



Exchange Fact Sheet

[Arts OASIS](#) will assess whether BA students meet the [academic eligibility requirements](#) to receive “Faculty Approval” for a McGill Exchange. The [McGill Exchange Office](#), located in Service Point, oversees all aspects of the [nomination process](#) and conducts the lottery that selects nominations to McGill’s bilateral exchange partners. Here are some important facts:

Exchange Application

- You are limited to one Minerva Exchange application per academic year and a [non-refundable application fee](#) is charged to your student account once you submit the application on Minerva.
- There are 2 application periods: (See [Step 2](#) of the McGill Abroad website)
- Choose up to 4 universities available to students in the Faculty of Arts using the “[Where Can I Go on Exchange?](#)” tool and rank them by order of preference. Exchange places at each destination are **limited**, and there is no guarantee that you will receive a nomination for your 1st choice, so keep your options open by considering several potential destinations.
- Note that Minerva is not set up to restrict you from selecting schools that are not open to students in the Faculty of Arts so make sure that you **select a host university that is open to Arts students!**
- McGill Exchanges take place in either the Fall, full year, or Winter term. Due to high demand, **most exchanges are one semester in duration**. Keep in mind that universities in certain regions, such as Japan, Germany, the United Kingdom and Australia as examples, have term dates that do not match McGill’s. For example, if the Fall term at the host university ends in January, this may impede your ability to resume your McGill studies on time in January. If you have questions about a university’s term dates or other questions, use the email address provided on the university’s [fact sheet](#) to email the host university for specific details.
- **Students who wish to go on Exchange for a FULL YEAR must also** complete this [webform](#) by the application deadline during the Fall application period. This will be permitted based on Faculty approval and space availability. Before submitting the full year application, consider the popularity of the host schools since these will have limited spaces and students may not be permitted to complete a full year there. For more information refer to the [McGill Abroad](#) website.
- At the time of application for a McGill Exchange, you need to submit a minimum of eight (8) courses per host institution per term of study. This list of courses serves only as a **preliminary** study plan to demonstrate that the course offerings at the host institution are compatible with the requirements of your McGill degree. Your completed [Arts OASIS Degree Planning Worksheet](#) will assist you with this process. The courses you list on the Minerva Exchange application **do not** need to be approved on the [McGill Course Equivalency System](#) or by your [departmental program adviser](#) **at this time**. The courses you list on the Exchange application **are not binding**.
- Students are required to submit a statement of purpose on the Minerva application. The Minerva application allows for 4000 characters (about one page single-spaced). Use a separate text editor (e.g. MS Word) to track the length of the essay to avoid the risk of being timed out on Minerva after 90 minutes and potentially losing work and/or missing the Minerva application deadline! Your statement of purpose should include:
 - your reasons for applying to your selected host institution;
 - how you expect the courses taken at the host institution will contribute to the successful completion of your McGill degree;
 - how this opportunity will impact your life in terms of career, community work and life experience;
 - how you intend to contribute to community activities both on and off campus when you return home.

Exchange Nomination

- Exchange nominations for the Faculty of Arts are ranked **by CGPA** and the nominations are selected by a **university wide lottery**.
- All Arts OASIS "Faculty Approved" Minerva Exchange applications will receive a nomination.
- Nominations cannot be deferred to another academic year. Your nomination to the host school is only valid for the term to which you are nominated. If you wish to delay your Exchange, you must [cancel](#) your application and submit a new request when the application period opens again. You must still meet all eligibility requirements.
- Once the [nomination](#) process is completed through the [McGill Exchange Office](#), you will receive an email from their office requesting that you either accept or decline the Exchange nomination via your Minerva application. Should you fail to either accept or decline the nomination by the deadline indicated in your application, your nomination will be cancelled, **so be sure to check your McGill email account regularly during the nomination process for updates**.
- 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. You will be billed McGill tuition for that term, equivalent to 15 McGill credits, irrespective of how many courses or credits you register for at the host university. This means that if you are already enrolled for courses at McGill once you have been approved for your Exchange term:
 - The McGill courses will be dropped.
 - Your transcript will be updated to indicate "Term Away/Exchange"
 - You will not be able to register for McGill courses during your Exchange term.
 - If your McGill courses were dropped, your McGill courses WILL NOT be re-instated if you cancel your Exchange nomination. At any stage of the application process, you must submit the "[Request to Cancel Exchange term](#)" form.
- Once you have accepted the [McGill nomination](#), you will receive an email from the [McGill Exchange Office](#) with instructions on how to submit your [application to the host school](#) by the following dates:
 - For a Fall term or full year Exchange, expect to receive this email between February and May.
 - For a Winter term Exchange, expect to receive this email between August and November.

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