Student Exchange Program

Nomination Process

Nomination Deadlines	• March 15th for **Fall Term** (September to December) or **Full Year** (September to April) • September 15th for **Winter Term** (January to April)
Nomination Instructions	Nominations for exchange to Carleton University are **submitted online.** Partners will be provided with the nomination link. • **All** of the information noted below **is required** for the submission of a nomination form, particularly the English proficiency data (if applicable). **Nominations submitted without this information will not be accepted:** - 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) * * Note: Proof of English proficiency is required for students whose first language is not English.
Minimum English Language Requirements for **Undergraduate** Students	Test date cannot be more than 24 months prior to application: • Internet Based TOEFL (iBT) 86 (minimum of 22 in writing and speaking and 20 in reading and listening) o **Note:** we cannot consider a student for exchange to Carleton based on their TOEFL My*BEST Scores.* Eligibility will be assessed using the **Test Date Scores.** • IELTS 6.5 (minimum 6.0 in each band) • CAEL 70 (minimum of 60 in each band)

Minimum English Language Requirements for **Graduate** Students	Test date cannot be more than 24 months prior to application:
	• Internet Based TOEFL (iBT/Next Generation) 100 (<u>minimum</u> of 25 in writing, speaking, reading and listening) ○ **Note***: we cannot consider a student for exchange to Carleton based on their TOEFL My*BEST Scores*. Eligibility will be assessed using the **Test Date Scores.** • 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)

<u>NOTE</u>:
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. **(there are no exceptions)**

Application Process

Application Deadlines	• 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**. Eligible students will be provided with detailed application instructions and the application link.
Supporting Documents to be Included with Application Form	• Official proof of English proficiency (TOEFL, IELTS, or CAEL, PTE Academic). 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)	• Full Academic Year (September to April) • Fall Term (September to December) • Winter Term (January to April)
Language of Instruction	English

	Note: All tests, quizzes, assignments, term papers, midterms and final exams must be completed in English.
Number of Credits/Courses Per Term at Carleton **1 term course = 0.5 Carleton credits** **0.5 Carleton Credits (1 Course) = 6 ECTS** **2.5 Carleton Credits (5 Courses) = 30 ECTS**	**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) **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) Exchange students should also follow the requirements set by their home institution with regards to course load.
English as a Second Language Courses (**ESLA Courses**):	To be eligible to take an ESLA course an official Proficiency Test report (**TOEFL, IELTS, CAEL, PTE Academic**) 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**.
Other Language Courses:	**Placement tests** are required for all students who wish to take language courses at Carleton: For **French** language courses, please visit: https://edc.carleton.ca/french_placement/index.php For **all other language** courses, please visit: carleton.ca/slals/modern-languages/placement-test/
Course Selection:	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. 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. **Our academic departments will determine which courses an exchange student is approved to take**. 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>.

	REMINDERS: 1) 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 is cancelled, course conflicts with other registered courses or the student does not meet the academic prerequisites to take the course. 2) Students requesting **full year courses** must be prepared to complete both terms of the course (i.e. Fall and Winter) in order to receive academic credit for the course. This applies even if the course is offered online.
Course Information: **NOTE:** Students should refer to the **Public Class Schedule** and **Courses Not Available** page prior to listing courses on their application.	**Undergraduate Calendar**: http://calendar.carleton.ca/undergrad// **Undergraduate Courses:** calendar.carleton.ca/undergrad/courses/
	Graduate Calendar: http://calendar.carleton.ca/grad/ **Graduate Courses:** http://calendar.carleton.ca/grad/courses/ 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. Please note too that incoming graduate exchange students may register in undergraduate courses (level 1000 to 4000).
	Public Class Schedule (**available at the end of May/early June**) This schedule lists all the courses offered in a particular term. Students should use the Public Class Schedule to ensure the courses they require are available and offered in their exchange term.
	Courses Not Available: These courses are restricted and not available to exchange students: http://carleton.ca/isso/new-students/incoming-students/courses-not-available/ Carleton's academic departments reserve the right to restrict courses not found on this list if deemed necessary.
Grading System	12 Point Scale – **Section 5.4**

	http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#grading-system

Accommodation

On-Campus Housing	**Not guaranteed.** Students apply online using their Carleton University Student Number, which is provided in their Letter of Acceptance. If a student wishes to apply, they will be required to pay a <u>non-refundable application fee</u>. The $50 application fee can be paid by credit card (Visa, Mastercard, American Express or Visa/Debit card). Apply to Residence - Housing and Residence Life **Fees:** https://housing.carleton.ca/future-residents/fees/

Off-Campus Housing	Students are responsible for securing their own off-campus accommodations. Visit the **Off-Campus Housing** website for information and resources. Students seeking off-campus accommodations are advised to independently verify the suitability and safety of any property. For comprehensive information about tenant rights and responsibilities in Ontario, please consult the Landlord and Tenant Board at https://tribunalsontario.ca/ltb. **We encourage all students to exercise due diligence in their housing search.**

Important Dates and Deadlines

Academic Calendar	The Academic Year (Graduate and Undergraduate Studies) < Carleton University
Course Registration	Dates and Deadlines - Registration (carleton.ca)
Orientation	Fall Term: Late August or Early September Winter Term: Early January Students will receive details regarding the orientation session.
Fee Payment and Schedule	Payment Methods - Student Accounts Receivable Payment Schedule - Student Accounts Receivable

Mandatory Fees

Health Insurance (UHIP)	**UHIP:** All students are required to enroll in the <u>mandatory</u> University Health Insurance Plan (UHIP). Charges will automatically be applied to the student account upon course registration.

	UHIP covers basic medical care. It **does not include** prescription medicine, dentist or eye care expenses. https://carleton.ca/isso/uhip/
Transit Pass (U-Pass)	**U-Pass:** A mandatory bus pass and train pass for the city of Ottawa. Charges will automatically be applied to the student account upon full-time course registration. https://carleton.ca/upass/

Visit Requirements

If studies in Canada will be **less than 6 months in duration**, students have the option to study as a visitor without applying for a Canadian study permit.

International students — excepting only US citizens and green card holders — need a Temporary Resident Visa (TRV) *or* Electronic Travel Authorization (eTA) to travel to Canada. The Immigration, Refugees and Citizenship Canada (IRCC) website has a tool to determine which travel authorization is correct for a student's nationality and will lead the student to the online application.

A student's Letter of Acceptance (LOA) may be used in a TRV application to explain the purpose of their visit to Canada.

If studies in Canada are for **more than 6 months**, students must apply for a study permit. Their Electronic Travel Authorization (eTA) or Temporary Resident Visa will be automatically processed as part of their study permit application.

The ISSO's website provides information on how to start the online study permit application process in an IRCC Secure Account and provides helpful tips. Requirements for the application vary by country, but all students will need a valid passport, a Carleton Letter of Acceptance (LOA), and proof of having sufficient resources to cover expenses in Canada. The Government of Canada has established minimum funds for student living expenses: $20,635 per year for a single student. Learn more at the IRCC website.

Students will probably have to give biometrics, and may need to get a medical exam and/or police certificate(s). Students should gather their documents and submit their application as soon as possible.

The Government of Canada resources below are helpful in preparing to travel to and arrive in Canada. If students plan to study as a visitor, they can ignore references to the "letter of introduction", which is a document provided by the visa office to students who have applied for a study permit.

> IRCC Student Travel Information
> Canada Border Services Information for Students

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

On-campus Accommodation and Meal Plan	$13,443 (Fee includes a double residence room, All Access meal plan and internet/wifi)
Off-campus Living	$12,000 – 24,000 (prices vary depending on type of accommodation and utilities provided)
Books and Supplies	$1,400 (varies according to academic program)
Personal Expenses	$3,000 (varies by individual)
Website Resource	https://admissions.carleton.ca/scholarships/usa-and-international-costs/

* Subject to Change

Contacts

Assistant Director, Global Opportunities & International Student Services Office (GO-ISSO) and Student Life	**Laura Truesdell** Email: LauraTruesdell@cunet.carleton.ca or isso@carleton.ca +1 (613) 520-6600
Manager, Global Partnerships and Learning	**Laura Stipic** Email: LauraStipic@cunet.carleton.ca +1 (613) 520-6600
Incoming Exchange Program	**Nancy Leslie**, Global Learning Coordinator (Incoming) Email: nancy.leslie@carleton or exchange@carleton.ca +1 (613) 520-2600 Ext. 6328
Outgoing Exchange Program	**Mariana Queiroz**, Global Learning Coordinator (Outcoming) Email: MarianaQueiroz@cunet.carleton.ca or exchange@carleton.ca + 1 (613) 520-2600 Ext. 2858
Mailing Address	**Global Opportunities & International Student Services Office (GO-ISSO)** Carleton University 4th Floor, MacOdrum Library Ottawa, Ontario K1S 5B6, CANADA
General Inquiries	Email: exchange@carleton.ca Phone: +1 (613) 520-6600
Website	http://carleton.ca/isso/
Social Media	Instagram: @SL_Ravens