

Exchange program BCI – UQAM

<p>Application Deadline</p>	<p>All applications must arrive on or before April 1st.</p> <p>For all applications for the following Fall and Winter semesters.</p> <p>The postmark will not be considered.</p>
<p>PROGRAMS AND COURSES</p>	
<p>Programs available for exchange students</p>	<p>Students must choose a <u>program of studies</u> that is <u>open</u> to exchange students. The list of those programs is available on the BCI website under <i>Specific Requirements of Québec Institutions – UQAM</i> section.</p>
<p>Admission Requirements</p>	<p>Please read carefully the document Programs with Admission Requirements when choosing a program of studies in order to verify the eligibility of the candidate.</p>
<p>Programs of studies and courses</p>	<p>Information about the programs and the courses is available on the UQAM Registrar’s Office website.</p> <p>First, one must find the program by its code. A list of courses offered within this program is available under the tab <i>Cours à suivre et horaires</i>.</p> <p>Students must provide a course selection only from the program of studies they apply for and from only one level (Bachelor’s, Master’s or Doctorate).</p> <p>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.</p> <p>The number of credits (per semester) required to be a full-time student :</p> <ul style="list-style-type: none"> ✓ <u>Undergraduate Studies</u> (including certificates) : 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) <p>It is mandatory that all exchange students are registered as full-time students.</p>
<p>Undergraduate programs</p>	<p>Certain master’s programs require successful completion of 16 years of schooling 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 at UQAM.</p>

LANGUAGE REQUIREMENTS	
Language of instruction	All courses at UQAM are given in French. Students must be fluent in both spoken and written French at 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>
Academic Calendar 2016-2017	
Fall Semester	September 6th- December 21st
Winter Semester	January 9th – April 30th
Application	
Application forms	BCI application form (under <i>Students Registered at an Institution outside Québec – Application</i>) UQAM admission form for Foreign students Both forms are mandatory to process all applications.
Required documents for application	<ul style="list-style-type: none"> <input type="checkbox"/> Cover letter in French describing the objectives by participating in the exchange program, academically, professionally and personally; <input type="checkbox"/> Official transcripts for each year of university studies completed and in progress (provide translations); <input type="checkbox"/> List of courses the students are currently enrolled; <input type="checkbox"/> UQAM course selection form; <input type="checkbox"/> Letter of reference from a professor; <input type="checkbox"/> Proof of language proficiency if the language of instruction at the university of origin is other than French (see section <i>Language Requirements</i>); <input type="checkbox"/> Photocopy of the birth certificate on which appear the full names of father and mother; <input type="checkbox"/> Portfolio printed (no CD-ROM) for programs: visual and media arts, graphic design and environmental design.

SENDING APPLICATIONS

Each application must be sent in **3 copies (1 original and 2 copies)**. The portfolio (when required) may be sent in only 1 copy.

Applications must be sent to one of the following addresses, depending on the mode of transmission (regular mail or courier).
 The courier companies (i.e. *UPS, DHL, Purolator*) do not deliver to PO boxes. Consequently, applications sent by Courier must be addressed to the geographic address.

Postal Address

Université du Québec à Montréal
 Service des relations internationales
 Marie-Hélène L'Heureux
 Case postale 8888, succursale Centre-ville
 Montréal (Québec) H3C 3P8 Canada

Geographic Address

Université du Québec à Montréal
 Service des relations internationales
 Marie-Hélène L'Heureux
 Pavillon AC, local AC-8300
 1259 Berri, 8^e étage
 Montréal (Québec) H2L 4C7 Canada
 Téléphone : 514-987-3000, ext. 2786

Official Answer

The UQAM Registrar's Office will send an official answer (acceptance or rejection) to the student by regular mail after June 1st, at their personal address.

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

Transcripts are sent directly to the students from the Registrar's Office two months after the end of the semester, at their personal address.
 Students who study at UQAM for the full academic year will receive one transcript for each semester.
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.

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.

The [Guide d'accueil pour étudiants étrangers](#) (The International Students' Guide) is also available online.

Study permit and Québec Acceptance Certificate (CAQ)

If the duration of the studies is longer than 6 months, students must obtain the following documents before the arrival in Québec :

- [Québec Acceptance Certificate \(CAQ\)](#) for studies issued by Immigration, Diversité et Inclusion Québec;
- [Study Permit](#) issued by Citizenship and Immigration Canada.

Those documents can take up to 6 weeks to obtain, thus, plan accordingly.

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.

Visitor Visa (certain countries only)

Beware that candidates from certain countries must obtain a Visitor 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 Canada website](#).

[Electronic Travel Authorization \(eTA\)](#)

Starting March 15, 2016, students entering Canada for a stay less than 6 months and those who don't need to provide a Visitor Visa according to their country of origin, will need an Electronic Travel Authorization (eTA).

Click [here to find out if you need to obtain the eTA](#).

Applying for an eTA will cost 7.00 \$ CAD. Most eTA-eligible applicants will get their authorization within minutes of submitting the online form.

The eTA is electronically linked to the passport and is valid for five years or until the passport expires, whichever comes first.

[Mandatory Health Insurance](#)

The law governing Quebec health insurance requires that foreign students be in possession of valid health insurance for Quebec.

Consequently, UQAM charges all international students mandatory insurance fees of approximately **348.00 \$ CAD** per semester spent at UQAM. These fees may change without prior notice.

Please note that **no insurance obtained in the country of origin will exempt students from UQAM's fees** for medical coverage.

[Reciprocal agreements for social security \(Health Insurance\)](#)

Students citizens of **Belgium, Greece, Finland, France, Denmark, Luxemburg, Norway and Portugal** can benefit from reciprocal agreements with the Quebec government regarding social security that includes a section on health.

Therefore, they will not be required to purchase the Insurance at UQAM but they will have to provide the appropriate documents to obtain this privilege.

<p>Internship and research supervision</p>	<p>Very important – Work off-campus and internships are not available for exchange students. 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.</p> <p>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 and to obtain the work permit.</p>
<p><u>ACCOMODATION</u></p>	
<p><u>Appartments or room to rent</u></p>	<p>The <i>Service d'hébergement de l'UQAM</i> (UQAM Accommodation service) offers students a list of apartments and rooms for rent.</p>
<p><u>University residences</u></p>	<p>UQAM can also offer university residences for its students. To reserve a room in residence, you must provide your official admission letter from UQAM as well as your permanent code.</p>
<p><u>Temporary accommodation</u></p>	<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>