



APPLICATION GUIDE FOR INCOMING EXCHANGE UNDERGRADUATE STUDENTS

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content

McGil

- Link for the application
 - 2 Application for Admission > Apply now
- 3 Admissions Login
- 4 Biographical Information
- 5 Apply for Admission
- 6 Mature Status
- Program Choice Selection
- 8 Address Information
- Personal Information
- 10 Employment and Activity Info
- 1) Disclosure Information
- 12 High School History
- 13 Quebec Collegial Studies
- 14 University History
- 15 Education Information
- 16 <u>Tests Taken</u>
- 17 Applicant Census
- 18 Additional Information
- 19 Courses History
- 20 Exchange, Special or Visiting Status Info
- 21 Authorization Form
- 22 Application next steps

McGill Exchange fact sheet



FOR INCOMING UNDERGRATUATE STUDENTS



Link for the application

The link to access to the application: https://horizon.mcgill.ca/pban1/hzskalog.P_DISPLANGUECHOICE



Application for Admission

Click on Apply now

₩ McGill



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

Application for Admission

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)

Les candidats au droit et à la médecine dentaire postuniversitaire doivent utiliser notre nouveau système à https://future.mcgill.ca/apply

Demande d'admission

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.

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 Login
Admissions	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 them in.	the same lower or upper case format that you created
If you do not have a Login ID or PIN, you can create one below. You include at least one alphabetic character. Your PIN must be a minim contain at least one numeric and one alphabetic character. For infor	um of 6 characters to a maximum of 18 characters and
To protect your privacy, please EXIT and close your browser when y	ou are finished.
New/Existing Login ID:	
New/Existing PIN:	
Re-enter PIN:	
Continue	set
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 fil For additional information, please consult: http://www.mcgill.ca/applying/contac	



Biographical Information

This section asks you to complete your personal information.

McGill Admissions	Biographi	cal Informatio Help E	_		
	ory. Your name should be in upper and lower case as it a gal name, both the last and first legal name are required		th		
Legal Name Prefix * First Name * Middle Name Last Name (Family Name) * Suffix (Jr, Sr)	······································				
Preferred Pronoun Preferred First Name (if different	······ v				
from above) Former Legal Name (if different from above First Name Last Name)) [-	Input the information as it appears on your legal document (passport).	l
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 Americand or Americand Visa)					
Having trouble with this section of your application? F For additional information, please consult: http://www.	Please consult the HELP file at the top right-hand corner for assista mcgill.ca/applying/contact.	nce.			

Apply for Admission

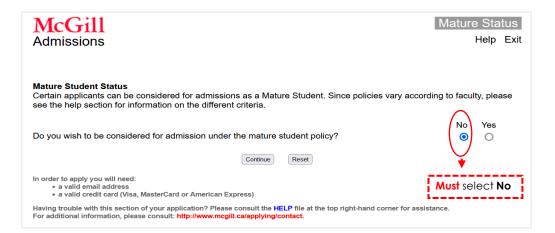
This is one of the most critical sections in your application. Fill it in **carefully** so that your application is created and classified correctly.

McGill Admissions	Apply for Admiss Help	
Fields marked with an asterisk(*) are mandatory. When you have completed this see application. You will not be able to change any information in this section. Please see the help file for further assistance.	ction, click CONTINUE to fill out the	2
Are you a Canadian Citizen or Permanent Resident? * What is your educational background?	No V >	Complete accordingly
What best describes your educational background (including current studies): *	University (at least one year)	Must select: University (at least one year)
Where did you pursue these studies: *	Univ/Coll outside Canada/US 🔹 🕨	Select accordingly
What are you applying for at McGill?		
Application Type: * Term: *	Undergraduate/Professional V	Must select: Undergraduate/Professional
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-h For additional information, please consult: http://www.mcgill.ca/applying/contact.	and corner for assistance.	Make sure to select the correct term



Mature Status

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



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
or add to your selections once you have pressed th	one Faculty, Program and Major. You will not be able to change ne Continue button. In most cases, up to two program choices sion. To add additional choice(s) you will need to submit a
If your choices do not appear on the Faculty, Progr application deadlines may have passed application requirements may not be met.	ram or Major dropdown lists:
Please refer to the HELP file for additional information. McGill.	For a complete list of all programs offered, see Programs at
Program Choice (currently available for term) Faculty/School * Program * Major or Subject *	Desaudeis Faculty Management Frac Denta Medicine & Crail HS Faculty of Agric Environ Sci Faculty of Addition
Optional Additional Program Choice (currently avail Faculty/School Program Major or Subject	Faculty of Engineering Faculty of Medicine & HIN Sci Faculty of Science Ingram School of Nursing School of Phys & Oco Therapy Schulich School of Music
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 cons For additional information, please consult: http://www.mcgill.ca/a	sult the HELP file at the top right-hand corner for assistance.

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 • application deadlines may have passed • application requirements may not be me		
Please refer to the HELP file for additional inform McGill.	mation. For a complete list of all programs of	ffered, see Programs at
Program Choice (currently available for the Faculty/School * Program * Major or Subject *	1) Faculty of Arts V Exchange/Special/Visiting Arts Exchange V	Make sure to select Exchange in both fields
To apply as an exchange student you must be of (limited to bilateral agreements) and must be of www.mcgill.ca/students/international/exchange/	ficially nominated by your home university	



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.





Address Information

Provide your current address information.

Personal Information

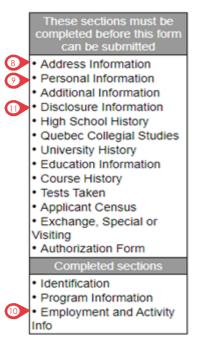
Provide your current personal information.



Employment and Activity Info

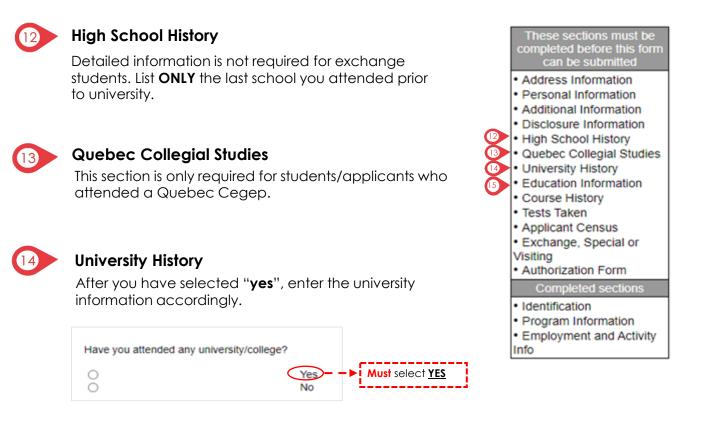
Employment activity information is not taken into consideration for exchange admission purposes





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.





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 pre completing this section. When this section is co section.	
Have you ever been assigned a McGill ID? If yes, McGill ID Number:	No Yes
Education Level	University (at least one year)
Education Category	Univ/Coll outside Canada/US
Education Level Institution You have indicated that you attended the schoo that corresponds with the education level displi- please ensure that you have added it to the ap Education Level Institution	ayed above. If the school is not on the list

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** you home university will provide you with a letter, you can select: *I have no tests to report*

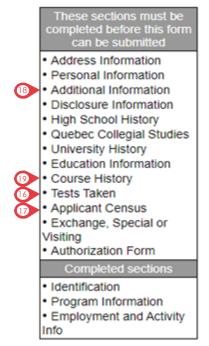
17

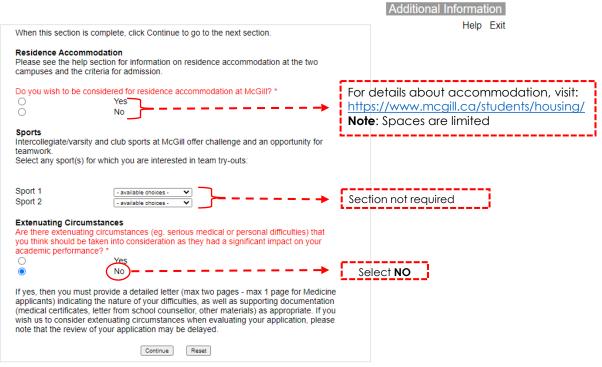
Applicant Census

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.

Additional Information

This section refers to accommodation, sports, extenuating circumstances.

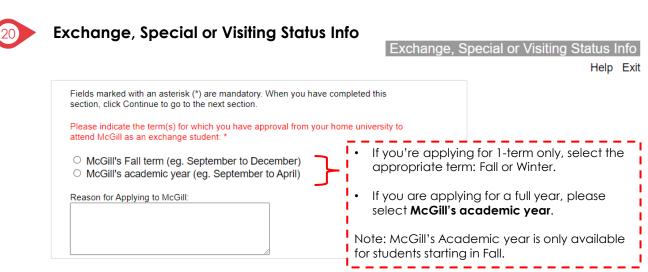






Courses History

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



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.

	Innot guarantee registration in these co ation period commences, you will be p Course Numbers:*	rovided with access to	Find courses for your exchange here: https://www.mcgill.ca/study/ /courses/search
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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!



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 <u>language test result meeting the minimum</u> 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 <u>studentexchanges@mcgill.ca</u>. 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 <u>fact sheet</u> and <u>incoming exchange website</u>.



Thank you for your interest in McGill University.

We look forward to welcoming you soon!