

Application to Saint Mary's University for Visiting Exchange Students (AY 2019-20)

We are delighted to welcome Visiting students from partner institutions to our campus. Students from our partner universities have been choosing Saint Mary's University as the destination of their exchange studies year after year, and we believe this is due to the positive experiences that other Visiting students have had at our university.

While attending Saint Mary's University, Visiting students can take academic credit courses full-time at the undergraduate and graduate level. Visiting students can also combine studies of English as an Additional Language with the academic learning experience. Because of a variety of programming options, there are four admission categories depending on the Visiting student's academic level and English proficiency.

This document explains about the application process. The four categories are as follows:

Category 1 (see p2)

Undergraduate and graduate students planning to take undergraduate courses full-time

Category 2 (see p3)

Graduate students planning to take graduate courses full-time

Category 3 (see p4)

Undergraduate students planning to take the Intensive English program combined with one to two undergraduate courses (UBP)

Category 4 (see p5)

Undergraduate students planning to take the Intensive English program (EAP/EPPC)

At the end of this document, you will also find the following which are also part of the supporting application documents:

-Student Information Sheet (p6)

-Template for the "Letter of Permission" issued by the home institution (p7)

If you have any questions, please contact the Global Learning and Intercultural Support Office of Saint Mary's University by email at Mobility.international@smu.ca.

Category 1

Undergraduate and graduate students planning to take undergraduate courses full-time

Eligibility: Students in this category should possess a good command of English that is equated to TOEFL 550 (paper-based), TOEFL iBT 80 with no band score below 20, IELTS 6.5 with no score below 6.0. An official English test result is not required.

The applicant should thoroughly review the SMU Fact Sheet for Visiting Students 2019-20 beforehand.

Admission Application

1. Please email the following as a Word document to Mobility.international@smu.ca before the rest of the applications are submitted:
 - Student Information Sheet (attached to the end of this document)
2. Please scan and save the following application documents in PDF and email it to Mobility.international@smu.ca by mid-March (**recommended especially for fall-semester-only students applying for on-campus housing**) or at the latest by late May for Fall 2019 admission and mid-September for Winter 2020 admission:
 - [Undergraduate Application Form](#)*
 - Letter of Permission issued by the home institution (template attached at the end)
 - Official transcript of academic record in English issued by the home institution

*The Undergraduate Application Form is not a fillable form. Save the form first on the computer and open the PDF form in Acrobat or Reader. The form can be then printed and filled out by hand in block letters. Alternatively, text can be added electronically using the “Fill & Sign” tool in Acrobat.

*Please ensure that the student name, home mailing address and email address on the form are identical to those provided in the Student Information Sheet.

*Please leave the Application Fee section on page 2 blank, since this fee is waived for students from partner institutions.

*The form must be signed and dated on page 5.

[Housing Application is completed online.](#) Apply as soon as the acceptance letter is issued.

Spaces are limited in the fall. A \$25 fee via credit card is required with the application, and a \$500 residence confirmation deposit via credit card is required when a bed space is offered.

Category 2

Graduate students planning to take graduate courses full-time

Eligibility: Students in this category must be enrolled in a graduate program at the home institution and meet the minimum acceptable IELTS/TOEFL found at https://smu.ca/webfiles/FGSRMinimumIELTS_TOEFL_January2018.pdf.

The applicant should thoroughly review the SMU Fact Sheet for Visiting Students 2019-20 beforehand.
Admission Application

1. Please email the following as a Word document to Mobility.international@smu.ca before the rest of the applications are submitted:
 - Student Information Sheet (attached to the end of this document)
2. Please scan and save the following application documents in PDF and email it to Mobility.international@smu.ca by mid-March (**recommended especially for fall-semester-only students applying for on-campus housing**) or at the latest by late April for Fall 2019 admission and mid-August for Winter 2020 admission:
 - [Graduate Application Form](#)*
 - Letter of Permission issued by the home institution (template attached at the end)
 - Official transcript of academic record in English issued by the home institution
 - Proof of English proficiency
 - Official English test result OR
 - Official transcript showing successful completion of a recognized degree from an accredited institution with a minimum of 3 years of full-time instruction solely in English and a certified letter from the Registrar or equivalent university official verifying English is the sole language of instruction for the program.

*Please ensure that the student name, home mailing address and email address on the form are identical to those provided in the Student Information Sheet.

*The form must be signed and dated on page 3.

[Housing Application is completed online.](#) Apply as soon as the acceptance letter is issued. Spaces are limited in the fall. A \$25 fee via credit card is required with the application, and a \$500 residence confirmation deposit via credit card is required when a bed space is offered.

Category 3

Undergraduate students planning to take the Intensive English program combined with one to two undergraduate courses. This program is called [UBP \(University Bridging Program\)](#).

Eligibility: Students in this category should be in an advanced level of English studies. In addition to 15 hours of the Intensive English program,

-ONE undergraduate course can be chosen if the student has TOEFL iBT 61 with no individual skill below 15 or IELTS 5.5 with no individual band below 5.0; or

-TWO undergraduate courses can be chosen if the student has TOEFL iBT 72 with no individual skill below 18 or IELTS 6.0 with no individual band below 5.5.

The student's English level is reassessed at the end of the 16-week UBP program before the student can be recommended to take undergraduate courses full-time in the following term.

The applicant should thoroughly review the SMU Fact Sheet for Visiting Students 2019-20 beforehand.

Admission Application

1. Please email the following as a Word document to Mobility.international@smu.ca before the rest of the applications are submitted:
 - Student Information Sheet (attached to the end of this document)
2. Please scan and save the following application documents in PDF and email it to Mobility.international@smu.ca by mid-March (recommended especially for fall-semester-only students applying for on-campus housing) or at the latest by late May for Fall 2019 admission and mid-September for Winter 2020 admission:
 - [Undergraduate Application Form](#)*
 - Letter of Permission issued by the home institution (template attached at the end)
 - Official transcript of academic record in English issued by the home institution
 - [Intensive English Program Application Form](#)**
 - Official English test result

*The Undergraduate Application Form is not a fillable form. Save the form first on the computer and open the PDF form in Acrobat or Reader. The form can be then printed and filled out by hand in block letters. Alternatively, text can be added electronically using the "Fill & Sign" tool in Acrobat.

*Please ensure that the student name, home mailing address and email address on the form are identical to those provided in the Student Information Sheet.

*Please leave the Application Fee section on page 2 blank, since this fee is waived for students from partner institutions.

*The form must be signed and dated on page 5.

**On the Intensive English Application Form, on page 1, leave "Saint Mary's ID" blank at the top and check off the relevant session for UBP. On page 2, leave the Accommodations section blank and complete the Payment section with the credit card information for the \$500 tuition deposit per session.

**The one-time application fee of \$100 is waived. The form must be signed and dated on page 3.

[Housing Application is completed online](#). Apply as soon as the acceptance letter is issued.

Spaces are limited in the fall. A \$25 fee via credit card is required with the application, and a \$500 residence confirmation deposit via credit card is required when a bed space is offered.

Category 4

Undergraduate students planning to take the Intensive English program. There are [EAP Program \(English for Academic Purposes\)](#) and [EPPC Program \(English for Personal and Professional Communication\)](#).

Eligibility: Students in this category are close to attaining the required language proficiency test score (TOEFL iBT of up to 79 or IELTS of up to 6.0) and would benefit from intensive work in academic English and study skills in order to perform as well as possible in their credit courses. An official English test result is not required.

The student's English level is reassessed at the end of the two 8-week EAP/EPPC program before the student can be recommended to take UBP or undergraduate courses full-time in the following term.

The applicant should thoroughly review the SMU Fact Sheet for Visiting Students 2019-20 beforehand.

Admission and Housing Applications

1. Please email the following as a Word document to Mobility.international@smu.ca before the rest of the applications are submitted:
 - Student Information Sheet (attached to the end of this document)
2. Please scan and save the following application documents in PDF and email it to Mobility.international@smu.ca by mid-March or at the latest by late May for Fall 2019 admission and mid-September for Winter 2020 admission:
 - [Undergraduate Application Form](#)*
 - Letter of Permission issued by the home institution (template attached at the end)
 - Official transcript of academic record in English issued by the home institution
 - [Intensive English Program Application Form](#)**
 - Housing application (email tlchousing@smu.ca if the link to the form is broken)
 - [Homestay Application](#) or
 - [Residence Application](#)

*The Undergraduate Application Form is not a fillable form. Save the form first on the computer and open the PDF form in Acrobat or Reader. The form can be then printed and filled out by hand in block letters. Alternatively, text can be added electronically using the "Fill & Sign" tool in Acrobat.

*Please ensure that the student name, home mailing address and email address on the form are identical to those provided in the Student Information Sheet.

*Please leave the Application Fee section on page 2 blank, since this fee is waived for students from partner institutions.

*The form must be signed and dated on page 5.

**On the Intensive English Application Form, on page 1, leave "Saint Mary's ID" blank at the top and check the relevant session for EAP or EPPC. On page 2, complete the Accommodations section by checking off either "Fall or Winter Residence" & "C\$1225 deposit" or "Homestay Placement" & "C\$300 Placement Fee", and complete the Payment section with the credit card information for the \$500 tuition deposit per session as well as the fee of the chosen accommodation option. The one-time application fee of \$100 is waived. The form must be signed and dated on page 3.

Saint Mary's University Visiting Exchange Student Information Sheet (AY 2019-20)

Dear Partner University International Program Coordinator,

Please complete the below for each exchange student you will nominate for acceptance to Saint Mary's University in the 2019-20 Academic Year Exchange Program.

Please type electronically (not by hand-writing), save as a Word document, and send it as an e-mail attachment to mobility.international@smu.ca before your student submits the complete application.

Student last name (i.e. surname/family name)	
Student first and middle names	
Does the student have a preferred name to be used in e-mail communication?	
Period of study (i.e., fall semester: Sep-Dec, winter semester: Jan-Apr, full year: Sep-Apr)	
Duration of study (i.e., one semester, two semesters)	
Student's home university program/major (e.g., "Bachelor of Commerce, International Business major")	
Primary subject areas the student plans to follow at Saint Mary's while on exchange, if known e.g., Arts (incl. Humanities and Social Sciences), Commerce, Science, or combination	
If the student is a graduate student at the home university, does the student plan to take courses at Saint Mary's at the undergraduate level or at the graduate level?*	
E-mail address of the student (ensure that the email address is the same as the e-mail address which will be used in the admission application form)	
Home mailing address of the student (ensure that the mailing address is the same as the mailing address which will be used in the admission application form)	
Home university contact #1, if the admission letter should be sent to the home university. (include office name, university name, mailing address, postal code, email and telephone)	
Home university contact #2, if the official grades should be sent to the home university. (include office name, university name, mailing address, postal code, email and telephone)	

***Graduate-level students wishing to take only undergraduate-level courses at Saint Mary's should apply for admission as undergraduate students.**

(Print on Home Institution Letterhead)

Letter of Permission

(Date)

Re: (Student's full name)

This Letter of Permission certifies that the above-mentioned student is an officially registered student at (Home institution name) in good academic standing. This student has the approval of (Home institution name) to register for courses at Saint Mary's University and to transfer the academic credits for those courses, if successfully completed, to the student's degree program at (Home institution name).

(Name of the home institution staff in charge of international exchange)

(Signature)