



McGill

APPLICATION GUIDE FOR INCOMING EXCHANGE UNDERGRADUATE STUDENTS

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McGill

APPLICATION GUIDE FOR INCOMING UNDERGRADUATE STUDENTS

1 Link for the application

The link to access to the application:

https://horizon.mcgill.ca/pban1/hzskallog.P_DISPLANGUECHOICE



2 Application for Admission

Click on [Apply now](#)

The screenshot shows a bilingual application page. On the left is a photo of a building with a green dome and a red and white flag. The page is divided into two columns: English on the left and French on the right. The English column has the heading 'Application for Admission' and the French column has 'Demande d'admission'. Both columns provide instructions on where to apply and what documents are needed. A red 'Apply now' button is visible in the English column.

Application for Admission

Applicants to Law and Post-Graduate Dentistry programs should use our new system at: <https://future.mcgill.ca/apply>

McGill, a world-renowned university in a dynamic city! Your application for admission starts here.

Apply now.

For information on general admission and documentation requirements, please consult www.mcgill.ca/applying.

In order to complete the application, you will need:

- a valid email address
- a valid credit card (Visa, MasterCard or American Express)

Demande d'admission

Les candidats au droit et à la médecine dentaire post-universitaire doivent utiliser notre nouveau système à <https://future.mcgill.ca/apply>

McGill, une université reconnue mondialement dans une ville dynamique ! Votre demande d'admission commence ici.

Transmettez votre demande dès maintenant.

Pour obtenir des renseignements sur les critères d'admission et les documents exigés, consultez le site francais.mcgill.ca/applying.

Pour présenter une demande, vous devez avoir :

- une adresse de courriel valide
- une carte de crédit valide (Visa, MasterCard ou American Express)

If you prefer, you can submit your application in French.

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Admissions Login

If you are starting a new application, create a login ID and PIN.

If you already started your application, enter your existing login information.

McGill
Admissions
Admissions Login
Help Exit

If you already have a Login ID and PIN, enter them now.

Your Login ID and PIN are case sensitive so you must enter them in the same lower or upper case format that you created them in.

If you do not have a Login ID or PIN, you can create one below. Your Login ID must be at least five characters long and include at least one alphabetic character. Your PIN must be a minimum of 6 characters to a maximum of 18 characters and contain at least one numeric and one alphabetic character. For information on valid Login ID and PINs, click on 'help'.

To protect your privacy, please EXIT and close your browser when you are finished.

New/Existing Login ID:

New/Existing PIN:

Re-enter PIN:

In order to apply you will need:

- a valid email address
- a valid credit card (Visa, MasterCard or American Express)

Having trouble with this section of your application? Please consult the [HELP](#) file at the top right-hand corner for assistance. For additional information, please consult: <http://www.mcgill.ca/applying/contact>.

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Biographical Information

This section asks you to complete your personal information.

McGill
Admissions
Biographical Information
Help Exit

Fields marked with an asterisk (*) are mandatory. Your name should be in upper and lower case as it appears on your birth certificate or passport. If you have a former legal name, both the last and first legal name are required.

Legal Name

Prefix *

First Name *

Middle Name

Last Name (Family Name) *

Suffix (Jr, Sr)

Preferred Pronoun

Preferred First Name (if different from above)

Former Legal Name (if different from above)

First Name

Last Name

Date of Birth: *

Year Month Day

Gender: *

Female Male Non-binary

Canadian Social Insurance Number: (optional)

In order to apply you will need:

- a valid email address
- a valid credit card (Visa, MasterCard or American Express)


Having trouble with this section of your application? Please consult the [HELP](#) file at the top right-hand corner for assistance. For additional information, please consult: <http://www.mcgill.ca/applying/contact>.

Input the information as it appears on your legal document (passport).

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Apply for Admission

This is one of the most critical sections in your application. Fill it in **carefully** so that your application is created and classified correctly.



Apply for Admission
[Help](#) [Exit](#)

Fields marked with an asterisk(*) are mandatory. When you have completed this section, click CONTINUE to fill out the application. You will not be able to change any information in this section.

Please see the help file for further assistance.

Are you a Canadian Citizen or Permanent Resident? *

→ Complete accordingly

What is your educational background?

What best describes your educational background (including current studies): *

→ **Must** select: University (at least one year)

Where did you pursue these studies: *

→ Select accordingly

What are you applying for at McGill?

Application Type: *

→ **Must** select: Undergraduate/Professional

Term: *

→ Make sure to select the correct term

Continue
Reset

In order to apply you will need:


- a valid email address
- a valid credit card (Visa, MasterCard or American Express)

Having trouble with this section of your application? Please consult the [HELP](#) file at the top right-hand corner for assistance.
For additional information, please consult: <http://www.mcgill.ca/applying/contact>.

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Mature Status

Select **NO** in the option Mature Status. There are no exceptions.



Mature Status
[Help](#) [Exit](#)

Mature Student Status

Certain applicants can be considered for admissions as a Mature Student. Since policies vary according to faculty, please see the help section for information on the different criteria.

Do you wish to be considered for admission under the mature student policy?

Continue
Reset

No
 Yes

Must select No

In order to apply you will need:

- a valid email address
- a valid credit card (Visa, MasterCard or American Express)

Having trouble with this section of your application? Please consult the [HELP](#) file at the top right-hand corner for assistance.
For additional information, please consult: <http://www.mcgill.ca/applying/contact>.

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Program Choice Selection

Select the **faculty** to which you have been nominated to by your home university. If you are unsure which faculty you have been nominated to, please consult with your home university.

McGill Admissions Program Choice Selection Help Exit

To complete this section, you must select at least one Faculty, Program and Major. You will not be able to change or add to your selections once you have pressed the Continue button. In most cases, up to two program choices are permitted per application at the time of submission. To add additional choice(s) you will need to submit a separate application and fee by the deadline.

If your choices do not appear on the Faculty, Program or Major dropdown lists:

- application deadlines may have passed
- application requirements may not be met.

Please refer to the HELP file for additional information. For a complete list of all programs offered, see [Programs at McGill](#).

Program Choice (currently available for term)
 Faculty/School *
 Program *
 Major or Subject *

 Exchange/Special/Visiting Arts
 Desautels Faculty Management
 Fac Dental Medicine & Oral HS
 Faculty of Agric Environ Sci
 Faculty of Arts
 Faculty of Education
 Faculty of Engineering
 Faculty of Medicine & Hlth Sci
 Faculty of Science
 Ingram School of Nursing
 School of Phys & Occ Therapy
 Schulich School of Music

Optional Additional Program Choice (currently available for term)
 Faculty/School
 Program
 Major or Subject

In order to apply you will need:

- a valid email address
- a valid credit card (Visa, MasterCard or American Express)

Having trouble with this section of your application? Please consult the [HELP](#) file at the top right-hand corner for assistance. For additional information, please consult: <http://www.mcgill.ca/applying/contact>.

Be careful! When selecting program choices, make sure to select **Exchanges/Special/Visiting** for **Program**, and **Exchange** for **Major or Subject**.

If your choices do not appear on the Faculty, Program or Major dropdown lists:

- application deadlines may have passed
- application requirements may not be met.

Please refer to the HELP file for additional information. For a complete list of all programs offered, see [Programs at McGill](#).

Program Choice (currently available for term)
 Faculty/School *
 Program *
 Major or Subject *

Faculty of Arts
 Exchange/Special/Visiting Arts
 Exchange

Make sure to select **Exchange** in both fields

To apply as an exchange student you must be enrolled at a university with an official exchange agreement with McGill (limited to bilateral agreements) and must be officially nominated by your home university. For more information, consult www.mcgill.ca/students/international/exchange/partners for a list of McGill's current exchange partners and further details.



Depending on the **Faculty** you choose, the **Department** option may appear. Unless you're applying to one of the specific programs listed there, you should select the **Dean's Office** option for the general program within that faculty.

Program Choice (currently available for term)

Faculty/School * Faculty of Engineering

Program * Exchange/Special/Visiting Engr

Major or Subject * Exchange

Department * Architecture, Engineering - Dean's Office, Mining & Materials Engineering

To apply as an exchange student you must be enrolled (limited to bilateral agreements) and must be officially n... al exchange agreement with McGill University. Please consult

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Address Information

Provide your current address information.

9

Personal Information

Provide your current personal information.

10

Employment and Activity Info

Employment activity information is not taken into consideration for exchange admission purposes

By the time you begin your studies at McGill, will you have been out of school for 3 months or more (other than summer vacation)?

Yes No

Select NO

These sections must be completed before this form can be submitted

- 8 • Address Information
 - 9 • Personal Information
 - 11 • Additional Information
 - 11 • Disclosure Information
 - High School History
 - Quebec Collegial Studies
 - University History
 - Education Information
 - Course History
 - Tests Taken
 - Applicant Census
 - Exchange, Special or Visiting
 - Authorization Form
- Completed sections
- Identification
 - Program Information
 - 10 • Employment and Activity Info

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Disclosure Information

As an applicant, all your information is protected as per the Quebec privacy laws. No one can access your application information unless you provide authorization. This will be verified every time someone contacts us on your behalf.

12 High School History

Detailed information is not required for exchange students. List **ONLY** the last school you attended prior to university.

13 Quebec Collegial Studies

This section is only required for students/applicants who attended a Quebec Cegep.

14 University History

After you have selected “yes”, enter the university information accordingly.

Have you attended any university/college?

Yes
 No

Must select YES

These sections must be completed before this form can be submitted

- Address Information
- Personal Information
- Additional Information
- Disclosure Information
- High School History
- Quebec Collegial Studies
- University History
- Education Information
- Course History
- Tests Taken
- Applicant Census
- Exchange, Special or Visiting
- Authorization Form

Completed sections

- Identification
- Program Information
- Employment and Activity Info

15 Education Information

The **Educational Level** should already be set as **University (at least one year)**. If you see something different, you have selected the wrong option under **Step 5: “Apply for Admission”**. Note that this cannot be changed. You must start a new application.

Please complete the sections pertaining to previous schools attended BEFORE completing this section. When this section is complete, click Continue to go to the next section.

Have you ever been assigned a McGill ID? No Yes
If yes, McGill ID Number:

Education Level **University (at least one year)**

Education Category Univ/Coll outside Canada/US

Education Level Institution
You have indicated that you attended the schools listed below. Please select the school that corresponds with the education level displayed above. If the school is not on the list please ensure that you have added it to the appropriate school section:
Education Level Institution *

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Tests Taken

The only tests that must be indicated in this section are tests related to your English proficiency, if applicable.

If you are exempt from providing proof of English language proficiency, **or** your home university will provide you with a letter, you can select: ***I have no tests to report***

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Applicant Census

McGill wants to understand the composition of its applicant pool so that we can assess the effectiveness of our outreach and recruitment efforts, as well as our admission policies, in addressing underrepresentation in our student body.

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Additional Information

This section refers to accommodation, sports, extenuating circumstances.

These sections must be completed before this form can be submitted

- Address Information
- Personal Information
- Additional Information
- Disclosure Information
- High School History
- Quebec Collegial Studies
- University History
- Education Information
- Course History
- Tests Taken
- Applicant Census
- Exchange, Special or Visiting
- Authorization Form

Completed sections

- Identification
- Program Information
- Employment and Activity Info

Additional Information

Help Exit

When this section is complete, click Continue to go to the next section.

Residence Accommodation

Please see the help section for information on residence accommodation at the two campuses and the criteria for admission.

Do you wish to be considered for residence accommodation at McGill? *

- Yes
 No

For details about accommodation, visit:
<https://www.mcgill.ca/students/housing/>
Note: Spaces are limited

Sports

Intercollegiate/varsity and club sports at McGill offer challenge and an opportunity for teamwork.

Select any sport(s) for which you are interested in team try-outs:

Sport 1
Sport 2

- available choices -
- available choices -

Section not required

Extenuating Circumstances

Are there extenuating circumstances (eg. serious medical or personal difficulties) that you think should be taken into consideration as they had a significant impact on your academic performance? *

- Yes
 No

Select NO

If yes, then you must provide a detailed letter (max two pages - max 1 page for Medicine applicants) indicating the nature of your difficulties, as well as supporting documentation (medical certificates, letter from school counsellor, other materials) as appropriate. If you wish us to consider extenuating circumstances when evaluating your application, please note that the review of your application may be delayed.

Continue Reset

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Courses History

Select **No** in this section. Courses history is not required for incoming exchange students' applications.

Fields marked with an asterisk (*) are mandatory. When you have completed this section, click Continue to go to the next section.

Please indicate the term(s) for which you have approval from your home university to attend McGill as an exchange student: *

- McGill's Fall term (eg. September to December)
 McGill's academic year (eg. September to April)

Reason for Applying to McGill:

- If you're applying for 1-term only, select the appropriate term: Fall or Winter.
- If you are applying for a full year, please select **McGill's academic year**.

Note: McGill's Academic year is only available for students starting in Fall.

Indicate the courses you would like to take during your exchange.

- If you are applying for a full year exchange, list courses for both terms (Fall and Winter).
- If you are applying for a 1-term exchange, list courses for that term only.

Please list all the courses you wish to take in the Fall Session (September to December). Note: McGill cannot guarantee registration in these courses; if admitted, and once the course registration period commences, you will be provided with access to register yourself accordingly.

Course Names:*

Course Numbers:*

Find courses for your exchange here:
<https://www.mcgill.ca/study/courses/search>



The list of courses is for application review purposes only. Courses listed here are not guaranteed, and students can make changes to this list when it is time to register.

Authorization Form

In this section, you will consent and authorize the university to collect, verify, make inquiries and validate information, etc. Please read the agreement carefully and thoroughly.

You are expected to provide McGill with your consent to release the information in your application for admission and your student record with the different instances within McGill and the government. Please read it carefully.



Exchange applicants do NOT pay an application fee.

When submitting your application, if you are being asked to pay an application fee, do NOT submit your application. You have made a mistake in your application and must start over with a new application. Review Step 15!

Application next steps

After submitting your application, you will receive a confirmation email with login information to access our student portal, **Minerva**. The login information will include your unique McGill ID number.

It can take 2-5 days for you to receive this email. Be sure to check for the email in your junk/spam folder.

After logging in to Minerva go to the **Applicant Menu > Application and Documentation Status > select the appropriate application**. This will take you to your **Application Checklist**.

All supporting documents must be uploaded directly to your **Application Checklist** in Minerva:

- **Copy of university transcript** (unofficial copies are accepted)
 - Your submission must include a transcript key or grading information page.
- **Letter of permission**
 - Also known as a nomination letter. This is a letter from your home university confirming that you have been nominated for an exchange at McGill, and the duration of the exchange.
- **Copy of the information page of your passport**
 - A single page scan that includes both the photo and signature pages of your passport. Ensure that all edges of your passport are visible in the scan, and do NOT crop your image.
- **Proof of English Proficiency** (if applicable)
 - A letter signed by an academic official at the home university indicating proficiency in English **or** a [language test result meeting the minimum requirements](#).
- **Architecture Portfolio** (required for students applying to Architecture)

It is the applicant's responsibility to make sure that all items in their checklist have a received date, and that the application status is "**Ready for review.**"

Please keep monitoring Minerva until a decision is released.

If you have questions about your application, contact us by email at studentexchanges@mcgill.ca. The email must be sent from the same email address you used for your application, and you must include your McGill ID number (this is the number you use to log in to Minerva).

Additional information about the application and your exchange at McGill can be found on our [fact sheet](#) and [incoming exchange website](#).



Thank you for your interest in McGill University.
We look forward to welcoming you soon!