

## Exchange Fact Sheet and Guidelines for Partner Universities

### General Information

<b>Address</b>	Concordia University 1455 de Maisonneuve Blvd. West Montreal, Quebec, Canada H3G 1M8 <a href="http://www.concordia.ca/maps/sgw-campus.html">http://www.concordia.ca/maps/sgw-campus.html</a>
<b>Website</b>	<a href="http://www.concordia.ca">www.concordia.ca</a>
<b>Faculties/ Study Programs</b>	Concordia has four faculties and a School of Graduate Studies as well as numerous colleges, centers and institutes. We offer more than 433 programs of study at the undergraduate and graduate levels. More information can be found on the following website: <a href="http://www.concordia.ca/academics.html">http://www.concordia.ca/academics.html</a> .
<b>Research Centres</b>	Concordia is home to 28 <a href="#">research centres and units</a> and 66 <a href="#">research chairs</a> .
<b>Language of Instruction</b>	English

### International Office

<b>Address</b>	Concordia International 1455 de Maisonneuve Blvd. West, <a href="#">Annex X</a> Montreal, Quebec, Canada H3G 1M8	
<b>Phone</b>	1-514-848-2424 ext. 4986	
<b>Fax</b>	1-514-848-2888	
<b>e-mail</b>	<a href="mailto:studyaway@concordia.ca">studyaway@concordia.ca</a>	
<b>Website</b>	<a href="http://concordia.ca/cu-international">http://concordia.ca/cu-international</a>	
<b>Contact People</b>	<p>Andrew Lang (Mr.) Director <a href="mailto:andrew.lang@concordia.ca">andrew.lang@concordia.ca</a></p> <p>Christine Archer (Ms.) Manager, Education Abroad Programs <a href="mailto:christine.archer@concordia.ca">christine.archer@concordia.ca</a></p> <p>Paola Yannine Perez Palacios (Ms.) International Liaison Officer <b>Americas, Asia, Oceania</b> <a href="mailto:paolayannine.palacios@concordia.ca">paolayannine.palacios@concordia.ca</a></p> <p>Pauliina Rouleau (Ms.) International Liaison Officer <b>Africa, Europe &amp; the Middle East</b> <a href="mailto:pauliina.rouleau@concordia.ca">pauliina.rouleau@concordia.ca</a></p>	<p>Julie Triganne (Ms.) Field Schools Coordinator <a href="mailto:julie.triganne@concordia.ca">julie.triganne@concordia.ca</a></p> <p>Julio Sevilla Coordinator, International Projects <a href="mailto:julio.sevilla@concordia.ca">julio.sevilla@concordia.ca</a></p> <p>Bertille Tayoung (Ms.) Coordinator, Mobility bursaries &amp; UK exchanges <a href="mailto:bertille.tayoung@concordia.ca">bertille.tayoung@concordia.ca</a></p> <p>Daniela Ferrer (Ms.) Department Assistant <a href="mailto:Daniela.Ferrer@concordia.ca">Daniela.Ferrer@concordia.ca</a></p>

## Academic Exchange Program

<b>Website for Incoming Exchange Students</b>	<a href="http://www.concordia.ca/international/visiting-exchange/study-exchange.html">http://www.concordia.ca/international/visiting-exchange/study-exchange.html</a>
<b>Departments/ Academic Programs</b>	<a href="https://www.concordia.ca/academics.html">https://www.concordia.ca/academics.html</a>
<b>Course Calendar (Syllabus) Class Schedule</b>	<a href="#">Undergraduate Programs</a> and <a href="#">Graduate Programs</a> <a href="http://fcms.concordia.ca/fcms/asc002_stud_all.aspx">http://fcms.concordia.ca/fcms/asc002_stud_all.aspx</a>
<b>Term Dates</b>	Fall Term                      Early September until the end of December  Winter Term                      Early January until the end of April/early May
<b>Academic Calendar Dates</b>	For a list of academic dates, university holidays and deadlines, please consult the <a href="#">academic calendar</a> .
<b>Application Deadline</b>	One deadline: April 1 <sup>st</sup> (for the following Fall <b>and</b> Winter terms)
<b>Required documents</b>	Concordia International will only accept complete academic exchange applications for students who have been nominated by partner institutions.  Our online application can be accessed on <a href="#">our website</a> .
<b>Language Proficiency</b>	Applicants whose primary language is not English must provide proof of English language proficiency, regardless of citizenship. The requirements are as follows: TOEFL IBT: 90 (some departments such as Communication Studies, Creative Writing, Journalism require 100) IELTS: 7.0 or greater in all sections
<b>Restricted Programs</b>	Some programs/ courses are restricted or closed for exchange students. Please refer to the restricted courses list sent with this fact sheet.
<b>Interdisciplinary Programs</b>	Incoming exchange students may attend courses in different departments – conditional to the approval of the academic advisor of each department. 50% of the courses selected should be selected from a single department.

### Selection of Courses

- Students are advised to be flexible in their course selection and course schedule. Course descriptions can be found in the Undergraduate or Graduate course calendar on the Concordia website. Course syllabi are generally not available before the student arrives on campus.
- Course selection should be made based on the [class schedule](#) of the current application year. Students should list only courses that are offered during the semester they are applying for.
- Students will NOT be permitted to enroll in restricted courses, or in continuing education courses.

- Students will be required to meet pre-requisites for courses (if applicable) and must be prepared to submit verification of completion of pre-requisites when requested by the Concordia International office.
- Students should select at least six (6) courses (per semester) that they would like to take. Please note that a particular class may be:
  - full year (Sept. to April)... indicated as **/3** courses (6 credits)
  - fall term only (Sept. to Dec)... indicated as **/2** courses (3 credits or 6 credits)
  - winter term only (Jan. to May) ...indicated as **/4** courses (3 credits or 6 credits)
- Students must not choose a **/3** course if they are coming for only one term.
- When completing the Proposed Studies at Concordia University section of the Incoming Student Exchange Application, please include the course code and name of the course as presented in the course calendar. Course codes are comprised of four letters and three numbers (i.e. COMM 201). Course numbers are:
  - 2XX Introductory and first year courses
  - 3XX Second year courses (often require pre-requisites)
  - 4XX Advanced courses may be restricted to Honours and Graduate students
- Course codes that commence with a 6 (i.e. HIST 602) are generally graduate level and are restricted to students with the appropriate academic background. **500 level courses are not available to exchange students.**
- Selected courses must be approved by the Concordia department in which they are taught.
- Students are **not guaranteed** their selected courses at any time prior to registration. They must therefore be flexible in their choices.
- Fine Arts students who wish to take studio must be registered for the full year.
- Students taking courses in the Faculty of Fine Arts should note that some courses and/or some programs require the payment of additional lab fee(s) not covered by the tuition waiver.
- Students taking any private study courses in Music must pay tuition and fees for these.

Please advise students to:

- Select courses for the appropriate term.
- Select courses for the appropriate level of study (due to the differences in academic degree standards, some students enrolled in graduate programs at their home institutions may be advised to choose courses at the undergraduate level at Concordia University).
- Ensure that they meet any course pre-requisites.

### Registration

Exchange students should register online for courses as soon as (but not before) they have been officially accepted by Concordia International and have been issued their Concordia University Student Identification number (included in the official Concordia International Acceptance Letter).

- Students accepted into the Faculty of Arts and Science are responsible for their own registration online. For most courses students will need to contact the department advisor in order to get a permission to register for courses that require pre-requisites.
- Students accepted into the Faculty of Engineering and Computer Science, and the Faculty of Fine Arts must contact their faculty advisor in order to register. All graduate students must contact the graduate program director for their course registration.
- Undergraduate students accepted to the John Molson School of Business cannot register for their courses by themselves. They will be registered in the courses that they have listed in the application and that were approved for them. Only 2 course changes will be allowed and they must be requested in person upon arrival to Concordia.

International students must be registered full time during their exchange. In order to be considered full-time, students need to be enrolled for a:

- Undergraduates: Minimum of 12 credits per semester (normally 4 courses) and maximum of 15 credits per semester (normally 5 courses).
- Graduate students: Minimum of 8 credits and maximum of 9 credits (normally three courses). MBA students must take 12 credits (4 courses) per semester.

## Support Services and Useful Information

**Housing** Space in the [University Residences](#) is limited and not guaranteed. If you would like to live in university housing, please contact University residences after you have received your admission letter. The residence application fee is non-refundable under any circumstance.

The Concordia Student Union (CSU) maintains an [off-campus housing bank](#).

In addition, the [International Students Office](#) (ISO) offers [support service](#) and practical tips on off-campus housing as well as access to classified ads and maps.

**Approximate Monthly Costs\***

- Off Campus Room and Food: \$1,002
- Transportation: \$82
- Telephone: \$59
- Miscellaneous: \$162

(All estimates are in Canadian Dollars. Costs may vary)

**Health Insurance** In general, International students attending Concordia University must purchase the [Concordia health insurance plan](#).

**Nearest Airport** [Montréal-Trudeau \(Dorval\)](#)

## Faculty Collaboration

**Research Collaboration** International faculty members who are interested in conducting collaborative research projects at Concordia are invited to directly contact our researchers who are working in their [field of interest](#).

**Visiting Professors** International faculty members who are interested in offering specialized lectures at Concordia and in exchanging with their counterparts on academic topics of their interest are invited to contact Concordia International to arrange the meeting or facilitate the communication.

**Faculty Exchange** One-to-one faculty exchange for a full semester or academic year may be arranged. Concordia will consider each request on an individual basis.