines which you will need to respect.

Faculty	To start in the Fall term (September, 2010)	To start in the Winter term (January, 2011)
Agricultural and Environmental Sciences, Arts, Desautels Faculty of Management, Education, Engineering, Medicine (only Undergraduate Nursing – U21 partners), Science	May 1	<ul style="list-style-type: none"> <li>• September 15 for bilateral partners</li> <li>• May 1 for CREPUQ partners</li> </ul>
School of Architecture, (Faculty of Engineering)	April 15	<ul style="list-style-type: none"> <li>• September 15 for bilateral partners</li> <li>• May 1 for CREPUQ partners</li> </ul>
Law	May 1	May 1

Faculty	To start in the Fall term (September, 2010)	To start in the Winter term (January, 2011)
Music (both Graduate and Undergraduate)	January 15	Not available
Graduate studies*	March 1	March 1

\*please note that departments have earlier deadlines.

### When will you usually receive your decision from McGill?

Faculty	To start in the Fall term (September, 2010)	To start in the Winter term (January, 2011)
<b>Agricultural and Environmental Sciences, Arts, Desautels Faculty of Management, Education, Engineering (including Architecture), Medicine (only Undergraduate Nursing - U21 partners), Science</b>	<ul style="list-style-type: none"> <li>During the month of May for bilateral partners</li> <li>End of June for CREPUQ partners</li> </ul>	<ul style="list-style-type: none"> <li>During the month of October for bilateral partners</li> <li>End of June for CREPUQ partners</li> </ul>
<b>Law</b>	<ul style="list-style-type: none"> <li>During the month of May for bilateral partners</li> <li>End of June for CREPUQ partners</li> </ul>	During the month of June
<b>Schulich School of Music (both Graduate and Undergraduate)</b>	During the month of April	Not available
<b>Graduate studies</b>	June 1	June 1

### Applying to McGill: nomination and supporting documents are sent by your home university

Your home university's study abroad office is responsible for sending us:

- your nomination on your institution's letterhead for each application indicating the student's full name, the faculty to which the student has approval to apply, and the period of exchange (Fall term, Fall and Winter term, or Winter term);
- your official transcript of record to date;
- **CREPUQ partners only** - copy of results of Advanced Level, French Baccalaureate or International Baccalaureate examination results, if applicable;
- Copy of completed CREPUQ application form;
- **French nationals applying to Graduate Studies only** - proof that the student has obtained the Maîtrise or shall obtain the Maîtrise prior to registering at McGill should they be accepted;
- Should a McGill partner nominate a student who will not be 18 years of age prior to the first day of classes at McGill, the partner must inform Student Exchanges and Study Abroad in writing as early as possible. SESA will provide the partner with further information on the additional requirements for the underage applicant.

Proof of proficiency in English, where applicable, is required as follows:

Level of Study	For applicants who come from a university whose primary language of instruction is not English:
Undergraduate studies	<ul style="list-style-type: none"> <li>a letter signed by an official at the home university indicating proficiency in English</li> </ul> <p><b>Note: TOEFL is not required.</b> However, if you provide TOEFL scores, you must meet McGill's minimum requirements listed in Proof of Proficiency in English, available online at <a href="http://www.mcgill.ca/applying/undergrad2010-11/general-requirements">www.mcgill.ca/applying/undergrad2010-11/general-requirements</a>.</p>
Graduate studies	<ul style="list-style-type: none"> <li>a TOEFL score of 213 computer-based or 550 paper-based or 86 and 20 on each component for the TOEFL (IBT). However, some departments have a higher minimum score requirement.</li> </ul> <p><b>Note:</b> If you are applying from a university in France, you are <b>not</b> required to provide TOEFL scores.</p>

Certain programs require you to provide additional documents.

Program	Additional documents
School of Architecture, Faculty of Engineering	Remember that the portfolio itself should be clear and appropriately organized, representing the student's capability of presenting himself/herself. A comprehensive portfolio (8 ½" x 11", A4, or 21.59 x 27.94 cm format) includes the following: <ul style="list-style-type: none"> <li>Selected work from all previous design studios;</li> <li>Examples of project work from other courses;</li> <li>Examples of freehand drawing and sketching.</li> </ul>
Education	Applicants for TESL or TFSL courses/studies are required to write a Language Placement Test prior to acceptance.
Schulich School of Music	<ul style="list-style-type: none"> <li>A summary of your music background;</li> <li>A music evaluation form, available online at <a href="http://www.mcgill.ca/music/prospective/undergraduate/applying">www.mcgill.ca/music/prospective/undergraduate/applying</a>;</li> <li>An audition tape (see comprehensive information on audition requirements online at <a href="http://www.mcgill.ca/music/prospective/undergraduate/requirements">www.mcgill.ca/music/prospective/undergraduate/requirements</a>).</li> </ul>
Nursing	<ul style="list-style-type: none"> <li>Record of immunization status.</li> </ul>

Supporting documents should be sent to one of the following addresses:

Mailing Address	In Person Delivery and Courier Address
Enrolment Services Documentation Centre McGill University 688 Sherbrooke Street W. Room 750 Montreal, QC H3A 3R1 CANADA	Enrolment Services McGill University James Admin Building 2 <sup>nd</sup> Floor, room 205 845 Sherbrooke Street W Montreal, QC H3A 2T5 CANADA

## Applying to McGill: Submit your application online

In addition to your home university sending us the nomination package above, you must officially apply to McGill University using the online application at [www.mcgill.ca/applying](http://www.mcgill.ca/applying).

Normal admissions standards for applicants to McGill, available online at [www.mcgill.ca/applying](http://www.mcgill.ca/applying), will apply even if you have been nominated by your own university. Nomination by your university is NOT a guarantee of acceptance by McGill.

**Note:** You will not be required to pay an application fee.

### Tips for using the online application

The **Apply for Admission** page:

Program	Additional documents
Application Type	Undergraduate/Professional or Graduate Studies
Term	The appropriate start term: Fall or Winter
Highest Level of Education	<i>Undergraduate applicants:</i> University (at least one year) <i>Graduate applicants:</i> Bachelor's/Equivalent
Education Category	The appropriate type of institution you are coming from: <ul style="list-style-type: none"> <li>Overseas University/College</li> <li>US University/College</li> <li>Canadian University (select province)</li> </ul>

The **Program Choice Selection** page:

Program	Additional documents
Faculty/School/Centre	One of: Agricultural and Environmental Sciences, Arts, Desautels Faculty of Management, Education, Engineering (including School of Architecture), Law, Schulich School of Music, Nursing, Science, Graduate studies
Program	Exchange/Visiting/Special
Major or Subject	Exchange
Department	(Only required for Graduate Studies.)

The following is an example for Undergraduate studies:

Faculty/School/Centre *	Faculty of Arts
Program *	Exchange/Special/Visiting Arts
Major or Subject *	Exchange

The following is an example for Graduate studies:

Faculty/School/Centre *	Graduate Studies
Program *	Exchange/Special/Visiting Grad
Major or Subject *	Exchange
Department	Anthropology

### Applying for residence accommodation

To apply for residence accommodation using the online application, ensure that you check the box on the Additional Information page. (See "Housing" below for more information on accommodation.)

### Submitting your application

You must hit the SUBMIT button at the very end of your online application in order for it to be submitted. Please note that upon successful completion of your application you will receive the following message:

*Your application has been successfully submitted. Thank you for applying to McGill.*

### Getting help with the online application

If you encounter difficulty with the online application, please call 514-398-3910 or click on HELP in the top right corner of the online application.

### Tracking the status of your application and confirming your offer

A notice acknowledging receipt of your application to McGill will be sent to you by email. If you have not provided an e-mail address you will receive an acknowledgement letter in the mail. This notice will contain a McGill identification number and PIN, which you can then use to log onto Minerva, McGill's self-service web-based administrative system, at [www.mcgill.ca/minerva/applicants](http://www.mcgill.ca/minerva/applicants).

- Go to [www.mcgill.ca/minerva/applicants](http://www.mcgill.ca/minerva/applicants).
- Click the Login icon on the sidebar.
- Log in using your McGill ID and PIN.
- Select Applicant Menu > View Application Status.
- Click on your application(s) to display information, including the status.

### Confirm/decline offer of admission

Once your offer appears on this status page, please confirm or decline our offer of admission using Minerva. After you have confirmed, you will be able to register for your courses during the regular registration period for newly accepted students.

### Acceptance packages

If your application is accepted, your acceptance package will be sent to the mailing address you provided to McGill at the time of application. Please ensure you have supplied us with a complete address. You will receive a copy of the *Welcome Book* published by Enrolment Services.

To change your address after you have applied, you can do so on Minerva.

If accepted, we will also email your home university a copy of your decision letter.

## Student records and registration

The McGill program calendars are available online at [www.mcgill.ca/students/courses](http://www.mcgill.ca/students/courses), and include a full description of courses available and university regulations which will govern your stay at McGill.

## Registering for courses at McGill

The courses listed on your exchange application serve only as a guide when evaluating the application for admission. Most courses have limited enrolment, and course access and registration to any given course is not guaranteed, but is subject to availability, and may be subject to the approval of a McGill adviser. It is your responsibility to register for courses (both Fall and Winter) using Minerva during the registration period. It is also your responsibility to ensure that you have the required prerequisites for courses.

Successful completion of courses does not guarantee entrance into a future degree program at McGill. It is understood that limited enrolment, normal timetabling and scheduling constraints apply to all students, including exchange students.

The following courses, among others, are not open to exchange students:

- courses offered at McGill University by some professional faculties that are restricted to degree candidates in their programs;
- research project courses and thesis courses;
- special topics courses;
- courses in the Centre for Continuing Education.

A student exchange period at McGill University covers course work during the regular academic year, namely the Fall and Winter terms, including the exam period at the end of each term. Students are responsible for their course registration during the registration period indicated in the *Welcome Book*.



The schedule of courses for a term is available at [www.mcgill.ca/students/courses](http://www.mcgill.ca/students/courses). Remember to specify which term (Fall or Winter) when you look up a course.

**Note for Architecture students:** Students accepted to the School of Architecture will be eligible for one design studio. The studio and the section in which the student will be placed will be determined by the School of Architecture, and will be based on the portfolio submitted with the student exchange application:

Fall Term	Winter Term
ARCH 303 (Design & Construction)	ARCH 304 (Design & Construction)
OR	OR
ARCH 405 (Design & Construction)	ARCH 406 (Design & Construction)

**Note for Engineering students:** Technical complementary courses (i.e., 500 level courses) normally require a minimum of two years preparation in the field in which they are offered. Normally, students wishing to register for 500 level courses must be registered in their final year of study at their home institution.

**Note for Desautels Faculty of Management students:** Courses in finance have extremely limited enrolment.

## Courses offered by your faculty and level

Exchange students are expected to register for courses offered by the faculty (Agricultural and Environmental Sciences, Arts, Desautels Faculty of Management, Education, Engineering - which includes Architecture, Law, Medicine - School of Nursing and available to U21 partners only, Science, or the Schulich School of Music) to which they have been accepted. Only under exceptional circumstances may they take three (3) credits per term outside of the McGill faculty to which they have been accepted, and only with the written permission of the two concerned faculties.

Normally, Undergraduate students wishing to register for 500 level courses must be registered in their final year of study at their home university.

## Full course load at McGill University

The normal course load in most undergraduate faculties is 15 credits per term. For students in the Faculty of Education, Faculty of Engineering, and Schulich School of Music, however, the normal course load is 15 to 18 credits per term.

**Note:** Students who carry fewer than 12 credits per term are considered to be part-time in that term.

In order to have full-time status at McGill University, an exchange student must register for a minimum course load of 12 credits per term (normally 4 courses) or a maximum of 15 credits per term.

## Grading

McGill transcripts show only letter grades (not numeric grades). Descriptions of the grading system are available on the reverse side of official transcripts.

## McGill transcripts

An official transcript is sent to your home university in February (Fall term exchange) or June (Winter term exchange), provided a HOLD does not exist on your record. (A hold indicates that you owe money to the university, such as library fines; or that you have not provided all the documentation required related to your registration at McGill.)

## Advising

Your acceptance package will contain information on special group advising sessions organized in August or September (and January for student starting in our Winter term) by your faculty, and a university-wide orientation program called *Discover McGill* held in August to help you find your way around McGill.

## Other practical tips

Additional tips and useful information can be found in the *Welcome Book*, which is included with your admissions package upon acceptance.

## Health insurance

Information on the compulsory McGill University student health insurance plan is available online at [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health). Full-time students from Denmark, Finland, France, Luxembourg, Norway, Portugal and Sweden may qualify for an exemption from this compulsory health plan. Before leaving, students should consult with the Ministry of Health in their home country.

## Housing

While priority for residence accommodation is given to first year students, some places may be available for exchange students at the start of each term. If you are interested in on-campus housing, you should indicate "Yes" under RESIDENCE ACCOMMODATION on the Additional Information page of the online application. Information on the downtown campus' residences can be found on [www.mcgill.ca/residences](http://www.mcgill.ca/residences). The Faculty of Agricultural and Environmental Sciences tries to accommodate all exchange students accepted into the Faculty in the residences at Macdonald Campus. Please visit [www.mcgill.ca/macdonald-residences](http://www.mcgill.ca/macdonald-residences) for more information.

The McGill Off-Campus Housing service publishes online lists of apartments for rent and to share, as well as rooms for rent in private homes throughout Montreal, and may be accessed from [www.mcgill.ca/offcampus](http://www.mcgill.ca/offcampus) with your McGill ID number and PIN. The Off-Campus Housing website also contains information on Montreal and Quebec leasing laws. The Off-Campus Housing service is open year round, offers courtesy telephones and computers as well as friendly advice to help students in their housing search.

## Important Information for CREPUQ Partners

Starting with the 2009-2010 academic year, McGill University will balance the number of terms of incoming and outgoing student exchange applications with CREPUQ partners. CREPUQ partners should not nominate exchange students to McGill until they have been contacted by McGill Student Exchanges and Study Abroad regarding outgoing McGill student exchange applications. McGill University will be in contact with CREPUQ partners at the end of February/beginning of March if we have McGill student exchange applications for them and will be able to review student exchange applications from them.

## How to contact us

Enrolment Services Service Desk  
McGill University  
James Administration Building, Room 205  
845 Sherbrooke Street West  
Montreal, QC H3A 2T5  
CANADA  
Tel.: 514-398-8342  
Fax: 514-398-5268  
[studentexchanges@mcgill.ca](mailto:studentexchanges@mcgill.ca)  
[www.mcgill.ca/students/international/studyabroad](http://www.mcgill.ca/students/international/studyabroad)

