




# MCGILL UNIVERSITY

## EXCHANGE PROGRAM FACT SHEET

### QUERIES FROM STUDENTS & STAFF

[mcgill.ca/mcgillabroad](http://mcgill.ca/mcgillabroad)  
[studentexchanges@mcgill.ca](mailto:studentexchanges@mcgill.ca)  
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3415 McTavish St.  
Montreal, QC, Canada  
H3A 0C8

*This is an interactive fact sheet  
Look for this icon!* 

## Bienvenue à Montréal!

There's no place in the world quite like Montreal. It is a city steeped in culture and infused with internationalism. Of Montreal's 3.6 million residents, nearly 800,000 were born outside of Canada. A further 220,000 are students at universities or other professional post-secondary programs, making Montreal one of the world's most student-friendly cities. Its safe, socially vibrant setting makes Montreal one of the world's most livable cities.

McGill University is a thriving city within a city – a community of learners where passionate, independent minds come together to combine their great ideas and make even greater ones. It's a place pulsing with life, where our students – 35,000-strong from about 150 countries – are earning their places at the vanguards of their fields – from music to medicine, from the art of architecture to the science of sustainability.

### CONTACTS


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**AGREEMENTS & PARTNER VISITS**  
Details on our website   
[mcgillabroad@mcgill.ca](mailto:mcgillabroad@mcgill.ca)

24 hour emergency number:   
McGill Security +1 514 398 3000

[More about Montréal](#) 



# AGREEMENTS & RESTRICTIONS

Students can be accepted to the exchange program for one semester or the full year (Fall start only). The preference is to have an even number of students nominated for each term - please do not send all in one term.

In general, students should be enrolled in the same program at their home university OR present sufficient educational background in chosen subject area.

## MUSIC

- strongly recommend starting in the Fall term
- must be registered in same program at home university
- certain course restrictions apply and students may be responsible for supplemental fees associated with particular courses
- applicants who wish to participate in lessons, ensembles, or other performance classes are required to submit a recorded audition for evaluation

## ENGINEERING, MANAGEMENT

- limited spaces in all Engineering disciplines
- **limited to 2 nominations per term for non-faculty specific agreements**
- students may be responsible for supplemental fees associated with particular courses


## LAW, ARCHITECTURE

- normally not open to university-wide agreements (space permitting)
- must be registered in same program at home university
- for Law, refer to the Law Fact Sheet for further instructions (available on partner request)
- for Architecture - a portfolio is required

## GRADUATE PROGRAMS

- courses at the 600-700 level ONLY
- MUST verify if exchange is possible by contacting the department directly (not all programs are open)
- must apply by program specific deadlines imposed by each department (different from the undergraduate deadlines)

### Faculties not open for Exchange: Medicine, Dentistry, Continuing Studies


Students may take up to 1 course in the School of Continuing Studies with permission from their admitted faculty, see **Registration section.** 

## Academic calendar

**Fall 2023** August 30 to December 21, 2023  
(including exam period)

**Winter 2024** January 4 to April 30, 2024  
(including exam period)

**Summer 2024** Not open for exchanges

**NOTE:** Students should **wait for the FINAL 2023-2024 exam schedule** to be available on McGill's website **prior to making any travel arrangements** for the end of the term. If they must book their flight in advance, students must book a flight for any date **AFTER** the end dates listed here. 



# NOMINATION & APPLICATION PROCESS

When extenuating circumstances arise, exchanges may be cancelled by McGill at any time. Nominated students should monitor the McGill Abroad website for relevant updates.

## Nomination Deadlines - Undergraduate

Fall and full year: March 15  
Winter (Spring): September 15

Exchange coordinators should submit their nominations by the indicated deadlines. A link to the nomination webform will be sent to the university's exchange coordinator once available.

Once the nomination has been approved, please provide your students with a copy of this fact sheet for the next steps in the process.

**Our office will NOT send application instructions to your students.**

## Application Periods - Undergraduate

Fall and full year: February 1 to April 1  
Winter (Spring): August 1 to October 1

After a student is nominated by their home university, they must complete the online application and provide required supporting documentation.

### Requirements:

- Have a minimum CGPA of 3.0 (on a 4.0 scale), B average
- Demonstrate proficiency in English if the home university's primary language of instruction is NOT English. Either a letter signed by an academic official (i.e. Director of the English language program) OR a copy of official test results (TOEFL, IELTS)

English proficiency -  
view minimum scores

### Application Instructions:

- Educational background: choose "University (at least one year)"
- Program Choice Selection: choose faculty then "Exchange" for both Major and Subject fields
- After submitting the online application: a confirmation email will be sent within 48 hours with login details for Minerva (our student portal). *Make sure to check junk folders.*
- Upload required supporting documents to the online account:
  - Copy of recent transcript in English (include ALL pages).
  - Copy of official letter of permission / nomination.
  - If applicable, copy of letter from an academic official (**not** exchange coordinator) confirming proof of English proficiency **or** copy of official test results
  - If applicable, email or upload program specific documents (example: Architecture portfolio, Music audition file)
- Decision: If admitted to McGill, students will be prompted to accept their offer of admission. The official decision letter will be available for download and printing via Minerva. Hard copies of the acceptance letter are **not** sent by mail.
- Applications are reviewed on a rolling basis. Students can expect to have a decision 4 to 6 weeks after they have completed their application (and submitted all supporting documents)

Steps for Coming  
to McGill on  
Exchange

UNDERGRADUATE  
Application Link

GRADUATE PROGRAMS

For further info, contact us: [studentexchanges@mcgill.ca](mailto:studentexchanges@mcgill.ca)



# REGISTRATION

## Registration dates:

- Fall / full year - late May
- Winter - early December

Students register for courses prior to arrival at McGill, online via Minerva (unless otherwise specified in sections below).

The maximum course load at McGill for an exchange student is 15 credits per term (12 credits is considered full-time).

eCalendar -  
search for  
courses



How to register  
in Minerva



Incoming  
exchange  
registration




## Faculty-Specific Notes for Registration

Students are permitted to take up to 1 course outside their admitted faculty if space permits and there are no restrictions. This course can be from the School of Continuing Studies, however students should verify with their home university whether they will receive credit for this course.

If there are restrictions or pre-requisite errors while registering, students must contact the department offering the course to obtain permission to register for the course.

### REGISTRATION INFORMATION:

*Click each Faculty for more info* 

**Architecture**

**Agriculture & Environmental Sciences**

**Arts**

**Education**

**Engineering**

**Management**

**Music**

**Science**

### COURSES WITH LIMITED ENROLMENT:

- Anatomy and Cell Biology
- Biochemistry
- Biology
- Computer Science
- Mathematics
- Microbiology
- Pharmacology
- Psychology
- Physiology
- Courses in the Faculty of Engineering
- Courses in the Faculty of Management
  - Due to high demand, maximum 2 Faculty of Management courses per subject area

### COURSES NOT AVAILABLE TO EXCHANGE STUDENTS:

- Lab courses
- Special topics courses
- Research projects
- Student Teaching practicum (EDFE) courses
- Thesis courses





# ADDITIONAL INFORMATION

**IMPORTANT: check COVID immigration requirements**



## Immigration Documents

**Full-year (2 terms):** Students must obtain a Certificate of Acceptance from Immigration Quebec (CAQ) and a Study permit from Citizenship and Immigration Canada.

**One term only:** Students must have a valid passport and students from certain countries may need to obtain a Temporary resident visa or an electronic Travel Authorization.

Documents must be submitted to McGill as per the instructions on the linked website.



## International Health Insurance

The McGill International Health Insurance Plan is **mandatory** for all international students. Refer to the website for details on coverage i.e. basic dental is not included

Students from certain countries may qualify for an exemption provided they submit the required documentation.



## Housing

On-campus housing: While priority is given to first-year degree students, limited places are available for exchange students. Once they have accepted their offer of admission, students should contact Housing directly at [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)

Other helpful sites include:

[Off-campus housing](#)

[SSMU Marketplace](#)



## Expenses while on exchange

Students participating in the exchange program are exempt from regular tuition charges and compulsory term charges. However there some charges that they may see on their fee account:

- International Health Insurance - approximately \$350 CAD per term
- Program/course charges that are compulsory upon registration, such as special activity charges, course materials, textbooks, music lessons, etc. - approximately \$600-1000 CAD per term
- Residence and meal plan (if applicable)

[Information about billing and payments](#)



## Orientation & Arrival at McGill

Orientation sessions for new students are to help prepare for McGill's academic and social life, provide information about the University and its services, and living in Montreal.

The sessions are usually held:

- Fall term or year-long: the last week of August
- Winter term only: first or second week of January

[Be sure to check out the Pre-Arrival Webinars hosted by International Student Services](#)



# ADDITIONAL INFORMATION



## Students requiring academic accommodations

McGill has a dedicated office for Student Accessibility & Achievement. Students are encouraged to contact the office after being admitted to see if the appropriate services are available to them during their exchange.

Other available student services

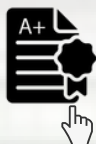


## Student health and wellness services

McGill's Wellness Hub provides McGill students access to health and wellness services and programming.

Local Wellness Advisor (LWAs) are trained mental health clinicians embedded within faculties and services to orient and connect you with the appropriate support resource - on-campus or off-campus - for your unique situation.

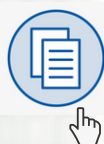
find your faculty LWA



## Official Transcript

McGill transcripts only show letter grades (not numeric grades). **Students have access to their official transcript as soon as they are registered for courses.** All final grades should be available by February (Fall exchanges) or June (Full year/Winter exchanges).

**Students are responsible for ordering their McGill electronic transcript to be sent to their home institution.**



## Proof of Enrolment Letter

Students who require confirmation of their enrolment at McGill can access their Proof of Enrolment letter in Minerva (McGill's student portal). The proof of enrolment letter is an official letter which includes our seal and the Registrar's signature.

