

Exchange Application – Conditions of Participation

Non-resident Status: When you accept McGill's nomination to participate in an exchange program, your record will be updated to non-resident status for the equivalent McGill term(s) you will be away. This means that if you are already enrolled for courses at McGill during your exchange term(s), these will be dropped, your transcript will indicate "Term Away/Exchange", and you will not be able to register for courses in that term(s).

Cancelling your exchange: If you decide not to participate in the exchange program you must inform Service Point - Exchanges, by completing the [Cancellation webform](#). Cancellation requests must be made prior to the exchange term.

Final decision rests with the Host Institution: The final decision for your exchange application will be made by the Host Institution to which you have been nominated; that Host Institution will contact you directly with their decision. It is your responsibility to provide Service Point – Exchanges with a copy of your Host Institution's decision letter as soon as it is received.

Course approval: It is your responsibility to ensure that the courses in which you enroll at the Host Institution are credit-bearing and comply with your faculty regulations concerning acceptability and duplication of courses taken previously at McGill or any other institution.

Transfer of Credit: It is your responsibility to ensure that all the necessary course approvals and transcript have been obtained for your transfer credits to be processed by McGill within the shortest delay possible.

Payment of Tuition: Participation in an exchange program is contingent upon payment of tuition and related fees to McGill University, assessed on the basis of 15 McGill credits per term away (including applicable student services and society fees, etc.), irrespective of the number of credits for which you register at the Host Institution. Tuition fees are payable prior to your departure, and according to the regular deadlines set for all students. While participating in the exchange, you will not be required to pay tuition fees to the Host Institution.

Verification of my record: It is your responsibility to ensure the accuracy of your academic record, to inform your faculty of any discrepancies, and to update your mailing address on Minerva as appropriate. All official correspondence from McGill will be sent to your McGill email address.

Valid Passport: To participate in an international exchange, you are required to possess a passport which will be valid for a minimum period of six months beyond the end of my exchange term(s) abroad. You must submit to McGill a copy of the information page of your valid passport where required. This can be as early as when you are completing the application to the host university.

Expenses: Visa, transportation, medical insurance, living expenses (such as room and board), and all other costs (except for tuition) related to your attendance at the Host Institution are your sole responsibility. You must ensure that you do not leave the Host Institution with any outstanding fees or holds on your student record. You will be required to

provide proof that you can cover the costs of attendance when you apply for a student visa to attend the Host Institution.

Health Insurance: It is your responsibility to inform your health insurance provider that you will be participating in an exchange abroad. You may use your exchange nomination letter for this purpose, which indicates that you are nominated to participate in an official McGill University exchange, as well as your acceptance letter from the host university. You must ensure that you have sufficient medical coverage including repatriation coverage.

Travel Registry: Prior to your departure on your term(s) away, it is your responsibility to complete a travel registry form on Minerva (under the Student Records tab). You will receive an email when the form is available and it should be completed once you have all the pertinent information.

Authorization: I grant McGill University permission to share my name and contact information with the institution to which I am nominated. The information in this application will be shared with the McGill Selection Committee and with the Host Institution to which McGill nominates me. I therefore give permission for McGill University to provide the Host Institution with a copy of my academic transcript, and for McGill University to receive my academic transcript directly from the Host Institution.

Application Fee: There is a \$150.00 non-refundable application fee that will be charged to your student fee account.