Applying for an Exchange in 5 Simple Steps

McGill International Week
November 2-6, 2015

Presented by:
Rittu Sehgal
Outline

**Step 1:** Completing the McGill Application

**Step 2:** Approval by your Faculty

**Step 3:** Nomination by Service Point

**Step 4:** Applying to the Host Institution

**Step 5:** Acceptance by the Host Institution
Can I go on exchange?

- Prepare yourself:
  Watch this short 4 minute video
  https://youtu.be/RacNgyTEtgE

- Talk to your program/faculty advisor

- Research, research, research!

- If you are planning to go on exchange in your last term – your graduation will most definitely be delayed
Completing the McGill Application

- Opens November 6th, 2015 in Minerva for an exchange in Fall 2016/Winter 2017
  - Deadline to apply is **January 15th, 2016** (Law has an earlier deadline)
  - No advantage in applying early, apps are only reviewed after deadline

- Select up to 4 different hosts and/or terms
  - Make sure to check institution is an exchange partner and is open to your faculty ([mcgill.ca/students/international/students-going-abroad/where-can-i-go](http://mcgill.ca/students/international/students-going-abroad/where-can-i-go))
  - Popular destinations vary from year to year – generally 6 spaces per partner
  - Due to high demand and limited spaces, some partners may only be available for a 1 semester exchange only
  - Alternate choice given if no spaces remaining in any of your choices
Completing the McGill Application

- Write a meaningful statement of purpose!
  - Both your faculty and host will use this statement in their review process
  - Write a statement for each host (approx. 1/2 page per host)

- Select a preliminary list of courses
  - Minimum of 8 per institution per term
  - Choose institutions that have a good selection of courses for your program

- Proof of language proficiency form
  - Required only if language of instruction at host is not English
  - Submit to Service Point by January 31st
Completing the McGill Application cont’d

- Mobility Award
  - Money to fund your exchange – amounts for 16/17 TBD!
  - For Basic award – just need to accept or decline terms & conditions

- U21 Travel Award
  - Another funding opportunity for specific partners
  - Will be automatically considered if nominated to a U21 partner – no need to complete essay

- $150 application fee – non refundable!

- Made a mistake? – Cancel your application and re-submit (must still be submitted BEFORE deadline)
Approval by your Faculty

- Each faculty reviews their own students’ applications

- For General spaces, faculty has the option to rank the list of students who are entered into the lottery - based on their own criteria

- Faculty specific spaces are chosen by the faculty

- Decisions made within 2 weeks of the McGill application deadline (end of January/beginning of February)
Nomination by Service Point

The LOTTERY…

…is for the General spaces that are open to all faculties

- List of all eligible candidates is first randomized
- Then faculties’ ranked lists are applied
- You will only receive one nomination based on choices
- Some numbers from the 15/16 lottery
  - 1035 applications were submitted: +18.2% from 14/15
  - 600 students went into the lottery out of 973 faculty approved applications (rest were faculty-specific spaces)
  - ~70% get their first or second choice
  - ~18% could not be matched & were given an alternate choice (most of these only included one host option)
  - Top 6 in Lottery: Melbourne, Sydney, UHK, Edinburgh, NUS, UCL
Nomination by Service Point (cont’d)

- Nominations released around mid to end of February

- An auto email notification is sent to advise you of your nomination
  - Carefully read the instructions provided to you in the Minerva app
  - You must either accept or decline your offer by the deadline provided
  - If you fail to either accept or decline the nomination, it will be cancelled

- Declined or cancelled spots do NOT become available again (buffers are built into the lottery to account for this)

- Once you accept your nomination – the nomination letter will be automatically generated in Minerva for printing
Nomination by Service Point (cont’d)

- Start preparing your study plan - Meet with your advisors!
- Ensure your passport is VALID
  - During your exchange and at least 6 months after
- Record will be updated to indicate Exchange-Term Away
  - You will only be able to register for McGill courses for terms that you will NOT be on exchange (~early April for Fall/full year, July for Winter)
  - Billed for 15 credits regardless of how many completed at Host
- Mobility Award
  - If you accepted the basic – you can then apply for the Supplement (application through Financial Aid Menu) during month of May
Applying to the Host Institution

- Service Point will send an email with info regarding the host application
  - Occurs on a rolling basis, so be patient!
  - Emails go out between March – December (depending on Fall or Winter start)
  - Do NOT apply on your own unless contacted by the partner specifically

- Read your emails! VERY VERY IMPORTANT
  - Turnaround time can be tight - we try to notify you as soon as possible

- Documents generally required:
  - Fill out an application form of the host institution
  - May be asked to provide reference letters
  - Copy of valid passport
  - Course plan (do not wait for course approvals though!)
  - Etc.
Acceptance by the Host Institution

- Acceptance package will either be sent to you or Service Point
  - If sent to you, scan and email a copy of your acceptance letter to us

- Start getting official course approvals
  - Submit requests via the Course Equivalency Database
  - Complete Transfer Credit and Assessment form in Minerva

- Familiarize yourself with hosts’ registration dates, add/drop deadlines, exam dates etc.

- It is your responsibility to arrange your flights, immigration documents, health insurance, accommodation etc.

- Attend the Pre-departure Orientation session
  - ~ March – Fall / year exchanges
  - ~ November – Winter exchanges

- Complete a Travel Registry Form (Minerva)
**Study Away vs. Exchange – can I apply to both?**

- **Yes! – separate applications in Minerva**

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<thead>
<tr>
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<th>Exchange</th>
<th>Study Away</th>
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<tbody>
<tr>
<td><strong>Exchange</strong></td>
<td>- Official partnership</td>
<td>- No formal agreement although faculties may have preferred hosts</td>
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<td></td>
<td>- Nominated by McGill (Faculty + Service Point)</td>
<td>- Need permission from your faculty to earn credits towards your program</td>
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<td></td>
<td>- You can study away at an exchange partner (if they have a study on your own program)</td>
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<tr>
<td><strong>Deadline to apply in Minerva</strong></td>
<td>January 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Varies by Faculty</td>
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<td></td>
<td></td>
<td>-&gt; check your Faculty page</td>
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<tr>
<td><strong>Minimum CGPA required</strong></td>
<td>3.0</td>
<td>2.7 (<em>can vary by faculty</em>)</td>
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<tr>
<td><strong>Tuition paid to</strong></td>
<td>McGill</td>
<td>Host</td>
</tr>
<tr>
<td><strong>Applying to Host</strong></td>
<td>- After being nominated – Service Point provides info on applying to host</td>
<td>- You must apply directly to the host</td>
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<td>- Most documents will need to submitted to our office</td>
<td>- All documents should be sent directly to host</td>
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<tr>
<td><strong>Eligible to apply for Mobility Award?</strong></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td><strong>Need to submit Transfer Credit Form in Minerva?</strong></td>
<td>Yes</td>
<td>Yes</td>
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Questions?

International Education website
www.mcgill.ca/students/international

Service Point
3415 McTavish (McLennan Library Building)
514-398-7878
Drop in Hrs: Mon-Fri 230-4pm @ Desk E
studentexchanges@mcgill.ca

Good luck!