

**INFORMATION GUIDE**  
**STUDENT EXCHANGE PROGRAMS – BILATERAL AGREEMENTS**  
**INTERNATIONAL OFFICE (SSI)**

**INFORMATION FOR STUDENTS WHO WISH TO TAKE PART IN A STUDENT EXCHANGE PROGRAM**

**DOCUMENTS TO INCLUDE IN THE APPLICATION**

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**All filed documents must be translated into French or English.**

**No document sent by email will be accepted.**

- Copy of the Application form approved and signed by the home institution and signed by the student;
- a copy of the individual record of civil status or any other document (e.g. birth certificate) attesting to the identity of the person and including the names of both parents (a requirement of the Government of Quebec);
- an official transcript for all courses completed to date by the candidate in his current program;
- a list of all courses taken by the candidate during the two semesters preceding his arrival at ESG;
- when required (see section on Languages of Instruction), a certificate attesting to the French or English languages skills of the candidate.

**ACADEMIC CALENDAR 2017-2018**

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The student exchange program can be admitted for a maximum of two quarters in the fall and/or winter. No student exchange program is authorized to extend his stay for the summer term.

Semester	Beginning and end of courses
Fall 2017	September 5 <sup>th</sup> until December 20 <sup>th</sup> 2017
Winter 2018	January 8 <sup>th</sup> until April 29 <sup>th</sup> 2018

**PROGRAMS OFFERED AND COURSE SELECTION**

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**IMPORTANT:** The course selection must respect the agreement outlined in the memorandum of understanding between UQAM and your home university.

Information about programs and the courses offered is available at the UQAM registrar’s website: [www.registrariat.uqam.ca](http://www.registrariat.uqam.ca) under the heading of **Programmes**. There you will find the courses in each program offered. You must verify whether the courses you have selected are offered during the semester(s) you will be studying at UQAM. Pay particular attention to the course schedule to avoid any academic conflicts.

In the undergraduate (Bachelor) programs and in the graduate (Master) programs, the language of instruction is predominantly French. You will find the complete list of courses offered in English following the link below: <http://international.esg.uqam.ca/en/exchange-programs/courses/courses-given-in-english.html>.

Currently, there isn't a complete list of all courses offered in French. Indeed, it would be a very long list. We invite you to follow the steps indicated on the international section of ESG's webpage to facilitate your efforts in selecting your courses: <http://international.esg.uqam.ca/en/exchange-programs/courses/courses-given-in-french.html>.

**You must be registered as a full-time student no matter which level of studies you are in. Course attendance is mandatory.**

For undergraduates (Bachelor's), full-time registration corresponds to a minimum of four (4) courses (12 credits) and a maximum of five (5) courses (15 credits) per semester. The majority of undergraduate courses are 45 hours in length per semester or three (3) hours per week during 15 weeks.

For post-graduate studies (Master's), full-time registration corresponds to two (2) courses per semester or a minimum of six (6) credits and a maximum of 4 courses (12 credits) per semester according to the program.

## FINAL COURSE REGISTRATION

After receiving your acceptance letter, you will receive a **confirmation d'inscription** (registration confirmation) with your course selection, as well as the contact information for the director of your program of studies.

If your course selection does not appear on your *confirmation d'inscription*, you will have to contact your program director at UQAM.

## ACCOMMODATIONS

The **Service d'hébergement de l'UQAM** (UQAM Accommodation service) offers students a list of apartments and rooms for rent: [www.vie-etudiante.uqam.ca/etudiant-etranger/ressources/hebergement](http://www.vie-etudiante.uqam.ca/etudiant-etranger/ressources/hebergement)

If you haven't found permanent accommodations before arriving in Montreal, the *Service d'accueil des étudiants internationaux* (International Student Services) has a **list of temporary accommodations** where you can stay until you find a place for the duration of your studies.

[www.vie-etudiante.uqam.ca/etudiant-etranger/ressources/hebergement](http://www.vie-etudiante.uqam.ca/etudiant-etranger/ressources/hebergement).

UQAM also possesses university residences for its students. To reserve a room in residence, you must provide your official admission letter from UQAM, fill out a registration form & send a 500\$ deposit.

<http://residences-uqam.gc.ca>.

## BEFORE LEAVING

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Depending on your country of citizenship, you may need an entrance visa to enter Canada. To find out if you need a visa: [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp).

### **ETA – Electronic Travel Authorization**

*NEW: visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and travelers with a valid visa. For more information concerning the eTA:*

<http://www.cic.gc.ca/english/visit/visas.asp>

*The application is done online (with passport and credit card), takes only a few minutes and is valid 5 years (or through the validity of your passport)*

Also, if the duration of your studies at UQAM is longer than six (6) months, you **must obtain the following documents before your arrival** in Quebec:

- ❑ **A Quebec Acceptance Certificate (CAQ) for studies** issued by the Quebec government (*Immigration, diversité et inclusion*)  
[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)
- ❑ **A Study Permit** issued by the government of Canada (Citizenship and Immigration Canada)  
[www.cic.gc.ca](http://www.cic.gc.ca)

The *Guide pratique pour les étudiants internationaux* is filled with practical information that will help you prepare your stay in Quebec and at UQAM. This guide (in French only) is available on UQAM's website <http://www.vie-etudiante.uqam.ca/upload/files/pdf/guide-complet-etudiants-etrangers.pdf>.

## INTERNSHIPS

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**IMPORTANT** – Off-campus work and internships are not available for exchange students and research support must be provided by the student's home university.

**ATTENTION!** If you intend to **undertake an internship** after your studies at UQAM, you **must possess** a work permit. If you do not obtain a work permit, you will not be able to undertake an internship in Quebec. In order to change your status, you'll have to exit the Canadian territory and enter again.

## MANDATORY HEALTH INSURANCE

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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 CAN\$ 81 per month, or CAN\$ 324 per semester. These fees may change without prior notice.

The Quebec government and certain countries have concluded reciprocal agreements dealing with social security including a section on health which allows those countries' citizens to receive certain benefits. These countries include: Belgium, Denmark, Finland, France, Greece, Luxemburg, Norway, Portugal, Romania and Sweden. To find out more, please consult the *Guide pratique pour les étudiants internationaux* (The International Students' Guide) mentioned in the previous section and your home university's student

exchange coordinator. You may also consult the RAMQ (Quebec health insurance board) website: [www.ramq.gouv.qc.ca](http://www.ramq.gouv.qc.ca).

Please note that **no insurance obtained in your country of origin will exempt you from UQAM's fees** for medical coverage during the semesters for which you are registered. However, an insurance from your country of origin would be accepted in order to cancel insurance fees for the period going from May 1<sup>st</sup> to August 31<sup>st</sup>.