



**Planning Ahead for your  
Student Exchange Application  
for Winter 2022  
For  
B.Sc and B.A. & Sc. students**

Updated: June 16, 2021



# Application period for Exchange: Winter 2022

- **Winter 2022 - Revised Deadline:**  
Exchange application on Minerva will be available from:  
**July 5<sup>th</sup> to July 26, 2021**
- **\$150.00 Non-refundable fee** charged to your McGill student account when you submit your application.
  - **Important note:** In the event of a cancellation by either McGill University and/or its partners, the application fee will **NOT** be refunded and related awards and bursaries will be rescinded. Prior to your travel or while you are away, McGill may terminate your participation in the exchange activity for any reasons McGill deems fit including pandemic-related circumstances.



# Highlights of Exchanges

- Bilateral agreement between certain universities:
  - Ex: Australia, United Kingdom, Singapore
- Your tuition fees continue to be paid directly to McGill.
  - Flat-rate of tuition, **equivalent to 15 credits** regardless of your exchange destination.
- You **apply** and are **nominated** by McGill.



## Requirements for an Exchange Application

- **CGPA of 3.00** in your most recent term; and you maintain minimum CGPA until your exchange term.
  - If below a 3.00 see Mary (Science students) or Tania (B.A. & Sc. Student), study abroad adviser.
- Be currently registered as a full-time student.
- Have completed at least 24 graded McGill credits by the start of your term abroad.
- Ideally, be in your **U2 YEAR** of studies during term(s) abroad.



## Are you applying for an exchange in FINAL year/term?

- You will **NOT** be eligible to graduate at the end of your exchange term, expect a delay in processing your transfer credits.
- Your graduation will be delayed to the term **AFTER** your exchange (**example: graduation term: Summer 2022, November convocation**).



# Universities available for Exchange

**Bilateral Exchanges:** List of available universities at:

[www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/global-learning-opportunities/8-steps-going-exchange](http://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/global-learning-opportunities/8-steps-going-exchange) (go to Step #2)

- Please review all 8 steps, especially Step #3.
- You can apply to either:
  - **“Open to all Faculties” or Faculty Specific “Science”.**
  - New Partner agreement for Science students, specifically for Physics, Mathematics and Statistics.
    - **Ecole Polytechnique – Paris, France -**
      - **NOT AVAILABLE in WINTER 2022**



# Exchange Application – How to Apply

## Plan ahead...

- You can choose **up to 4 different destinations**, have a few options in mind for your choices.

## Research...

- Website: [www.mcgill.ca/mcgillabroad/students-going-abroad/explore-exchange-destinations](http://www.mcgill.ca/mcgillabroad/students-going-abroad/explore-exchange-destinations)

(Click on University and review the Fact Sheet, and information at the bottom of each page).

- Check the **language of instruction**. Are there enough courses offered in English?
- Make sure your choices **offer courses that will count toward your program(s)**.

# McGill Exchange Request

**Note to American students regarding federal student aid:** While on official exchange from McGill you are considered to be a full-time McGill student for U.S. Direct Loan purposes. Please be aware that regulations by the U.S. Department of Education states that you can receive U.S. Direct Loans only if attending a school that participates in the U.S. Direct Loan program, and the school is located outside of the U.S. For more information, please [visit the US student aid website](#).

Please verify your personal information and make any necessary changes on the [Personal Menu](#). This information will be provided to the host institution. For more information [click here](#).

Once you have confirmed that your personal information is accurate, click on **New Request** at the bottom of the screen. To cancel an application click **Cancel** next to the application status column.

**IMPORTANT:** Before you submit your Exchange application make sure you have reviewed conditions of participation and eligibility requirements on the [McGill Abroad](#) website.

<b>Personal Information</b>	
Student Name	
McGill ID	
Address	
Email Address	
Phone Number	
<b>Primary Curriculum (as of Winter 2021)</b>	
Faculty/School	Faculty of Arts
Program	B Arts
Degree	Bachelor of Arts
Major 1	
Minor 1	Sociology -Con
Curriculum Year	1
CGPA	
Academic Standing/ Term	Satisfactory/ Summer 2020
Credits Earned	38
Credits Transferred	
Credits In-progress (Winter 2021)	9
Total Program Credits	120

**Exchange Request History**

New Request

RELEASE FORM
EXCH

NOT

you receiving "Page not working" or "Page can't be displayed" errors?  
try switching to Chrome or Firefox. If the issue still persists, please report it to the IT Service Desk at (514) 398-3398. If you can take a screenshot from Minerva, it will also help us.

This information is auto-filled from Minerva. Make sure the information is accurate.

Once you have confirmed the information, click on "new request" to start your exchange application.



## McGill Exchange Request

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You must select one institution that is available to your program of study. However, you are nominated to ONE of their choices below (or receive an alternate nomination). You must select at least two, and up to four, as nominations are allotted based on availability at the time of application (or receive an alternate nomination). You can get more information by viewing [Step 3](#) of the McGill Abroad website.

**Note:** This application requires a number of essay-type responses. We encourage you to prepare a separate document for each institution. **Word Count of Purpose** (about 1/2 page per institution).

\* - indicates a required field.

Host Institutions			
<b>1st Choice</b>			
*Term	Select...	?	
*Country	Select...	*Host Institution	Select... ?
<b>2nd Choice</b>			
Term	Select...	Host Institution	Select...
Country	Select...	Host Institution	Select...
<b>3rd Choice</b>			
Term	Select...	Host Institution	Select...
Country	Select...	Host Institution	Select...
<b>4th Choice</b>			
Term	Select...	Host Institution	Select...
Country	Select...	Host Institution	Select...
*After my Exchange I expect to:		<input type="radio"/> Return to McGill <input type="radio"/> Graduate ?	
*Expected Term of Graduation	Select... Degree Evaluation Report	?	
*Total number of program credits completed		Advising Transcript ?	
*Total number of Transfer Credits/Advanced Standing received		?	
*Total number of program credits in progress		?	

Continue



## Exchange Application – Statement of Purpose

### Prepare Statement of Purpose for each destination:

- Be concise (maximum 1 to 2 paragraphs per University)
- Explain why you chose this university (ex: specific courses towards program, courses that McGill doesn't offer)
- Emphasize and focus on academic content, not just the city or country
- Must be written in the language of instruction

**Tip:** Save time by preparing your statement of purpose in Word, spell check, and make sure each statement is different. Then copy and paste into Minerva application (there is a word limit).

- You may need statement when applying directly to host university.

## McGill Exchange Request

A statement of purpose is required for each institution that you have selected in the text area below. We encourage you to prepare your statement of purpose beforehand. Your essay should include the following:

- Reasons for applying to go on Exchange to your selected host institution(s);
- How the courses taken at the host institution will contribute toward the successful completion of your McGill degree;
- How the Exchange opportunity will impact your life in terms of career, community work and life experiences;
- How you intend to contribute to community activities both on and off campus when you return home.

Students who are submitting multiple essays should [click here](#) to view an example of the format.

### Statement of Purpose

Continue

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Draft one short statement of purpose for each host university you've selected. Consult this [guide](#) for the aspects you should be highlighting in your statement, making sure to describe the defining reasons you chose each university as one of your destinations.

**PRO TIP:** Create your Statement of Purpose in a WORD document and save it, so when you're completing your exchange application you can simply copy and paste your text, and you won't be timed out of the application!





# Prepare Your List of Courses

## **Preliminary list of courses (for each University)**

- You must list a minimum of 8 courses that you **might take**
- You can provide program courses as well as electives
- Check the course offerings at the host university for this year when choosing your courses

**DO NOT GET COURSES APPROVED YET...  
WAIT UNTIL AFTER YOU ARE NOMINATED AND  
KNOW WHAT COURSES ARE BEING OFFERED.**

Minerva



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## McGill Exchange Request

You must provide a preliminary list of the courses you plan on taking at each Host Institution selected on your application in the space below.

To allow for timetable changes and conflicts, it is strongly recommended that you choose a minimum of **eight (8) courses per semester**. [Click here](#) to view an example.

**Important:** It is your responsibility to ensure that courses taken at the host institution comply with your McGill Faculty's regulation concerning acceptability and duplication of courses taken previously at McGill or elsewhere.

If your Exchange application is approved you must then review your list of courses with your program adviser.

\* - indicates a required field.

**Proposed Course List**

ANAT xxx

TRAV xxx

FLIGH xxx

Continue

RELEASE: 1.50

FORM NAME: SWAEXCH

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It is strongly recommended that you choose a minimum of **eight (8) courses per semester, per host** - this is to allow for future timetable changes and conflicts.

If you're struggling to find 8 courses that fit your program at a specific host university, that's probably a sign that this host is not a good fit for your program.

**PRO TIP:** Research your courses beforehand and save in a **WORD** document so when you're completing your exchange application you can simply copy and paste your text, and you won't be timed out of the application!



# Course Equivalencies

When researching the university for course offerings, you should:

- Review the course equivalency database
- No guarantee that the courses will be offered the year and term you are going but it is a good starting point
- Course equivalency database website:  
<https://nimbus-ssl.mcgill.ca/exsa/search/searchEquivalency>

Please confirm your Study Away Request.

Host Institutions	
*Term	Winter 2021
*Country	Brazil
	*Host Institution Brazilian School of Public and Business Administration
Term	
Country	Host Institution
Term	
Country	Host Institution
Term	
Country	Host Institution
*After my Term Away I expect to: Return to McGill	
*Total number of program credits completed	60
*Total number of Transfer Credits/Advanced Standing received	0
*Total number of program credits in progress	12
Statement of Purpose	I want to..... <a href="#">More</a>
Proposed Course List	ANAT xxxx TRAV xxxx ... <a href="#">More</a>

Make sure your application was completed accurately. If you need to make any changes you can go back now and update the form by clicking [Edit Selection](#) below.

[Continue](#) [Edit Application](#)

FINAL REVIEW: please make sure the information is accurate and that your 4 host institution choices are ranked properly.

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The final page of the application will have the **TERMS AND CONDITIONS OF PARTICIPATION**: Make sure you read and understand each statement of these terms and conditions. Once you click submit the application fee will be charged and it is non-refundable.



## Nominations processed by Service Point

- **Service Point distributes spaces fairly across all faculties by a Randomized List – Faculties can rank-order applications.**
- **Quick Facts:**
  - Decisions sent via McGill email sometime in August for Winter 2022 exchanges.
  - Historically 70% of students get their first choice
  - If no spaces remain for your choices, an alternate choice is offered – Service Point tries to offer an institution in same geographic location
  - **You will have a deadline to accept or decline the nomination**
  - Once nominated you can't request another one of your 4 choices of universities but there may be a list of other universities available, follow up with Service Point





# Funding your Exchange

Make sure you review the McGill Abroad website:

- **McGill Funding Opportunities:**  
<https://www.mcgill.ca/mcgillabroad/funding>
- **Mobility Bursary for Exchanges:**  
[www.mcgill.ca/studentaid/special-funding/mobility-exchanges](http://www.mcgill.ca/studentaid/special-funding/mobility-exchanges)
- **External Funding Opportunities:**
- <https://www.mcgill.ca/mcgillabroad/funding>



# Meet with your Program Adviser(s)

- Discuss required, complementary & elective courses for next year (2021-2022).
- Determine the status of your McGill program requirements.
  - Which courses have you completed and which remain to be completed for each of your declared program(s) of study?
- Discuss which program requirements can be completed at another university.
- You must satisfy your McGill degree and program **residency** requirements, including at least 60 credits at McGill and 2/3<sup>rd</sup> program regulations.
  - Remember only **1/3 of each program** can be counted from outside of McGill.
    - Example: Minor Concentration in Arts (18 credits), you are only allowed to count 6 credits outside of McGill.
    - To contact your program adviser: [www.mcgill.ca/science/undergraduate/advice/program-advisers](http://www.mcgill.ca/science/undergraduate/advice/program-advisers)



# A Few Things to Consider Before Studying Abroad

- Research your destination and your host university.  
What is the language of instruction? **Check Calendar of Dates.**  
When is the final exam schedule?
- How many credits do you have remaining to complete for your degree and each of your declared program(s) of study?
- What is your expected date of graduation? Will going on exchange delay your graduation?
- Do you have any financial considerations? Loans or scholarships may be affected.
- Are you on a Varsity team? Check if there are additional steps that must be taken care of before you go and/or when you return from your exchange.



# Additional Information Session: Once you've been nominated for an exchange

Winter term exchanges: Session held in October.

## **What topics will be covered?**

- Course approval process
- Transfer credits
- Required grades
- Faculty regulations
- Other important information



# Contact Information

## For Further Questions:

Contact:

Mary Gauthier: [mary.gauthier@mcgill.ca](mailto:mary.gauthier@mcgill.ca) for  
(Science students) or

Tania Raggo: [tania.raggo@mcgill.ca](mailto:tania.raggo@mcgill.ca) for (B.A.  
& Sc. Students)

For email questions or to book a zoom  
appointment.