

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.

2019-2020 UNIVERSITY CALENDAR

Exchange students may be admitted for up to two 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 2019 | September 3 to December 18, 2019 |
| Winter 2020 | January 6 to April 26, 2020 |

Note: the start and end dates of courses may vary depending on the program of study. Consult the [2019-2020 Academic Calendar](#).

DEADLINE FOR RECEIPT OF RECORDS AT UQAM

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



for Fall 2019 or
Fall 2019 + Winter 2020



for Winter 2020



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 three credits. A three-credit course is equivalent to 45 hours of classes: three 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](#) (\$60 CAD fee)
- TFI (test de français international)
- TCF (test de connaissance du français)
- DELFL (Diplôme d'études en langue française)
- DALFL (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 first complete the online application form for participation in the exchange program at UQAM, submit it online, print it, sign it and attach it to your application. The hard copy of the form must be approved and signed by the director of your program of study, by the person in charge of the exchange program at your institution, and by you.

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 portfolio).

- **Application form;**
- **Letter of intent** in French;
- One (1) **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;**
- **Printed portfolio** for the following programs: Visual and Media Arts, Graphic Design, Environmental Design and Theatre.

All documents submitted must be translated into French or English. No file sent by email will be accepted.

STUDENT EXCHANGE PROGRAMS

Bilateral agreements



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 Service de l'accueil et de l'intégration des étudiants étrangers (SVE). You will find the information you need for preparing all aspects of your stay in Quebec 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 eTA or a valid temporary resident visa, see the SVE website on immigration.



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 320\$ CAN 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 SVE 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 Life 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!

Natacha Louis-Charles
International Student Mobility Advisor (Incoming Students)

UQAM | Service des relations internationales
Université du Québec à Montréal