Student Exchange Program

Carleton University — Canada's Capital University

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 <mark>submitted online</mark> at https://carleton.ca/isso/carleton-university-exchange-nomination/ • <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). **Nominations submitted without this information will <u>not</u> 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) *<u>Note</u>: 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 (some exceptions may apply).
Minimum English Language Requirements for **Undergraduate** Students	Test date should be no 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) • IELTS 6.5 (minimum 6.0 in each band) • CAEL 70 • CEFR Level C1 or C2

Minimum English Language Requirements for **Graduate** Students	Test date should be no more than 24 months prior to application: • Internet Based TOEFL (iBT/Next Generation) 100 (minimum of 25 in writing, speaking, reading and listening) • Paper Based TOEFL (PBT) 580 • IELTS 8.0 (minimum 7.5 in each band) • CAEL 70 • CEFR Level C2 • Pearson Test of English (PTE)(Academic): 60 overall (minimum 60 in each Communicative Skill)
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. **(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 and all supporting documents must be **submitted online** at https://payments.carleton.ca/isso/incoming-exchange-application/
Supporting Documents to be Included with Application Form	• Official proof of English proficiency (TOEFL, IELTS, CAEL or CEFR). The test report must be in English and the test date cannot be **more than 24 months prior to application** • Most recent official transcript translated into English with the Home Institution's Grading System • 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

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
Number of Credits/Courses Per Term at Carleton **1 semester course = 0.5 Carleton credits** **0.5 Carleton Credits (1 Course) = 6 ECTS** **2.5 Carleton Credits (5 Courses) = 30 ECTS**	<u>**Undergraduate Students:**</u> (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) <u>**Graduate Students:**</u> (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) **All exchange students are required to follow the requirements set by their home institution with regards to their 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**) 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://carleton.ca/french/2016/compulsory-french-placement-students-registered-french-language-course/ For **all other language** courses, please visit: carleton.ca/slals/modern-languages/placement-test/
Course Selection:	Course availability is subject to change. 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 electives. <u>Students are advised **not** to request courses that they need for graduation purposes because we cannot guarantee we will be able to accommodate their request.</u> 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. **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 is cancelled, course conflicts with other registered courses or the student does not meet the academic prerequisites to take the course.
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. 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. Please note that incoming graduate exchange students may register in undergraduate level courses.
	Public Class Schedule (available at the end of May) This schedule lists all of 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 term of study.

	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 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. **Application and Deadline:** http://housing.carleton.ca/applying-to-residence/exchange-students/ **Residence Fee Breakdown:** http://housing.carleton.ca/residence-and-meal-plan-fees/breakdown-by-term/ **Questions:** For all residence related inquiries please contact the Housing Department directly: Email: accommodations@carleton.ca Phone: +1 (613) 520-5612
Meal Options	**Meal Plan Information:** http://housing.carleton.ca/residence-and-meal-plan-fees/meal-plan-information/

Off-Campus Housing	Students are responsible for securing their own accommodations. Visit the **Off-Campus Housing** website to access listings and other resources. 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/.
	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.

Important Dates and Deadlines

Course Registration and Fee Payment:	https://carleton.ca/registrar/registration/dates-and-deadlines/
Orientation:	I-Start is an orientation program that supports the transition of all new international students at Carleton University, including Exchange students. With I-Start, students will receive important tools and information that will help them navigate student life in Canada and take full advantage of their exchange experience. **ALL INCOMING EXCHANGE STUDENTS MUST ATTEND AN I-START SESSION.** For more information and to register: https://carleton.ca/isso/new-students/i-start-orientation/

Mandatory Fees

Health Insurance:	**UHIP:** All students are required to enroll in a <u>mandatory</u> University Health Insurance plan. https://carleton.ca/isso/uhip/
U-Pass:	**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. https://carleton.ca/upass/
Payment Method:	Information is available at https://carleton.ca/studentaccounts/fee-payment/
Deadlines:	Refer to https://carleton.ca/studentaccounts/dates-deadlines/
Questions:	Please contact the Student Account office at student_accounts@carleton.ca. Students can also review their Student Accounts summary online through Carleton Central.

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) – CDN Dollars

On-campus Accommodation	$10,893-13,663
	(Fees include the residence room, meal plan, internet, residence association fees and all utilities for the academic year. Prices vary based on single or double occupancy and meal plan selected.)
Off-campus Living	$8,600
	(one bedroom with shared kitchen/bath, includes utilities, laundry, and groceries)
Books and Supplies	$1,400
	(varies according to program)
Personal Expenses	$2,000
	(varies by individual)
Website:	https://admissions.carleton.ca/scholarships/usa-and-international-costs/

* Subject to Change: costs are based on 2019/2020 data

Contacts

Manager, International Student Services Office (ISSO)	**Laura Truesdell** Email: laura.truesdell@carleton.ca or isso@carleton.ca +1 (613) 520-6600
Incoming Exchange Students	**Nancy Leslie**, Exchange Program Coordinator Email: nancy.leslie@carleton or exchange@carleton.ca +1 (613) 520-2600 Ext. 6328
Exchange Agreements	**Chau Hoang,** Exchange Partnership Administrator Email: chau.hoang@carleton.ca +1 (613) 520-2600 Ext. 2519
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/