

Outline

Step 1: Completing the McGill Application

Step 2: Approval by your Faculty

Step 3: Nomination by Service Point

Step 4: Applying to the Host Institution

Step 5: Acceptance by the Host Institution

Before embarking on Step 1...

Can I go on exchange?

- Prepare yourself:
 - Watch this short 4 minute video
<https://youtu.be/RacNgyTEtgE>
- Talk to your program/faculty advisor
- Research, research, research!
- If you are planning to go on exchange in your last term – your graduation will most definitely be delayed

Step 1

Completing the McGill Application

- Opens November 6th, 2015 in Minerva for an exchange in Fall 2016/Winter 2017
 - Deadline to apply is **January 15th, 2016** (Law has an earlier deadline)
 - No advantage in applying early, apps are only reviewed after deadline
- Select up to 4 different hosts and/or terms
 - Make sure to check institution is an exchange partner and is open to your faculty (mcgill.ca/students/international/students-going-abroad/where-can-i-go)
 - Popular destinations vary from year to year – generally 6 spaces per partner
 - Due to high demand and limited spaces, some partners may only be available for a 1 semester exchange only
 - Alternate choice given if no spaces remaining in any of your choices

Step 1

Completing the McGill Application

- Write a meaningful statement of purpose!
 - Both your faculty and host will use this statement in their review process
 - Write a statement for each host (approx. 1/2 page per host)
- Select a preliminary list of courses
 - Minimum of 8 per institution per term
 - Choose institutions that have a good selection of courses for your program
- Proof of language proficiency form
 - Required only if language of instruction at host is not English
 - Submit to Service Point by January 31st

Step 1

Completing the McGill Application cont'd

- Mobility Award
 - Money to fund your exchange – amounts for 16/17 TBD!
 - For Basic award – just need to accept or decline terms & conditions
- U21 Travel Award
 - Another funding opportunity for specific partners
 - Will be automatically considered if nominated to a U21 partner – no need to complete essay
- \$150 application fee – non refundable!
- Made a mistake? – Cancel your application and re-submit (must still be submitted BEFORE deadline)

Step 2

Approval by your Faculty

- Each faculty reviews their own students' applications
- For General spaces, faculty has the option to rank the list of students who are entered into the lottery - based on their own criteria
- Faculty specific spaces are chosen by the faculty
- Decisions made within 2 weeks of the McGill application deadline (end of January/beginning of February)

Step 3

Nomination by Service Point

The LOTTERY...

...is for the General spaces that are open to all faculties

- List of all eligible candidates is first randomized
- Then faculties' ranked lists are applied
- You will only receive one nomination based on choices
- Some numbers from the 15/16 lottery
 - 1035 applications were submitted : +18.2% from 14/15
 - 600 students went into the lottery out of 973 faculty approved applications (rest were faculty-specific spaces)
 - ~70% get their first or second choice
 - ~18% could not be matched & were given an alternate choice (most of these only included one host option)
 - Top 6 in Lottery: Melbourne, Sydney, UHK, Edinburgh, NUS, UCL

Step 3

Nomination by Service Point (cont'd)

- Nominations released around mid to end of February
- An auto email notification is sent to advise you of your nomination
 - Carefully read the instructions provided to you in the Minerva app
 - You must either accept or decline your offer by the deadline provided
 - If you fail to either accept or decline the nomination, it will be cancelled
- Declined or cancelled spots do NOT become available again (buffers are built into the lottery to account for this)
- Once you accept your nomination – the nomination letter will be automatically generated in Minerva for printing

Step 3

Nomination by Service Point (cont'd)

- Start preparing your study plan - Meet with your advisors !
- Ensure your passport is **VALID**
 - During your exchange and at least 6 months after
- Record will be updated to indicate **Exchange-Term Away**
 - You will only be able to register for McGill courses for terms that you will **NOT** be on exchange (~early April for Fall/full year, July for Winter)
 - Billed for 15 credits regardless of how many completed at Host
- **Mobility Award**
 - If you accepted the basic – you can then apply for the Supplement (application through Financial Aid Menu) during month of May

Step 4

Applying to the Host Institution

- Service Point will send an email with info regarding the host application
 - Occurs on a rolling basis, so be patient!
 - Emails go out between March – December (depending on Fall or Winter start)
 - Do NOT apply on your own unless contacted by the partner specifically
- Read your emails! VERY VERY IMPORTANT
 - Turnaround time can be tight - we try to notify you as soon as possible
- Documents generally required :
 - Fill out an application form of the host institution
 - May be asked to provide reference letters
 - Copy of valid passport
 - Course plan (do not wait for course approvals though!)
 - Etc.

Step 5

Acceptance by the Host Institution

- Acceptance package will either be sent to you or Service Point
 - If sent to you, scan and email a copy of your acceptance letter to us
- Start getting official course approvals
 - Submit requests via the Course Equivalency Database
 - Complete Transfer Credit and Assessment form in Minerva
- Familiarize yourself with hosts' registration dates, add/drop deadlines, exam dates etc.
- It is your responsibility to arrange your flights, immigration documents, health insurance, accommodation etc.
- Attend the Pre-departure Orientation session
 - ~ March – Fall / year exchanges
 - ~ November – Winter exchanges
- Complete a Travel Registry Form (Minerva)

Study Away vs. Exchange – can I apply to both?

- Yes! – separate applications in Minerva

	Exchange	Study Away
	<ul style="list-style-type: none"> • Official partnership • Nominated by McGill (Faculty + Service Point) 	<ul style="list-style-type: none"> • No formal agreement although faculties may have preferred hosts • Need permission from your faculty to earn credits towards your program • You can study away at an exchange partner (if they have a study on your own program)
Deadline to apply in Minerva	January 15 th	Varies by Faculty -> check your Faculty page
Minimum CGPA required	3.0	2.7 (<i>can vary by faculty</i>)
Tuition paid to	McGill	Host
Applying to Host	<ul style="list-style-type: none"> • After being nominated – Service Point provides info on applying to host • Most documents will need to be submitted to our office 	<ul style="list-style-type: none"> • You must apply directly to the host • All documents should be sent directly to host
Eligible to apply for Mobility Award?	Yes	No
Need to submit Transfer Credit Form in Minerva?	Yes	Yes

Good luck!

Questions?

International Education website
www.mcgill.ca/students/international

Service Point
3415 McTavish (McLennan Library Building)
514-398-7878
Drop in Hrs: Mon-Fri 230-4pm @ Desk E
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