EXCHANGE STUDENTS PROGRAM – BILATERAL AGREEMENT

Application Deadline: **September 15th 2018** for all applications for the Winter semester.

| Incoming mobility: Natacha Louis-Charles louis-charles.natacha@uqam.ca +1 514-987-3000 #2786 | Website: [Incoming mobility](http://incoming.mobility) |

**ACADEMIC CALENDAR 2018-2019**: Winter semester: January 7th - April 28th 2019

**PROGRAM OF STUDIES AT UQAM**

The choice of program and course selection must be done within the terms of the agreement established between UQAM and your home institution. You can find [here](http://here) the list of the remaining opened programs for the Winter 2019 semester. Information about every program is available [online](http://online).

**NOMINATION**

You can now nominate your students by filling out the nomination form (link available in the email). Students will then receive an automatic email explaining how to apply, documents needed for their application as well as the link to our online participation form. Please make sure your students check their inbox.

**COURSE SELECTION**

The number of credits (per semester) required to be considered a full-time student:

- **Undergraduate Studies**
  12 to 15 credits (4 or 5 courses of 3 credits)

- **Graduate Studies**
  6 to 9 credits (2 to 3 courses of 3 credits).

All courses identified as *Ateliers* (Workshop), *Stages* (internships), or *Séminaires d’intégration* are not available for exchange students. Any research supervision must be taken care of by their home institution.

**LANGUAGE REQUIREMENTS**

All courses at UQAM are given in French. Students must be fluent in both spoken and written French upon their arrival.

The minimum level accepted is Intermediate / Advanced or equivalent to B2 according to the [Common European Framework of Reference for Languages](http://CommonEuropeanFramework).

Test results from the following organizations are accepted:

- French test offered online at UQAM (fees of 60.00$ CAD will apply)
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)
We reserve the right to ask your student to do the UQAM online test. If it’s the case, we will contact the student by email.

APPLICATIONS SUPPORTING DOCUMENTS

- UQAM application form
- Cover letter in French
- One (1) letter of reference from a professor
- Complete list of courses in which the student is currently enrolled
- Official transcripts for each year of university studies completed and in progress (provide translations)
- Proof of language proficiency
- Photocopy of the birth certificate on which appears the full names of the student’s parents
- Resume
- Printed portfolio for the following programs: visual and media arts, graphic design and environmental design, and dramatic arts (scenography)

SENDING APPLICATIONS

All applications must be sent in 3 versions (1 original and 2 copies)

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<tr>
<th>Postal address</th>
<th>Geographic address (UPS, DHL, Purolator, etc.)</th>
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</thead>
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| Université du Québec à Montréal
Service des relations internationales
Natacha Louis-Charles
Case postale 8888, succursale Centre-ville
Montréal (Québec) H3C 3P8
Canada | Université du Québec à Montréal
Service des relations internationales
Natacha Louis-Charles
1290, rue Saint-Denis, bureau AB-9200
Montréal (Québec) H2X 3J6
Canada |

OFFICIAL ANSWER

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

BEFORE LEAVING

Students can check the Service de l’accueil des étudiants étrangers website for more practical information about their stay in Quebec and at UQAM.

TRANSCRIPTS

Transcripts are sent directly to the student’s personal address two months after the end of the semester. Students have to change their address on UQAM Student portal.