

EXCHANGE PROGRAM – BILATERAL AGREEMENTS (incoming mobility)

INCOMING STUDENTS	
Coordinator	Marie-Hélène L'Heureux l_heureux.marie-helene@uqam.ca
HOW TO APPLY	
Online nomination	Students must be nominated by their home university in order to apply. Useful information is sent to the exchange program coordinator.
Application Deadline	April 1st for Fall and / or Winter semester. Applications must arrive at UQAM <u>before or on the deadline</u> . The postmark will not be considered.
ACADEMIC CALENDAR 2018-2019	
Fall Semester	September 4 th – December 19 th 2018
Winter Semester	January 8 th – April 29 th 2018
LANGUAGE REQUIREMENTS	
Language of instruction	All courses at UQAM are given in French. Students must be fluent in both spoken and written French upon their arrival.
Language Requirements	The minimum level accepted is Intermediate / Advanced or equivalent to B2 according to the Common European Framework of Reference for Languages . Test results from the following organizations are accepted : <ul style="list-style-type: none"> - School of languages or French department at the home university; - TFI (test de français international) - TCF (test de connaissance du français) - DELF (Diplôme d'études en langue française) - DALF (Diplôme approfondi de langue française) <p>IMPORTANT : If a student cannot provide any of the above list, one will have to do the French test offered online at UQAM. Fees of 60.00 \$ CAD will apply.</p>
PROGRAMS AND COURSES	
Programs available for exchange students	Students must choose <u>a program of studies according to the agreement between UQAM and their home institution</u> . Certain programs cannot accept exchange students, please verify the information with the incoming exchange program coordinator at UQAM before applying.
Course Selection	<ul style="list-style-type: none"> ✓ Students must fill the Course section in the Application form; ✓ Students must select their courses from only one program of studies and from only one level (Bachelor's, Master's or Doctorate's); ✓ Information about the programs of studies is available on the Registrar Office website;

	<ul style="list-style-type: none"> ✓ For each program, the courses offered within each program can be found under the tab <i>Cours à suivre et horaires</i>. You can find a program by its code; ✓ All courses identified as <i>Ateliers</i> (Workshop), <i>Stages</i> (internships), or <i>Séminaires d'intégration</i> are not available for exchange students; ✓ The majority of courses offered at UQAM are worth 3 credits. A three-credit course corresponds to 45 class hours over 15 weeks or 3 class hours per week; ✓ For each course credit, you should calculate 45 hours of study outside of class hours; ✓ All exchange students must be enrolled in a full-time course load; ✓ The number of credits (per semester) required to be considered a full-time student : <ul style="list-style-type: none"> <u>Undergraduate Studies</u> 12 to 15 credits (4 or 5 courses of 3 credits) <u>Graduate Studies</u> 6 to 9 credits (2 to 3 courses of 3 credits).
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Graduate programs eligibility	Some master's programs require successful completion of 16 years of education before participating in the exchange program at UQAM, that is to say that some candidates will need to have completed one year of their master's program prior to the exchange program.
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APPLICATIONS SUPPORTING DOCUMENTS

	<ul style="list-style-type: none"> <input type="checkbox"/> UQAM Application Form; <input type="checkbox"/> Cover letter in French; <input type="checkbox"/> Official transcripts for each year of university studies completed and in progress (provide translations); <input type="checkbox"/> Two (2) Letters of reference from professors; <input type="checkbox"/> Proof of language proficiency (see section <i>Language Requirements</i>); <input type="checkbox"/> Resume <input type="checkbox"/> Portfolio printed for programs : visual and media arts, graphic design and environmental design, and Dramatic arts (scenography); <input type="checkbox"/> Photocopy of the birth certificate on which appear the full names of father and mother.
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SENDING APPLICATIONS

<p>Each application must be sent in 3 copies (1 original and 2 copies).</p> <p>The portfolio (when required) may be sent in only 1 copy.</p>	<p>Applications must be sent to one of the following addresses, depending on the mode of transmission (regular mail or courier).</p> <p><u>Postal Address – regular mail</u></p> <p>Université du Québec à Montréal Service des relations internationales Marie-Hélène L'Heureux Case postale 8888, succursale Centre-ville Montréal (Québec) H3C 3P8 Canada</p> <p><u>Geographic Address (UPS, DHL, Purolator, etc)</u></p> <p>Université du Québec à Montréal Service des relations internationales Marie-Hélène L'Heureux Pavillon Saint-Denis 1290, rue Saint-Denis Montréal (Québec) H2X 3J7 Canada Téléphone : 514-987-3000, ext. 2786</p>
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Official Answer	The UQAM Registrar's Office will send an official answer (acceptance or rejection) directly to the student by regular mail after June 1st, at their personal address.
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TRANSCRIPTS AND GRADING SYSTEM

Grading System	A+ = 4.3	A = 4.0	A- = 3.7	Excellent
	B+ = 3.3	B = 3.0	B- = 2.7	Very good
	C+ = 2.3	C = 2.0	C- = 1.7	Good
	D+ = 1.3	D = 1.0		Acceptable
	E = 0			Fail

Transcripts	<p>Transcripts are sent directly to the students from the Registrar's Office two months after the end of the semester, at their personal address.</p> <p>Students who study at UQAM for the full academic year will receive one transcript for each semester.</p> <p>IMPORTANT : Students have to change their address at the Registrar's Office before they leave Montréal so they can receive their transcript at their home address.</p>
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BEFORE LEAVING

The [Service d'accueil des étudiants étrangers](#) web site is filled with practical information that will help students prepare their stay in Quebec and at UQAM.

Immigration	<p>Québec Acceptance Certificate (CAQ) and Study permit</p> <p>If the duration of the studies is longer than 6 months, students must obtain the following documents before arrival in Québec :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Québec Acceptance Certificate (CAQ) for studies issued by the Québec government (Immigration et Communautés culturelles) <input type="checkbox"/> Study Permit issued by the government of Canada (Citizenship and Immigration Canada) <p>**No student will be allowed to pursue the exchange more than one semester if one did not have the CAQ and the Study permit prior to the exchange.</p> <p>Visitor Visa</p> <p>Beware that candidates from certain countries must obtain a visa to stay in Canada even for a stay of less than 6 months. The list of those countries can be found on the Citizenship and Immigration website.</p> <p>Electronic Travel Authorization (eTA)</p> <p>Students entering Canada for a stay less than 6 months and who don't need to provide a Visitor visa according to their country of origin, will have to obtain an Electronic Travel Authorization (eTA). Applying for an eTA will cost \$7 CAD.</p> <p>Click here to find out if you need the eTA.</p>
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Mandatory Health Insurance	<p>The law governing Quebec health insurance requires that foreign students be in possession of valid health insurance for Quebec.</p> <p>Consequently, UQAM charges all international students mandatory insurance fees of approximately CAN\$ 332.00 per semester. No insurance obtained in your country of origin will exempt you from UQAM's fees for medical coverage.</p>
Reciprocal agreements for social security (Health Insurance)	<p>The Quebec government have concluded reciprocal agreements for social security with certain countries. The agreements include a section on health which allows those countries' citizens to receive certain benefits.</p> <p>These countries are Belgium, Greece, Finland, France, Denmark, Luxemburg, Norway and Portugal. To find out more, please read the Guide pratique pour les étudiants internationaux (The International Students' Guide).</p> <p>You may also consult the RAMQ (Quebec health insurance board) website : www.ramq.gouv.qc.ca .</p>
Internship and research supervision	<p>Very important – Work and off-campus internships are not available for exchange students. Moreover, all research supervision must be assumed by the student's home university. Exchange students are not authorised to register for internship courses at UQAM.</p> <p>Beware that if one student decides to do an internship while on exchange at UQAM, one will have to obtain a Work permit, according to Immigration Canada. UQAM will not be responsible for students who intend to do an internship while on exchange at UQAM. They will be responsible to find their own internship.</p> <p>More information can be found on the Accueil des étudiants étrangers website.</p>
<u>ACCOMMODATION</u>	
Appartments or room to rent	<p>The <i>Service d'hébergement de l'UQAM</i> (UQAM Accommodation service) offers students a list of apartments and rooms for rent.</p>
University residences	<p>UQAM also offers university residences for its students. To reserve a room in residence, you must provide your official admission letter from UQAM.</p>
Temporary accommodation	<p>If you haven't found permanent accommodations before arriving in Montreal, the <i>Service d'accueil des étudiants internationaux</i> has a list of different ressources where you can find temporary accommodation until you find a place for the whole duration of your studies.</p>