

You must be selected by your university to apply for the exchange program at UQAM. Please read this information, fill out the online application form, and send your COMPLETE file to the student exchange officer at your institution.

2020-2021 UNIVERSITY CALENDAR

Exchange students may be admitted for up to 2 semesters, in the fall and/or winter. No deferral will be accepted and it is not possible to extend your stay for an additional semester or into the summer term.

SEMESTER	COURSE START AND END DATES
Fall 2020	September 8 to December 18, 2020
Winter 2021	January 7 to April 21, 2021

Note: the start and end dates of courses may vary depending on the program of study. Consult the [2020-2021 Academic Calendar](#).

DEADLINE FOR RECEIPT OF RECORDS AT UQAM

Your application file must reach UQAM, via your university, by the following dates:



for Fall 2020 + Winter 2021*

*The application deadline for the Winter 2021 semester is September 15, 2020. However, we strongly suggest that you apply by April 1 due to possible immigration delays and the closure of some degree programs in September.



PROGRAM OF STUDY SELECTION AT UQAM

The choice of program of study must comply with the student exchange agreement established between UQAM and your home institution.

Please confirm with the exchange officer at your home university that the requested program of study is available.

COURSE SELECTION

- All selected courses must be part of a single study program and within a single level of education (for example, the Bachelor's in Geography or the Master's in Sociology).
- Information on the programs of study can be found on UQAM's [Registrar Office website](#).
- For the list of courses offered, see the *Cours à suivre et horaires* section on the page of the selected program of study.
- The majority of courses offered at UQAM count for 3 credits. A 3-credit course is equivalent to 45 hours of classes : 3 hours a week for 15 weeks.
- Each credit involves approximately 45 hours of learning activities, including assessment.
- Exchange students must validate a full-time study plan. The number of required credits per semester is:
 - ✓ **Undergraduate** (Bachelor's degree or Certificate): 12 to 15 credits (4 or 5 three-credit courses)
 - ✓ **Graduate levels** (Master's degree, DESS, PhD): 6 to 9 credits (2 or 3 three-credit courses)
- Internship courses and thesis activities are not available to exchange students.



FRENCH LANGUAGE SKILLS

If the language of instruction at your university is other than French, you must submit a recent certificate of knowledge of French from a recognized organization. The certificate must have been issued during the last year. The minimum level usually accepted is Intermediate or Intermediate/Advanced (equivalent to B2).

The following tests are accepted:

- UQAM Language School online [classification test](#) (CAN\$60 fee applies)
- TFI (test de français international)
- TCF (test de connaissance du français)
- DELFL (diplôme d'études en langue française)
- DALF (diplôme approfondi de langue française)
- Certificate from your school or the language department of your university

Please note: We reserve the right to require you to take the UQAM test, in which case, you will be notified by email.

APPLICATION FORM

After being selected, you must:

- Complete the UQAM exchange program application form, which you will have received by email from your institution's exchange program coordinator.
- Submit it online, print it, have it signed (by your program director and the exchange program coordinator at your institution), sign it and attach it to your application.

APPLICATION FILE

Your application file must be sent to UQAM via your home university. Your file should be sent in 3 copies in this order and without staples (an original copy and two photocopies – except for the last point on the list).

- Application form
- Letter of intent in French
- One reference letter from a professor from the home university
- Official transcripts for each year of completed university studies (including 1st semester of the current year)
- Complete list of courses in which you are currently enrolled
- Language skill proof, if necessary
- Photocopy of birth certificate on which appear the full names of your parents
- Curriculum vitae
- Portfolio, video or file, if necessary

All documents submitted must be translated into French or English. No file sent by email will be accepted. Please consult our [website](#) for detailed information.

BILATERAL, NSE AND NORTH2NORTH STUDENT EXCHANGE PROGRAMS



OFFICIAL RESPONSE

The Registrar's Office of UQAM will send you the official decision (acceptance or refusal) by mail, and you will receive it:

- between **May 15** and **July 1**: if your file arrives at UQAM by the April 1 deadline
- between **November 1** and **December 15**: if your file arrives at UQAM by the September 15 deadline

COURSE REGISTRATION

A few weeks after receiving your official admission letter, you will receive an email with the contact information for the person in charge of studies in your program who will complete your registration. You will not be able to register online for yourself. Once you are registered, you will receive your PIN by mail. The PIN [NIP in French] is your access code for the UQAM student portal.

TERM GRADE REPORTS

Academic reports will be sent to you by the Registrar's Office at your personal mailing address approximately eight weeks after the end of the semester. Do not forget to change your address on the UQAM student portal.



PREPARING FOR YOUR STAY

We invite you to visit the website of the Office of International Student Intake and Integration. You will find the information you need for preparing all aspects of your stay in Québec and at UQAM.



IMMIGRATION

Two-semester exchange program

Since this is a study program lasting more than 6 months, you must obtain a Certificate of Acceptance from Quebec (CAQ) and a study permit. We recommend that you begin your immigration process as soon as you receive the admission letter from UQAM, as the process can take up to three months.

Single-semester exchange program

If you participate in a full-time exchange program for a single semester, you do not require a CAQ or a study permit for that period. You must ensure that you have an Electronic Travel Authorization (eTA).



You may need to provide your biometrics as part of your application for a study permit or temporary resident visa. This could result in additional delays.

*If you decide to extend your study stay for a second exchange semester, you absolutely must apply for a CAQ and a study permit before you leave.



MANDATORY INSURANCE

As a foreign student you must subscribe to UQAM health and hospitalization insurance. The subscription fees for this plan are included automatically in your students' file as soon as you are registered and are approximately CAN\$320 per term. Consequently, no other medical insurance will be recognized by UQAM.

However, there are memoranda of understanding on health and social security between Quebec and the following countries: Belgium, France, Denmark, Finland, Greece, Luxembourg, Norway, Portugal, Sweden and Romania. If you are a citizen of one of these countries, it is important to have in your possession, upon arrival in Québec, a valid certificate of registration in your country's health plan. This document will enable you to apply for a health insurance card from the Régie de l'assurance maladie du Québec (RAMQ) and, subsequently, a request for exemption from the compulsory UQAM insurance fees, see the Student Services website on insurance.

Students coming from France, but without French citizenship, may still be entitled to RAMQ coverage. To find out if this applies to you, see the RAMQ website for information on the eligibility of students who have contributed to social security in France, without having French citizenship.

INTERNSHIP

If you wish to do an internship as part of your stay in Canada and this internship is a requirement of your home university, Immigration, Refugees and Citizenship Canada (IRCC) offers several opportunities through the International Experience Canada program. You must obtain a work permit to do this internship.

*Since your internship is not part of your exchange program at UQAM, you are entirely responsible for it.



LODGING

UQAM Student Services offer accommodation resources (apartments, rooms for rent and temporary housing). There is also the possibility of renting a room in the university residences.

Hope to see you soon!

The Incoming Student Mobility Team: mobilite@uqam.ca

UQAM | **Service des relations internationales**
Université du Québec à Montréal