

Ontario/Baden-Württemberg Student Exchange Program



2016–2017 Application Information for Baden-Württemberg Students

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Ontario/Baden-Württemberg Student Exchange Program Application Information for Baden-Württemberg Students 2016–2017 Exchange Year

Introduction

Thank you for your interest in the Ontario/Baden-Württemberg (“OBW”) Student Exchange Program. The exchange is a collaborative initiative of universities in the two jurisdictions and the Baden-Württemberg Ministry of Science, Research, and the Arts. Since its inception in 1991, the exchange has become known for the breadth of opportunity and outstanding student support it offers.

Your university’s international office (*Akademisches Auslandsamt* or *Auslandsreferat*) is an excellent source of information about the exchange; it also carries out the selection process. In Baden-Württemberg, the OBW exchange is coordinated through the international office at the University of Konstanz.

In Ontario, the Program Office – which also coordinates Ontario’s exchanges with the French region of Rhône-Alpes, the Indian provinces of Maharashtra and Goa, and the Chinese province of Jiangsu – is housed at York University in Toronto.

This booklet offers a brief introduction to the program for Baden-Württemberg students applying to come to Ontario for the 2016–2017 exchange year. The document has been prepared by the exchange’s Ontario Program Office based on information available in fall 2015. **For up-to-date information, it is essential that you consult the OBW website at obw.ouinternational.ca.** You can download and print a PDF-version of the most current version from this site.

1. Structure of the Exchange

Here is a summary of the structure of the OBW Exchange Program:

1. Each year there are 50 full-year spaces (or equivalent) available in Ontario for students from Baden-Württemberg’s nine state universities. The Baden-Württemberg universities agree on the number of spaces allocated to each of them, based on the size of each university.
2. The exchange is open to Baden-Württemberg students in all fields of study except medicine and dentistry. Participating Ontario universities may impose further restrictions. For example, **the number of spaces in faculties/schools of business administration, especially at the Master’s level, is extremely limited.** Before applying to the exchange and/or expressing a preference for a specific university, you must consult the university listings in this booklet and the OBW website to inform yourself about any restrictions.
3. Students are nominated by their home university in Baden-Württemberg based on that institution’s selection processes and criteria. Application forms must contain a list of three Ontario universities at which the applicant wishes to study. The responsible exchange officials in Baden-Württemberg and Ontario will place as many students as possible at their first-choice institution. It is program policy, however, that students be placed equitably throughout the system of participating Ontario universities. The prospective host university is responsible for deciding whether to admit students and at what level (graduate or undergraduate).
4. All students admitted to an Ontario university as members of the OBW exchange are considered non-degree students at their host university. Students are responsible for arranging any transfer of credit at their home university.
5. There will be a pre-departure information seminar in Baden-Württemberg in the spring or early summer of 2016, and an “incoming” information seminar in Ontario in August.

6. Students are responsible for all aspects — academic, legal, medical, etc. — of their participation in the program.

2. Frequently Asked Questions

1. *What does the OBW exchange offer me?*

The OBW exchange offers Baden-Württemberg students the following benefits:

- You do not pay tuition in Ontario; this means that, in effect, you are being offered a scholarship worth between \$10,000 and \$16,000.
- A system-wide exchange gives you the opportunity to identify universities with particular academic strengths in your areas of interest.
- The OBW exchange provides excellent advising and support, including a comprehensive student handbook (available in electronic form via the website), information seminars in Baden-Württemberg and Ontario, and the ongoing support of the Ontario Program Office while you are in Canada.
- The OBW exchange has a large “family” of *Ehemalige* and current Ontario students throughout Baden-Württemberg who are happy to advise you. Please join the official OBW facebook group!
- The OBW exchange has been recognized by the Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg as that region’s “flagship exchange program.”

2. *Which universities participate in the OBW program?*

In Baden-Württemberg, all nine state universities participate and are able to send and receive students. In Ontario, twelve of the province’s seventeen publicly funded universities participate: Carleton (Ottawa), Guelph, Laurentian (Sudbury), Nipissing (North Bay), Ottawa, Queen’s (Kingston), Ryerson (Toronto), Trent (Peterborough), Waterloo, Western (London), Windsor, and York (Toronto).

3. *How can I find out which Ontario university is best for me?*

There are four main ways through which you can inform yourself. (1) This booklet contains a concise overview, with a listing for each university. (2) The OBW website has links to all participating universities in Ontario, whose websites have full information on the range of programs offered. (3) Your university’s international office has information from many Ontario universities, and staff of that office may well have visited Ontario universities. (4) *Ehemalige* and current Ontario students at your university are a good source of information.

Finally, take advantage of the regular visits to Baden-Württemberg by the Ontario Program Director. The Program Director can give you both general information and individual advice. Ask at your university’s international office.

The main thing to remember is that, except in special cases, there are probably many universities that meet your needs. Just because you have not heard of a university (or the city in which it is located) does not mean it is not an excellent choice for you. In setting your list of priorities, think about your academic goals for the year, your level of study, prospective universities’ course offerings, and the size and location of the city and university you would prefer.

For program offerings of the various universities, by institution and field, consult the following websites:

- Undergraduate Programs: www.electronicinfo.ca
- Graduate Programs: ocgs.cou.on.ca

4. *How can I be sure the program will place me at my first-choice university?*

The short answer is: You can't be sure. We will do our best to accommodate your wishes, and we will not place you at a university at which you cannot carry out your proposed program of study. We do reserve the right to place you at a university that you have not requested, in order to ensure equitable distribution of Baden-Württemberg students throughout Ontario. We will ask you first before placing you at a university you have not listed on your application.

You can increase your chances of being placed at your first-choice university by (1) informing yourself thoroughly about universities and making sure you and your program will "fit" the profile of a prospective university; and (2) making clear, in the study plan you enclose with your application, why a particular university is important to you. Please note: Saying that you wish to take particular courses or to study with a particular professor is usually not persuasive. (In any case there is no guarantee, short of an invitation from the professor that she or he will be teaching in a given year.)

The absolute worst way of getting to a particular university is to list only that university on your application form. Applications that do not, in good faith, indicate three possible universities will not be considered, except where fewer than three universities offer your program of study).

5. *Do I have to take TOEFL?*

The safest course is to take TOEFL in time for the results to be available by early February 2015. Some universities require TOEFL and some do not. Consult the listing of universities in this booklet. If you want to study at Laurentian University, the University of Ottawa or Glendon College (York University), please be aware that some courses are offered in French only; you should provide evidence of your competence in French. Other tests are sometimes accepted; see the note below.

6. *What is the difference in Ontario between undergraduates and graduate students?*

Students studying for the *Bachelor* under the new European system will be considered undergraduates in Canada, although they may be allowed to enrol in some graduate courses. For students in the "old" degree programs in Germany, Ontario universities do not usually regard the *Vordiplom* or *Zwischenprüfung* alone as qualifying examinations for graduate study. The OBW website and this booklet list, insofar as we have the information, the relevant policies on **minimum** requirements for graduate admission at the participating universities, but final decisions are always made on a case-by-case basis. Even if you are admitted as an undergraduate, however, your host university will do its best to see that you enrol in those courses for which you are qualified, your classification as an undergraduate or graduate student notwithstanding. Often there are courses that have both undergraduate and graduate students in them.

7. *Can I earn a degree while in Ontario?*

One of the firm principles of the OBW exchange is that students remain degree candidates at their home university, not at their host university. In other words, you cannot earn a degree while on the exchange. If you wish to change from non-degree to degree status, you will have to go through the regular admissions process and pay full tuition fees. You will also cease to be a member of the exchange.

8. *How long can / must I stay in Ontario?*

While the standard period of study for Baden-Württemberg students in Ontario is two terms (8 months, September-April), a small number of students can be nominated to participate in the program for one term only. Such nominations are subject to tight numerical constraints and are at the discretion of each Baden-Württemberg university. If you are interested in studying in Ontario for just one term, please enquire with your home university's international office whether your application to be nominated on such terms can be considered.

The fall term starts at the beginning of September and lasts into December (with an examination period in December). The winter term starts right after New Year's and runs to the end of April. We recommend emphatically that you participate for both terms. Our experience has been that students need this much time to adjust to academic life in Ontario and to benefit fully from their stay in Ontario.

In rare cases students who stay for two-terms may receive permission also to take summer courses at their host university without paying tuition, but this depends on the individual university and would be subject to students' holding a valid Study Permit for the extra time.

9. *Is it hard to find a place to live in Ontario?*

It depends on the city. In Toronto, Ottawa, and Kitchener-Waterloo it is sometimes difficult to find an off-campus (or in some cases, an on-campus) room at an acceptable price. In smaller cities the situation is less difficult. Many Ontario universities offer residence rooms to Baden-Württemberg students. Individual universities' policies are listed on the OBW website and below.

10. *How much will studying in Ontario cost?*

The *Handbook for Baden-Württemberg Participants* (available on the program website) discusses the cost factors in some detail. Your university's international office can also give you good advice. Some of the things to consider are: (1) you do not have to pay tuition in Ontario, but (2) you do need to purchase health insurance in Ontario. (3) You need to figure in your flight, rent, meals, and books (Canadian students buy more books than do German students), as well as telephone, local transit, and entertainment costs. It will probably cost you at least \$1000 (about 700€) per month, excluding airfare.

11. *Can I work or participate in an internship while in Canada?*

You may take a job, but only on the campus of your host university. You may also participate in an internship / practicum, but you will need to arrange both the permission and the position by yourself – this is not part of the OBW exchange.

12. *Where can I get an application form and more information?*

Application forms are available online at the OBW website. **Please be sure that you use the 2016–2017 application form only, which must be filled in electronically.**

3. Tabular Overviews: Available Spaces and Language Competence

For details, consult the individual university listings.

Table 1: Available Spaces for OBW Students			
<i>University</i>	<i>Total</i>	<i>Undergrad</i>	<i>Graduate</i>
Carleton	4	2	2
Guelph	6	see total	
Laurentian	2	2	0
Nipissing	2	2	0
Ottawa	8	4	4
Queen's	5-7	3-4	2-3
Ryerson	2-3	2-3	0
Trent	1	1	0
Waterloo	7	see total	
Western	10	see total	
Windsor	2	2	0
York		To be determined	

Table 2: Certification of English and French Language Proficiency		
<i>University</i>	<i>English Language</i>	<i>French competence required?</i>
Carleton	Official test required	No
Guelph	BW form acceptable (see university listing)	No
Laurentian	BW form acceptable (see university listing)	Some courses in French only
Nipissing	BW form acceptable (see university listing)	No
Ottawa	Official test required	Some courses in French only
Queen's	BW form acceptable (see university listing)	No
Ryerson	BW form acceptable (see university listing)	No
Trent	BW form acceptable (see university listing)	No
Waterloo	BW form acceptable for undergraduates; official test required for graduate students	No
Western	BW form acceptable for undergraduates; official test required for graduate students	No
Windsor	Use Windsor form (see university listing)	No
York	BW form acceptable (see university listing) Official test required for Osgoode Law	Some Glendon College courses in French only

4. Individual University Listings

The rest of this booklet is devoted to information about the individual Ontario universities that officially participate in the program. In using the individual university listings, please keep the following in mind:

- UHIP is the acronym for the University Health Insurance Plan, which is mandatory for all Baden-Württemberg students on the OBW program (except at the University of Windsor which has its own required health insurance plan). In 2015-2016, UHIP and the Windsor plan cost \$51.00 per month.
- A meal plan is a pre-paid plan through which students pay for meals at cafeterias and restaurants, and in some cases for food and supplies in grocery stores.
- The following acronyms designate the different tests of English language competence:
 - TOEFL: Test of English as a Foreign Language
 - MELAB: Michigan English Language Assessment Battery
 - CEP: Cambridge English Proficiency
 - CANTEST: Canadian Test of English for Scholars and Trainees
 - IELTS: International English Language Testing System
 - CAEL: Canadian Academic English Language
- Other abbreviations you may encounter:
 - N/A: Not Available or Not Applicable
 - ASAP: As Soon as Possible

Carleton University (Ottawa)

General Information

<i>Homepage</i>	www.carleton.ca
<i>Webpage International Office</i>	www.carleton.ca/isso
<i>Primary Contact Person(s)</i>	Nancy Leslie, Exchange Program Coordinator For student enquiries: exchange@carleton.ca
<i>Language Competence</i>	Submit official proof of English proficiency if you are applying from a country in which English is not the dominant language. <ul style="list-style-type: none"> • Carleton University accepts TOEFL, IELTS and CAEL test scores or documented proof of C1 or C2 proficiency on the CEFR. • Minimum scores for these tests are: Internet Based TOEFL (iBT) 86 with a minimum of 22 in writing and speaking and 20 in reading and listening; Computer Based TOEFL 237; Paper Based TOEFL 580; IELTS 6.5 with minimum of 6.0 in each band; CAEL 70. • Documents should be original, with test dates no more than 24 months from the time of application, and should be officially translated into English. Graduate applicants should contact the department offering the program they are interested in for the ESL requirement may vary for graduate programs. More details on ESL requirements. <p>* Applicants must consult with the Graduate department as English language requirements may vary.</p>
<i>Student Activity Fees & Medical Insurance</i>	<ul style="list-style-type: none"> • University Health Insurance Plan (UHIP) is mandatory. More details online at www.carleton.ca/isso/uhip/ • U-Pass is a mandatory bus pass and train pass for the city of Ottawa. Charges will automatically be applied to the student account upon full-time course registration. More details available online at www.carleton.ca/upass/
<i>University Exchange Application Deadlines</i>	<ul style="list-style-type: none"> • April 15th for Fall Term (September to December) or Full academic year (September to April) • October 15th for Winter Term (January to April) <p>Application Instructions available online at http://www.carleton.ca/isso/new-students/incoming-students/.</p>
<i>Residence</i>	<p>On-Campus Housing: Not guaranteed. Students apply online. Application and Deadline Dates: www.housing.carleton.ca/applying/exchange-students/</p> <p>Fees: www.housing.carleton.ca/fees-and-food/</p> <p>Off-Campus Housing: Students are responsible for securing their own accommodations. Visit the off-campus housing website offered by the Department of Housing to access listings and other resources. For additional information about living off campus, you can email off_campus_housing@carleton.ca. It is suggested to arrive 2-3 weeks prior to the start of the term, should finances allow you to do so. Students should start making appointments to see the off-campus listings that are of interest and book temporary accommodations to allow them to perform searches in person. Many lease and rental agreements start on the 1st of the month and the longer you wait, the less you will have to choose from. We are not able to assist in the search for off-campus accommodations.</p>
<i>Financial Aid</i>	Not available. Students should consult with their home institution or program office.

Undergraduate Study

Number of Spaces 2 full year equivalent or 4 semesters

Carleton University (Ottawa)

<i>Restrictions on Disciplines</i>	List of courses not available: http://carleton.ca/isso/new-students/incoming-students/courses-not-available/
<i>Academic Notes</i>	<p>Undergraduate exchange students are required to be enrolled in full-time studies (minimum 1.5 credits- maximum of 2.5 credits per term). The regular course load is 2.0 credits per term. Exchange students must consult with their home institution to confirm the required courses for enrollment in full-time studies. Information on your course registration will be emailed to the Carleton email account for undergraduate students from the Registrar's Office. Included in that email will be detailed instructions on how to make registration changes.</p> <p>Language courses: If you have requested a language course and have previous knowledge of that language, you must complete a placement test to confirm your level of proficiency. If it is determined that you have a higher level of proficiency, you will be required to withdraw from the course. Your placement test would be completed in the main office of the School of Linguistics and Language Studies (SLaLS). For information on the testing schedules, please consult the placement testing page available or call +1 (613) 520-6612. Following the test, an email will be sent to your Carleton email account indicating your language placement. At this point you will be able to register in the course level indicated (space permitting). You should attempt to take the placement test as soon as you arrive in Canada as space in language courses is limited. Although testing for Carleton students is expected to be completed prior to the start of classes, testing after classes have started is permitted for exchange students. Testing for the Fall term is not available after the end of the first week of classes. For Winter term language courses, testing will begin again in October and continue until December.</p>

Graduate Study

<i>Number of Spaces</i>	2 full year equivalent or 4 semesters; no MBA
<i>Restrictions on Disciplines</i>	List of courses not available: http://carleton.ca/isso/new-students/incoming-students/courses-not-available/
<i>Academic Notes</i>	<p>Graduate exchange students are required to be enrolled in Carleton University's equivalent of graduate level full-time studies (typically 0.5 credit to 1.5 credit at the graduate level) and will be registered by the Faculty of Graduate and Postdoctoral Affairs.</p> <p>Once the ISSO has received permission for a full-time, conflict free course load, you will receive an email to your Carleton email address by early July (from the Registrar's Office for undergraduate students and from the Faculty of Graduate Studies and Postdoctoral Affairs for graduate students) regarding your course registration details.</p>

University of Guelph (Guelph)

General Information

<i>Homepage</i>	www.uoguelph.ca
<i>Webpage International Office</i>	www.uoguelph.ca/cip/
<i>Primary Contact Person(s)</i>	Allison Broadbent, Education Abroad Advisor, goabroad@uoguelph.ca
<i>Language Competence</i>	No test (such as TOEFL) required but oral and written fluency in English is expected.
<i>Student Activity Fees & Medical Insurance</i>	UHIP (government health insurance covering basic medical care, approx. \$200/semester) + Student Health Plan (covering prescription medication, physical therapy, etc., approx. \$60/semester) + Dental Plan (approx. \$105/semester) + Bus Pass (approx. \$110/semester). All student fees are mandatory except for the dental plan for which students may receive a refund if they show proof of comparable dental insurance from their home country.
<i>University Exchange Application Deadlines</i>	April 15 for exchange in Fall (September – December) October 15 for exchange in Winter (January – April)
<i>Residence</i>	Housing is guaranteed if application is submitted by the deadline. Rates vary (from approx. \$3000 to \$4000 / semester); some residences have a mandatory meal plan. Most exchange students live in the East Village Residence or Townhouses – 4 to 6 bedroom apartments with kitchen (no meal plan required – students can cook their own meals which is a cheaper option).
<i>Financial Aid</i>	Undergraduate students: A very limited number of scholarships are available for students from certain countries through the Government of Canada: http://www.scholarships-bourses.gc.ca Exchange students are able to work (part-time on-campus only), as long as they have a Study Permit (visa). Please note that jobs on campus are limited and competition is high.
<i>General Notes</i>	https://webadvisor.uoguelph.ca/ - Exact course schedule for Fall semester is posted in February, schedule for Winter posted in October. To see all courses offered – Undergraduate course calendar: http://www.uoguelph.ca/registrar/calendars/undergraduate/current/ Graduate course calendar: http://www.uoguelph.ca/registrar/calendars/graduate/current/ All undergraduate exchange student course registration is done by the Centre for International Programs. Registration approval is required from the following departments: Hotel and Tourism, Marketing & Consumer Studies, International Development Studies, Studio Arts (Fine Arts), and Engineering. Some courses from other departments may also require instructor approval. Graduate students must obtain registration permission from the professor for each graduate course and their University of Guelph Program Advisor.

Undergraduate Study

<i>Number of Spaces</i>	6 undergraduate or graduate students
<i>Restrictions on Disciplines</i>	Exchange students cannot take courses in Veterinary Medicine, the MBA program, Masters of Hospitality & Tourism Management, or courses on Guelph-Humber, Guelph-Ridgetown or Guelph-Kemptville campuses.
<i>Academic Notes</i>	The regular course-load for a full-time undergraduate student is 4 - 5 courses per semester (equal to 2.0 – 2.5 credits). Each course is usually 0.5 credits but some courses may be 0.75 credits or even 1.0 credits. The regular course load for a full-time graduate student is 1 – 3 courses per semester (0.5 – 1.5 credits).

Graduate Study

<i>Number of Spaces</i>	6 undergraduate or graduate students
<i>Restrictions on Disciplines</i>	See listing under “Undergraduate Study” above.

Laurentian University (Sudbury)

General Information

<i>Homepage</i>	www.laurentian.ca
<i>Webpage International Office</i>	http://laurentian.ca/LUGO
<i>Primary Contact Person(s)</i>	Lori Dagg, International Programs Officer, LDagg@laurentian.ca
<i>Language Competence</i>	Must have a language proficiency evaluation done to follow courses taught in English.
<i>Student Activity Fees & Medical Insurance</i>	University Health Insurance Plan (one semester = 204\$ CAD, full year = 408\$ CAD)
<i>Residence</i>	East residence is \$6995 for academic year (8 months) MANDATORY MEAL PLAN \$1721.00 (8 months) can select alternate options
<i>Financial Aid</i>	N/A
<i>University Exchange Application Deadlines</i>	January 15
<i>General Notes</i>	Laurentian University is a bilingual institution offering courses in both official languages of French and English.

Undergraduate Study

<i>Number of Spaces</i>	2
<i>Restrictions on Disciplines</i>	Cannot take courses from the following Departments: Nursing, Human Kinetics (Sports Administration, Health Promotion, Sports & Physical Education, and Kinesiology), Forensic Science, Social Work, Education, Architecture and Medicine.
<i>Academic Notes</i>	Must have a minimum GPA of 70% and must meet pre-requisites for any courses requested.

Graduate Study

<i>Number of Spaces</i>	Graduate programs are currently closed to exchange students.
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Nipissing University (North Bay)

General Information

<i>Homepage</i>	www.nipissingu.ca
<i>Webpage International Office</i>	www.nipissingu.ca/international/
<i>Primary Contact Person(s)</i>	Jesse Arnett (myinternational@nipissingu.ca)
<i>Language Competence</i>	No formal test is required and institutional evaluations and letters of recommendation are accepted. ESL help is available for undergraduate students free of charge.
<i>Student Activity Fees</i>	Required: UHIP (\$51/ month) + compulsory ancillary fess including one time charges for bus pass (\$157) and ID card (\$4.25). NOTE: Fees subject to slight increases from year to year
<i>University Exchange Application Deadlines</i>	Fall: May 30th Winter: October 15
<i>Residence</i>	Each student has a private bedroom in residence and shares a kitchen, living room and bathroom with 4-6 other students. Residence cost ranges between \$2800.00 to \$3,100.00 per semester (depending on residence). Students must pay a \$100 damage deposit which is refundable at the end of the year (fees are subject to change). The residence application deadline is July 1 st for the 1 st semester and December 1 st for the 2 nd semester. There is no mandatory meal plan. Temporary accommodation before classes start in August can be arranged according to student's need, but must be requested 1 month prior to arrival. Costs depend on the circumstances. Residence applications are completed online after the student is accepted to study on exchange.
<i>Financial Aid</i>	None

Undergraduate Study

<i>Number of Spaces</i>	2
<i>Restrictions on Disciplines</i>	Students studying in the Bachelor of Education program will be required to choose from a restricted list of available courses.
<i>Academic Notes</i>	None

Graduate Study

<i>Number of Spaces</i>	Students interested in studying in one of Nipissing University's Masters Programs; Master of Arts in History, Master of Environmental Sciences/Studies, Master of Science of Mathematics and Master of Education should contact Jesse Fortier (email listed above). Note: The courses are limited for Master of Education students.
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University of Ottawa (Ottawa)

General Information

<i>Homepage</i>	www.uOttawa.ca
<i>Webpage International Office</i>	http://www.international.uOttawa.ca
<i>Primary Contact Person(s)</i>	Geneviève Boutin, International Mobility Coordinator Coordination of national/international exchanges (outgoing students) outgoing@uOttawa.ca Sophie Wauquier, International Student Advisor Coordination of national/international exchanges (incoming students) incoming@uOttawa.ca
<i>Language Competence</i>	Most courses at the University of Ottawa are offered in English and French. OBW students must submit a language proficiency test at the time of application for the language in which they wish to take courses, if it is not their mother tongue. Please note that proficiency tests administered by home institutions, TOEFLI (Institutional TOEFL) and TOEIC, for example, are NOT accepted. Language requirements can be found under <i>Ensure language proficiency</i> at following link: http://international.uottawa.ca/en/study-at-uottawa/incoming-exchanges-applications/step1-where-start#ensure
<i>Student Activity Fees & Medical Insurance</i>	Exchange students have “special student” status at uOttawa. They are exempted from paying tuition and incidental fees. However, students may have to pay supplemental fees in courses (learning materials, laboratory fees, field trips. etc.). Subscription to the University Health Insurance Plan (UHIP) is compulsory for all international exchange students. No exception will be made even if students have subscribed to a complementary health insurance policy prior to leaving their country of origin. The premiums are: <ul style="list-style-type: none"> • \$204 CAD for 4 months • \$408 CAD for 8 months
<i>University Exchange Application Deadline</i>	March 31: annual deadline for the Fall session and the Winter session
<i>Residence</i>	On-campus housing in university residences is available for exchange students, but it is not guaranteed as space is very limited. A request for a room in residence can be made once an exchange student is registered to courses. Details are available in our student guide. Please note that a room in a University residence costs approximately \$800 per month while the price for off-campus housing varies from \$450 to \$800 per month. If you are not assigned a room in a university residence, you will be responsible for finding off-campus accommodation. Former exchange students have easily found off-campus housing in Ottawa in a safe environment and close to campus by: <ul style="list-style-type: none"> • Joining the uOttawa Bureau International Office Facebook group • Visiting the Off-Campus Housing Service The Off-Campus Housing Service will help you find off-campus housing. There are several types of off-campus housing options close to the University, including sharing an apartment in an apartment complex or renting a room in a private house with roommates. The Off-Campus Housing Service provides lists of available housing options and links to the main newspapers in the Ottawa region.
<i>Financial Aid</i>	Students do not receive funding from uOttawa. If students come for the academic year and have a study permit, they can apply for the Work-Study program, which gives them access to jobs on campus.
<i>General Notes</i>	Some programs are only offered in French. Students must complete uOttawa’s online application form and provide all required documents via the MoveOn web site. Application details can be found

University of Ottawa (Ottawa)

under *Complete the application process* at the following link:

<http://international.uottawa.ca/en/study-at-uottawa/incoming-exchanges-applications/step2-how-apply>.

Undergraduate Study

Number of Spaces 4

Restrictions on Disciplines Telfer School of Management, Faculty of Education and Faculty of Medicine courses/programs **are not open** to undergraduate exchange students.

Law: Students must be registered in a Law program at their home university and have an academic background in Law. Space is limited and each file is evaluated individually. Civil Law (droit civil) is only offered in French.

Engineering and Science: very strict with students' academic standing and course prerequisites.

Academic Notes Students may only enrol in graduate courses if they are registered as graduate students in their chosen field of study at their home institution.

Graduate Study

Number of Spaces 4

Restrictions on Disciplines Telfer School of Management and Faculty of Medicine courses/programs **are not open** to graduate exchange students.

Academic Notes Students who wish to register in graduate courses must have a university degree equivalent to a Canadian Honours' degree and be registered as graduate students in their chosen field of study.

Graduate level exchange students must have the average required for admission to their program of interest at uOttawa. The minimum average is normally B+ (75% or equivalent) or higher.

Queen's University (Kingston)

General Information

<i>Homepage</i>	http://www.queensu.ca
<i>Webpage for International Students</i>	http://www.queensu.ca/international/incoming/exchanges . The most current exchange student handbook is also available for download on this page. Additional information online at http://quic.queensu.ca/ .
<i>Primary Contact Person(s)</i>	Laura Esford: esfordl@queensu.ca Margaret Maliszewska: maliszew@queensu.ca
<i>Language Competence</i>	TOEFL test not required for undergraduates and graduates. However, exchange students must have sufficient English language skills to function in an English-speaking environment. ESL courses are available at an extra cost. See Queen's School of English at http://www.queensu.ca/qsoe .
<i>Student Activity Fees</i>	Health coverage is mandatory; see fees at http://quic.queensu.ca/international-students-and-staff/health-insurance-and-care/ . Optional medical coverage for under-graduate students offered by the Alma Mater Society (AMS). For each supplementary plan, a student must enrol within their first 30 days at Queen's; see http://www.myams.org/about-your-ams/student-activity-fees/ams-health-dental-plan.aspx . Graduate students: Additional coverage offered by Society of Graduate & Professional Students (SGPS); see http://www.sgps.ca/health .
<i>University Exchange Application Deadline</i>	30 April 2016
<i>Residence</i>	Application and deposit due July 1 st for all exchange students. Room assignments are allocated by computer lottery; consequently, accommodation cannot be guaranteed. For more information on exchange students living in residence go to http://residences.housing.queensu.ca/ . Rooms are single. 15/16 rate was \$7,108 + \$106 (Residence Student Government Fee) + \$160 (Residence Network fee) for the full academic year. Optional meal plans are available with a variance in cost depending on the plan choice. See http://residences.housing.queensu.ca/applications_assignments/residence-fees/ . Temporary accommodation available in August before classes start. Students are asked to book ahead by calling Event Services at +1 613-533-2223. Rooms cost approximately \$45 (CAN) (+ tax) per night. Usually books very quickly and for that reason some students may have to look for temporary accommodation off campus (http://quic.queensu.ca/resources/housing-support/temporary-housing-options/).
<i>Financial Aid</i>	Not available for exchange students.
<i>General Notes</i>	Information on athletics, clubs, dining, and entertainment at http://www.queensu.ca/live .

Undergraduate Study

<i>Number of Spaces</i>	3-4
<i>Restrictions on Disciplines</i>	No spaces in Faculty of Medicine, Faculty of Law and School of Business. Students applying to Queen's Faculty of Engineering and Applied Science are required to submit a typed Letter of Reference (one page only) from an academic departmental advisor in their current faculty. This Letter of Reference must include the name of the advisor; his/her job title and e-mail address.

Queen's University (Kingston)

Academic Notes Upon arrival, undergraduate level exchange students may seek permission to take up to two graduate level courses, provided they have the pre-requisites and the Department offering the courses agrees. School of Graduate Studies must also agree.

ACADEMIC CALENDARS

Faculty of Engineering and Applied Science:

<http://engineering.queensu.ca/Calendar/>

Faculty of Arts and Science: <http://www.queensu.ca/arts/programs-and-degrees/academic-calendar>

Graduate Study

Number of Spaces 2-3

Restrictions on Disciplines Graduate level exchanges can be accommodated in most graduate programs, subject to overall program/course/subject registration limits.

Academic Notes Students registered in a graduate level program or equivalent at the partner institution(s) are eligible to apply to a graduate department at Queen's. Students must be in at least their ninth semester to be considered graduate students.

ACADEMIC CALENDAR

School of Graduate Studies: <http://www.queensu.ca/calendars/sgr/>

Ryerson University (Toronto)

General Information

<i>Homepage</i>	www.ryerson.ca
<i>Webpage for International Students</i>	http://www.ryerson.ca/ri/students/incoming_students/
<i>Primary Contact Person(s)</i>	Emma Wright, rihelp@ryerson.ca (for students)
<i>Language Competence</i>	Minimum English proficiency results are the same as the requirements for our <u>undergraduate admissions</u> . Please see 'Alternate Tests' section of the webpage for specific score for TOEFL, MELAB, IELTS, CAEL and PTE. We use these results as <i>guidelines</i> for assessing incoming exchange students. Required: UHIP (\$204/ term, subject to change). Some courses involve additional fees.
<i>Student Activity Fees</i>	
<i>University Exchange Application Deadlines</i>	Fall – March 30 Winter – September 30
<i>Residence</i>	Finding accommodations is the responsibility of the exchange student. Students staying for the Fall & Winter semesters or only the Winter semester may apply to the <u>on-campus residences</u> . However, please note there <i>are many more applicants than spaces available</i> . The application deadline is in early June. There are also several non-Ryerson-affiliated residences near campus, as well as many private apartments for rent. Students should search and apply for housing well in advance of their arrival in Toronto to ensure they find convenient and affordable accommodations as the <i>housing market is very competitive</i> , especially in the Fall. There is no temporary accommodation via Ryerson available in August before classes start.
<i>Financial Aid</i>	Financial Aid is not available to exchange students. Exchange students are occasionally allowed to work on campus, but should not rely on this possibility for their living expenses.
<i>General Notes</i>	N/A

Undergraduate Study

<i>Number of Spaces</i>	2-3
<i>Restrictions on Disciplines</i>	Difficult to place students in highly competitive programs such as FCAD (Image Arts, Journalism, Radio & Television Arts, Fashion). Ryerson Theatre School and English Department are not open to exchange students. All applicants will be handled on a case-by-case basis.
<i>Academic Notes</i>	Students must select a Ryerson undergraduate program and choose courses offered through that program when completing the OBW application form. Exchange students are required to take a minimum of 4 courses and a maximum of 5 courses. When preparing a study plan, students should choose 8-10 courses per semester to allow for flexibility during the enrollment process, as course conflicts may arise, some courses may fill up quickly or some courses may not be offered every semester.

Graduate Study

<i>Number of Spaces</i>	No spaces available at graduate level
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Trent University (Peterborough)

General Information

<i>Homepage</i>	www.trentu.ca
<i>Webpage International Office</i>	www.trentu.ca/studyabroad and www.trentu.ca/tip
<i>Primary Contact Person(s)</i>	Kate Logan
<i>Language Competence</i>	86 IBT or 580 PBT with a minimum TWE score of 4.5 or <i>Letter of Language Support from home university</i>
<i>Student Activity Fees & Medical Insurance</i>	Trent International Program Orientation \$250.00 Introductory Seminar Week \$90.00 University Health Insurance \$204.00 per term
<i>University Exchange Application Deadlines</i>	June 1 for September start date Oct 1 for January start date
<i>Residence</i>	www.trentu.ca/housing Residence on Campus approx.. \$5,000 per term which includes a meal plan

Undergraduate Study

<i>Number of Spaces</i>	1 full year or 2 term
<i>Restrictions on Disciplines</i>	Nursing, School of Education, Social Work
<i>Academic Notes</i>	Full-time course load: per term is 2.5 Trent credit academic year 5.0 Trent credits

Graduate Study

<i>Number of Spaces</i>	0
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University of Waterloo (Waterloo)

General Information

<i>Homepage</i>	https://uwaterloo.ca/
<i>Webpage International Office</i>	https://uwaterloo.ca/international/
<i>Primary Contact Person(s)</i>	Ibi Brown – studyabroad@uwaterloo.ca
<i>Language Competence</i>	https://uwaterloo.ca/find-out-more/admissions/english-language-requirements
<i>Student Activity Fees & Medical Insurance</i>	Student services fee: Mandatory health insurance: UHIP \$204, FEDS/GSA Health & Dental \$182 Housing - Off-campus , on-campus Books/supplies
<i>University Exchange Application Deadlines</i>	Fall 2015: September – December Application opens: January 1, 2015 Deadline: March 1, 2015 Winter 2016: January - April Application opens May 1, 2015 Deadline: October 1, 2015 Spring 2016: May - August Application opens: May 1, 2015 Deadline: November 1, 2015
<i>Residence</i>	On-campus: https://uwaterloo.ca/housing/ Off-campus: https://uwaterloo.ca/off-campus-housing/
<i>Financial Aid</i>	N/A

Undergraduate Study

<i>Number of Spaces</i>	7
<i>Restrictions on Disciplines</i>	Very limited space available in architecture
<i>Academic Notes</i>	Restricted courses to exchange students: https://uwaterloo.ca/international/node/361

Graduate Study

<i>Number of Spaces</i>	Depending on U/G demand, 7 spaces available in total for the academic year. NOTE: To meet the eligibility requirements, students applying for the graduate exchange program must have completed a minimum of 4 years Honours Bachelors' degree or equivalent (8 semesters of studies at their home institution) prior to the commencement of their exchange.
<i>Restrictions on Disciplines</i>	Very limited space available in architecture
<i>Academic Notes</i>	Different application instructions for eligible grad students, please refer to: https://uwaterloo.ca/international/inbound/exchange-students/graduate-applications

Western University (London)

General Information

<i>Homepage</i>	www.uwo.ca
<i>Webpage International Office</i>	http://www.uwo.ca/international/learning/index.html
<i>Primary Contact Person(s)</i>	International Learning Coordinator Rebecca Denby E-mail: rdenby@uwo.ca
<i>Language Competence</i>	No official test required for undergraduates. Graduates: You must submit evidence of proficiency in English, such as a minimum TOEFL score of 213 (electronic version) or 550 (pencil and paper version). Some UWO Graduate programs have a higher minimum TOEFL score.
<i>Student Activity Fees & Medical Insurance</i>	Western One Card \$ 27.00 Bus Pass \$200.00 valid for 12 months Medical Insurance UHIP \$228.00 per term (4 months)
<i>University Exchange Application Deadline</i>	April 1st : Application deadline for both Fall and Winter terms
<i>Residence</i>	http://www.has.uwo.ca/housing/
<i>Financial Aid</i>	N/A
<i>General Notes</i>	Welcome to Western University: http://www.uwo.ca/international/learning/come_to_western/Incoming_Exchange%20Students/index.html International Exchange Student – Fact Sheet 2015/6: http://www.uwo.ca/international/learning/pdf/Exchange%20Program%20Fact%20Sheet.pdf

Undergraduate Study

<i>Number of Spaces</i>	10 full-time students
<i>Restrictions on Disciplines</i>	Courses in the following departments are sometimes limited, and not always available to exchange students: <ul style="list-style-type: none"> • Management and Organizational Studies • Economics • Education – not available to any exchange student; Western's program is one year only. • Kinesiology • Psychology • Political Science – upper year courses have limited enrollment • Richard Ivey School of Business – not available to students in the OBW program • Medicine and Dentistry –not available to exchange students • Law –not available to students in the OBW program
<i>Academic Notes</i>	http://www.uwo.ca/international/learning/come_to_western/Incoming_Exchange%20Students/academics.html

Graduate Study

<i>Number of Spaces</i>	Admission to the graduate program is very rare.
<i>Restrictions on Disciplines</i>	Applicants should refer to the Western Graduate Program's website for course descriptions and pre-requisite details. A list of graduate program websites can be found at http://www.uwo.ca/grad/ .

University of Windsor (Windsor)

General Information

<i>Homepage</i>	http://www.uwindsor.ca/
<i>Webpage International Office</i>	http://www.uwindsor.ca/studentexchange
<i>Primary Contact Person(s)</i>	Michelle Fitzgerald Exchange Office - Laurier Hall (2nd floor) University of Windsor 401 Sunset Avenue, Windsor, Ontario, Canada, N9B 3P4 Phone: 519-253-3000 ext.3934 Fax: 519-561-1472 Email: exchange@uwindsor.ca
<i>Language Competence</i>	There is a form supplied by the Windsor exchange office for this purpose. We do not require any of the commercial tests, but students should have English abilities that are at least equivalent to: IELTS: 6.5 TOEFL: 83 overall with a writing score of at least 20
<i>Student Activity Fees & Medical Insurance</i>	Health insurance = \$275 per semester (2014-2015 fees)
<i>University Exchange Application Deadlines</i>	April 30 (for Fall 1 or 2 semesters) and Oct. 15 (for Winter for 1 semester only)
<i>Residence</i>	\$2800-3500 (per semester)
<i>Financial Aid</i>	None
<i>General Notes</i>	UWindsor application is completed online, students will be emailed the password

Undergraduate Study

<i>Number of Spaces</i>	2 students
<i>Restrictions on Disciplines</i>	Classes offered with the Faculty of Education are not available. Classes in Digital Journalism are extremely limited and might not be available.
<i>Academic Notes</i>	Registration for Fall will occur in May and will be assisted by the Exchange Office.

Graduate Study

<i>Number of Spaces</i>	0
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York University (Toronto)

General Information

<i>Homepage</i>	http://www.yorku.ca/web/index.htm
<i>Webpage International Office</i>	http://yorkinternational.yorku.ca/
<i>Primary Contact Person(s)</i>	Norma Speranza – Global Learning Asst Exchanges & Visiting Students speranza@yorku.ca
<i>Language Competence</i>	Undergraduates: If English is not the student's first language, he or she should have proof of English Proficiency appropriate for study at the University level. The proof can be either an official TOEFL score (as outlined below) or a letter from the home university confirming appropriate language proficiency. If proof of language proficiency is a letter from the home university, the TOEFL scores listed at www.futurestudents.yorku.ca/requirements/language_tests should be used as guidelines when assessing proficiency. Graduates: If English is not the student's first language, he or she must present proof of TOEFL results or equivalent proof of English proficiency. For most graduate programs a paper test score of 600 is the minimum requirement for TOEFL. However, it is best to check the requirements for individual programs http://futurestudents.yorku.ca/graduate/programs/
<i>Student Activity Fees & Medical Insurance</i>	Exchange students are charged for two insurance plans. 1) Primary health insurance plan - UHIP (University Health Insurance Plan) is a mandatory primary care plan. Exchange students are advised not to purchase health insurance from home as UHIP is a mandatory plan. Further important information about the plan is found at: http://yorkinternational.yorku.ca/current-international-students/health-insurance/ Other academic fees might apply.
<i>Residence</i>	Exchange Program On-Campus Housing Application: Will be sent directly to students when available (in April). Note: Traditional and apartment style space is available (determined by student's age)
<i>Financial Aid</i>	Not applicable
<i>University Exchange Application Deadline</i>	UNDERGRADUATE Exchange Application: April 1 NOTE: Osgoode Hall Law School application deadline is March 15 GRADUATE Exchange Application: February 1* *Note: Applications for all terms (including Winter) must be received by the February 1

Undergraduate Study

<i>Number of Spaces</i>	To Be Determined
<i>Restrictions on Disciplines</i>	Most upper year courses (3000 & 4000 level) will require students to have completed prerequisites for the courses. Though exchange students will not have the York prerequisite, it is imperative to have sufficient background to handle material in the course. <ul style="list-style-type: none"> • Business (Schulich School of Business): Not open to ORA exchange students. • Computer Science: Students must meet with an advisor in the department upon arrival to finalize placement in courses; however students are advised to select courses prior to arrival, ensuring they review all prerequisites for Computer Science courses, including any programming requirements. • Financial Accountability, Masters of (MFAc): Admission to this program is restricted. Prior discussion with York International required.

York University (Toronto)

- **School of the Arts, Media, Performance and Design:** ORA students can only take courses in FFA available to [non-majors](#). See York International for course restrictions: <http://yorkinternational.yorku.ca/incoming-exchange-students/>. Choose Subject Area and Course Selection.
- **Law (Osgoode Hall Law School):** NOTE – DEADLINE – MARCH 15. At this time, exchange applications are only considered for the JD Program. Spaces are restricted to 1 or 2 students per partner institution. Students should have completed at least 6 semesters of study and have successfully completed a substantial number of law courses prior to starting their exchange. Students may not enroll in first year law courses. A high GPA may also be required and the equivalent of a 600 TOEFL score. The LLM programs are currently not able to consider exchange applicants.
- **Nursing (Faculty of Health):** This program is not currently open to exchange students.
- **Social Work:** This program is not currently open to exchange students
- **Translation, Glendon College:** This program has restrictions; prior discussion with York International is required.

Academic Notes The system that York uses for identifying its courses can be intimidating at first glance. This section will show you how to understanding what the course codes actually mean.

Background Information:

Faculties

York University is composed of 11 Faculties on 2 campuses.

1. Liberal Arts & Professional Studies (AP)
2. Education (ED)
3. Environmental Studies (ES)
4. School of the Arts, Media, Performance & Design (FA)
5. Glendon (GL) * Faculty located on separate campus approximately 30 minutes away from the Keele Campus
6. Graduate Studies (GS)
7. Health (HH)
8. Osgoode Hall Law School (OS)
9. Schulich School of Business (Not available to Incoming Exchange Students coming through York International)
10. Faculty of Science (SCE)
11. Lassonde School of Engineering (LSE)

Courses

For a list of courses available in a particular term or year, use the York Courses website:

Use the Subject search link. Within the departments or subject areas on this list, courses are listed by course number and name.

Understanding Course Codes

AP/ANTH 1110 6.0

AP – indicates the name of the Faculty; i.e., Faculty of Liberal Arts and Professional Studies

ANTH – indicates the name of the department: (Anthropology department)

1110 – indicates the course number; 1000 indicates a first year undergraduate course; 2000 a second year undergraduate; 3000 a third year undergraduate; 4000 a fourth year undergraduate, 5000 and 6000 are graduate level courses

6.0 – indicates credit value of the course (6.0 credits are usually two term courses, 3.0 credits are either fall only or winter only courses, 9.0 are usually two term courses)

York University (Toronto)

Selecting Courses

Click on the Course Schedule column on the course list for information on the term, day and time the course is offered. Check the Course Description column for more information on the course contents.

F refers to courses that run in the Fall semester only

W refers to courses that run in the Winter semester only

Y refers to courses that begin in the Fall term and finish at the end of the Winter term.

Once students are admitted to York the majority of the courses they take must be from the subject area they are admitted into. However, students are allowed to take courses in other subject areas as long as they have sufficient background in the subject area, and there are no restrictions to enrol in these courses.

Graduate Study

<i>Number of Spaces</i>	To be determined
<i>Restrictions on Disciplines</i>	See undergraduate studies and below: <ul style="list-style-type: none"> • Biology, Graduate level: Courses at the graduate level in Biology (5000, 6000) are not open to exchange students. Students take courses as part of research projects at York and therefore, students not attached to a research project are not eligible to enroll in the courses. Therefore, exchange applicants interested in Biology at the graduate level should already be involved in a research project at their home university and should submit an application including a summary of a research project. Undertaking this type of program while on exchange requires an appointed supervisor; therefore, York International will submit the summary to the appropriate representative in the Program for review and recommendation. Exchange applicants who have made independent contact with the department and already have a designated supervisor, should submit a letter of invitation from the York professor with his/her exchange application. Acceptance of the proposal is not guaranteed, but reviewed on a case by case basis and depends on availability of York professors willing and able to act as supervisors. • Human Resources Management, Graduate level: Students from partner universities without a specifically signed departmental agreement will not be able to pursue courses in this program. • Political Science, Graduate level: Demand for space in the graduate political science is high and therefore, spaces are limited. Exchange students must exceed minimum requirements for entry into the program.
<i>Academic Notes</i>	Applicants must be in a graduate program at a recognized university, normally with at least a B (second class) standing, or with qualifications accepted as equivalent. Courses or academic work taken on exchange at York, must apply to a degree at the student's home institution, and cannot be used as degree exclusions, should the student ever decide to study as a degree student at York. Graduate programs at York University may have limited space availability for exchange students. Students must have completed a minimum of 3 years of undergraduate study in order to apply. We will work closely with partners, students and programs at York to find places for qualified applications received by the deadline. Exchange Graduate Students applications are assessed and approved by the department/faculty. Course registration is assisted by the department.