

Student Exchange Program

Nomination Process

Nomination Deadlines	<ul style="list-style-type: none"> • March 15th for Fall Term (September to December) or Full Year (September to April) • September 15th for Winter Term (January to April)
Nomination Instructions	<p>Nominations for exchange to Carleton University are submitted online at https://carleton.ca/isso/carleton-university-exchange-nomination/</p> <ul style="list-style-type: none"> • <u>One form</u> must be submitted for each student to be nominated • All of the information noted below is required for the submission of a nomination form, <u>particularly the English proficiency data</u> (if applicable). <p>Nominations submitted without this information will <u>not</u> be accepted:</p> <ul style="list-style-type: none"> - Student Last Name - Student Middle Name(s) (if applicable) - Student First Name(s) - Term(s) of Exchange (Fall Term, Winter Term, or Full Year) - Level of Study (Undergraduate or Graduate) - Degree/Study Program at Home Institution - Date of Birth (DD/MM/YYYY format) - Student Home Address - Student Email Address - English Language Test Score, Type & Date Completed (requirements are provided in the tables below) <p>*Note: Proof of English proficiency is required for students whose first language is <u>not</u> English and the primary language of instruction at their home institution is <u>not</u> English.</p>
Minimum English Language Requirements for Undergraduate Students	<p>Test date should be no more than 24 months prior to application:</p> <ul style="list-style-type: none"> • Internet Based TOEFL (iBT) 86 (<u>minimum</u> of 22 in writing and speaking and 20 in reading and listening) • IELTS 6.5 (<u>minimum</u> 6.0 in each band) • CAEL 70 (<u>minimum</u> of 60 in each band)
Minimum English Language Requirements for Graduate Students	<p>Test date should be no more than 24 months prior to application:</p> <ul style="list-style-type: none"> • Internet Based TOEFL (iBT/Next Generation) 100 (<u>minimum</u> of 25 in writing, speaking, reading and listening)

	<ul style="list-style-type: none"> • IELTS 8.0 (<u>minimum</u> 7.5 in each band) • CAEL 70 (<u>minimum</u> of 60 in each band) • Pearson Test of English (PTE)(Academic): 60 overall (<u>minimum</u> 60 in each Communicative Skill)
<p>NOTE: Students must achieve the TOTAL minimum score indicated. They must also achieve the minimum score indicated for each BAND in Reading, Writing, Speaking and Listening.</p> <p>(there are no exceptions)</p>	

Application Process

Application Deadlines	<ul style="list-style-type: none"> • April 15th for Fall Term or Full Year • October 15th for Winter Term
Application Instructions	The Incoming Exchange Application form <u>and</u> all supporting documents must be submitted online at https://payments.carleton.ca/isso/incoming-exchange-application/
Supporting Documents to be Included with Application Form	<ul style="list-style-type: none"> • Official proof of English proficiency (TOEFL, IELTS, or CAEL). The test report must be in English and the test date cannot be more than 24 months prior to application • Most recent official transcript <u>translated into English</u> with the Home Institution's <u>Grading System</u> • In order of priority, a list of ten (10) Carleton courses the student would like to be registered in, including course titles and course codes. • Portfolios must be included for students applying for courses in Architecture, Industrial Design and Interactive Multimedia Design (IMD) • An audition is required for performance courses in Music

Academic Information

Academic Levels Offered:	Undergraduate and Graduate
Duration of Exchange (3 options)	<ul style="list-style-type: none"> • Full Academic Year (September to April) • Fall Term (September to December) • Winter Term (January to April)
Language of Instruction	English
Number of Hours Per Week of Class (full Arts Course Load)	15 - 18 hours
Number of Hours Per Week of Class (full Science Course Load)	25-30 hours

<p>Number of Credits/Courses Per Term at Carleton</p> <p>1 semester course = 0.5 Carleton credits</p> <p>0.5 Carleton Credits (1 Course) = 6 ECTS</p> <p>2.5 Carleton Credits (5 Courses) = 30 ECTS</p>	<p>Undergraduate Students: (1000 to 4000 Course Level) Minimum: 1.5 credits per term (3 courses) Maximum: 2.5 credits per term (5 courses) Recommended: 2.0 credits per term (4 courses)</p> <p>Graduate Students: (5000 Course Level) Minimum: 0.5 credits per term (1 course) Maximum: 1.5 credits per term (3 courses) Recommended: 1.0 credits per term (2 courses)</p> <p>All exchange students are required to follow the requirements set by their home institution with regards to their course load.</p>
<p>English as a Second Language Courses (ESLA Courses):</p>	<p>To be eligible to take an ESLA course an official Proficiency Test report (TOEFL, IELTS, CAEL) is required (no exceptions or substitutes). The test report must be in English and the test date cannot be more than 24 months prior to application.</p>
<p>Other Language Courses:</p>	<p>Placement tests are required for all students who wish to take language courses at Carleton:</p> <p>For French language courses, please visit: https://carleton.ca/french/2016/compulsory-french-placement-students-registered-french-language-course/</p> <p>For all other language courses, please visit: carleton.ca/slals/modern-languages/placement-test/</p>
<p>Course Selection:</p>	<p>Course availability is subject to change and for this reason we cannot guarantee registration in specific courses. For exchange term(s) at Carleton, students should create a study plan that includes a <u>mixture of courses</u> from their major, minor, concentration and most especially free electives.</p> <p>The courses listed on an Incoming Exchange Application form will be reviewed by Carleton’s departmental advisors. If courses have been selected from more than one discipline, a request will be sent to the designated department contact for each discipline.</p> <p><u>Our academic departments will determine which courses an exchange student is approved to take.</u> Each department has their own criteria when assessing course requests, the <u>most important of which is whether a student has the required academic background to meet the course prerequisites.</u></p> <p>NOTE: A student may not be approved to take all of the courses they have requested on their application. This can be due to a number of factors, including but not limited to: course is restricted and not open to exchange students, course is full, course is not offered in correct exchange term, course</p>

	is cancelled, course conflicts with other registered courses or the student does not meet the academic prerequisites to take the course.
<p>Course Information:</p> <p>NOTE: Students should refer to the Public Class Schedule and Courses Not Available page prior to listing courses on their application.</p>	<p>Undergraduate Calendar: http://calendar.carleton.ca/undergrad//</p> <p>Undergraduate Courses: calendar.carleton.ca/undergrad/courses/</p> <hr/> <p>Graduate Calendar: http://calendar.carleton.ca/grad/</p> <p>Graduate Courses: http://calendar.carleton.ca/grad/courses/</p> <p>Incoming graduate exchange students should be aware that the availability of graduate level courses (5000-level) changes on an annual basis and registration in specific 5000-level courses cannot be guaranteed. Should incoming graduate exchange students be required to take specific graduate level courses in accordance with the regulations of their home institution, they should contact the applicable Carleton Graduate Department (http://graduate.carleton.ca/programs/) as part of their research into which courses would be available prior to applying for exchange.</p> <p>Please note that incoming graduate exchange students may register in undergraduate level courses.</p> <hr/> <p>Public Class Schedule (available at the end of May)</p> <p>This schedule lists all of the courses offered in a particular term.</p> <p>Students should use the Public Class Schedule to ensure the courses they require are available and offered in their exchange term.</p> <hr/> <p>Courses Not Available: These courses are restricted and not available to exchange students:</p> <p>http://carleton.ca/isso/new-students/incoming-students/courses-not-available/</p> <p>Carleton’s academic departments reserve the right to restrict courses not found on this list if deemed necessary.</p>
Grading System	<p>12 Point Scale – Section 5.4 http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#grading-system</p>

Accommodation

<p>On-Campus Housing</p>	<p>Not guaranteed. Students apply online using their Carleton University Student Number, which is provided in their Letter of Acceptance.</p> <p>On-campus housing is assigned by lottery and is not guaranteed. If a student wishes to apply, they will be required to pay a \$35 <u>non-refundable application fee</u>. The \$35 application fee can be paid by credit card (Visa, Mastercard or American Express).</p> <p>Application and Deadline: http://housing.carleton.ca/applying-to-residence/exchange-students/</p> <p>Residence Fee Breakdown: http://housing.carleton.ca/residence-and-meal-plan-fees/breakdown-by-term/</p> <p>Questions: For all residence related inquiries please contact the Housing Department directly: Email: accommodations@carleton.ca Phone: +1 (613) 520-5612</p>
<p>Meal Options</p>	<p>Meal Plan Information: http://housing.carleton.ca/residence-and-meal-plan-fees/meal-plan-information/</p>
<p>Off-Campus Housing</p>	<p>Students are responsible for securing their own accommodations.</p> <p>Visit the <u>Off-Campus Housing</u> website to access listings and other resources.</p> <p>For additional information about living off campus, please review ‘Starting Your Search: Advice and Cautions’ available at https://housing.carleton.ca/off-campus-housing/starting-your-search-advice-and-cautions/.</p> <p>If possible, students should arrive 2 weeks prior to the start of the term so that they can check off-campus listings or view the property they have already rented. Students should book temporary accommodations to allow them to perform these searches in person. We are not able to assist in the pursuit of off-campus accommodations.</p>

Important Dates and Deadlines

Course Registration and Fee Payment:	https://carleton.ca/registrar/registration/dates-and-deadlines/
Orientation:	<p>I-Start is the international orientation program designed to meet the needs of all international students, including Exchange students. With I-Start students will receive resources and information that will help them transition successfully to student life at Carleton and take full advantage of their exchange experience.</p> <p>All exchange students are required to participate in an I-Start orientation session.</p> <p>For program details and registration, please visit our website.</p>

Mandatory Fees

Health Insurance (UHIP):	<p>UHIP: All students are required to enroll in the <u>mandatory</u> University Health Insurance Plan (UHIP).</p> <p>UHIP covers <u>basic medical care</u>. It does not include prescription medicine, dentist or eye care expenses.</p> <p>https://carleton.ca/isso/uhip/</p>
U-Pass:	<p>U-Pass: A <u>mandatory</u> bus pass and train pass for the city of Ottawa. Charges will automatically be applied to the student account upon full-time course registration.</p> <p>https://carleton.ca/upass/</p>
Payment Method:	Information is available at https://carleton.ca/studentaccounts/fee-payment/
Deadlines:	Refer to https://carleton.ca/studentaccounts/dates-deadlines/
Questions:	<p>Please contact the Student Account office at student_accounts@carleton.ca.</p> <p>Students can also review their Student Accounts summary online through Carleton Central.</p>

Options for Accessing Funds During the Exchange Term

http://thestudyabroadblog.com/saving-money-studying-abroad-banking/

Visa Information

You do not need a study permit if your studies in Canada will be less than 6 months.

If your studies are more than 6 months, you need a study permit. Application instructions for a study permit are available at the website of Immigration, Refugees, and Citizenship Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>. Your acceptance letter from Carleton will be part of the documentation you include with your study permit application. You will also need to provide Carleton's Designated Learning Institution number, which is listed at top of this letter (note: the first digit is the letter "O").

Most international students need a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) to travel to Canada.

- If you apply for a study permit, your TRV or eTA will be issued to you automatically
- If you don't need a study permit, check to see if you need a TRV or an eTA here: <http://www.cic.gc.ca/english/visit/visas.asp> . This letter may be used in a TRV application to explain the purpose of your visit to Canada.

NOTE: You may be required to provide Biometrics (fingerprints and photos) with your application. Please refer to the instruction guide in your application package, and/or visit the website for more details: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>

Estimated* 2020/2021 Living Costs (for an eight month period = 2 terms) – CDN Dollars

On-campus Accommodation and Meal Plan	\$11,138 (Fee includes a double residence room, All Access meal plan and internet/wifi)
Off-campus Living	\$8,600 (prices vary depending on type of accommodation and utilities provided)
Books and Supplies	\$1,400 (varies according to academic program)
Personal Expenses	\$2,000 (varies by individual)
Website:	https://admissions.carleton.ca/scholarships/usa-and-international-costs/

* Subject to Change

Contacts

Manager, International Student Services Office (ISSO)	Laura Truesdell Email: laura.truesdell@carleton.ca or isso@carleton.ca +1 (613) 520-6600
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Incoming Exchange Students	Nancy Leslie , Exchange Program Coordinator Email: nancy.leslie@carleton or exchange@carleton.ca +1 (613) 520-2600 Ext. 6328
Exchange Agreements	To Be Announced
Outgoing Exchange Students and Bachelor of Global and International Studies (BGInS) Program	Heba Elbat , BGInS Exchange Coordinator Email: heba.elbat@carleton.ca or exchange@carleton.ca + 1 (613) 520-2600 Ext. 2858
Mailing Address	International Student Services Office (ISSO) Carleton University 128 University Centre, 1125 Colonel By Drive Ottawa, Ontario K1S 5B6, CANADA
General Inquiries	Email: exchange@carleton.ca Phone: +1 (613) 520-6600
Website	http://carleton.ca/isso/