

STUDENT EXCHANGE AND FEE-PAYING PROGRAMS

Bilateral agreements (Japan)



You must be selected by your university to apply for the exchange or fee-paying program at UQAM.

Please read this information, fill out the online application form, and send your COMPLETE file to the student exchange officer at your institution.



DEADLINES FOR RECEIPT OF APPLICATION FILE AT UQAM



for Fall 2019 or
Fall 2019 + Winter 2020



for Winter 2020 or
Winter 2020 + Summer 2020



PROGRAM OF STUDY SELECTION AT UQAM

The choice of program of study must comply with the student exchange agreement established between UQAM and your home institution.

Please confirm with the exchange officer at your home university that the requested program of study is available.

COURSE SELECTION

All selected courses must be part of the **English program** or the **French program**.

- Both French and English are used in Montreal. Students may take both English and French classes. A popular choice is four English classes and one French class per term.
- Information about courses in English as a second language can be found at the website of [École de langues](#).
- Information about courses in French as a second language can be found at the website of [École de langues](#).
- The majority of courses offered at UQAM count for three credits. A three-credit course is equivalent to 45 hours of classes: three hours a week for 15 weeks.
- Each credit involves approximately 45 hours of learning activities, including assessment.
- The number of credits constituting a full-time, semester program at an undergraduate level is 12 to 15 credits (4 or 5 three-credit courses).
- You must register on a full-time basis and class attendance is mandatory.



2019-2020 UNIVERSITY CALENDAR

SEMESTER	COURSE START AND END DATES FOR THE ÉCOLE DE LANGUES
Fall 2019	September 3 to December 16, 2019
Winter 2020	January 6 to April 26, 2020
Summer 2020	April 27 to August 14, 2020

APPLICATION FORM

After being selected, you must first complete the online application form for participation in the exchange or fee-paying program at UQAM, submit it online, print it, sign it, and attach it to your application. The hard copy of the form must be approved and signed by the director of your program of study, by the person in charge of the exchange program at your institution, and by you.

APPLICATION FILE

Your application file must be sent to UQAM via your home university. Your file should be sent as 3 copies in this order and without staples (an original copy and two photocopies).

- Application form
- Letter of Intent in English
- One (1) reference letter in English from a professor from the home university
- Up-to-date official university transcript
- Complete list of courses in which you are currently enrolled
- Proof of language skills (see ENGLISH LANGUAGE SKILLS REQUIREMENTS)
- Photocopy of family registry (koseki touhon) on which appear the full names of your parents

All documents submitted must be translated into French or English.
No file sent by email will be accepted.



ENGLISH LANGUAGE SKILLS REQUIREMENTS

GPA:

2.7

Exchange students:

TOEFL ITP 530 | TOEFL iBT 71 | TOEIC 605 | IELTS 5.5

Fee-paying students:

TOEFL ITP 460 | TOEFL iBT 48 | TOEIC 505 | IELTS 4.5



The Registrar's Office of UQAM will send you the official decision (acceptance or refusal) by mail, and you will receive it:

- between **May 15** and **July 1**: if your file arrives at UQAM by the April 1 deadline
- between **November 1** and **December 15**: if your file arrives at UQAM by the September 15 deadline

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COURSE REGISTRATION



A few weeks after receiving your official admission letter, you will receive your PIN by mail. The PIN [NIP in French] is your access code for the UQAM student portal.



Upon your arrival at UQAM, you will take the English Placement Test (\$30CAD) which will determine what level of English classes you are eligible to take.



After receiving your test results, you will meet with your academic advisor who will advise you of the classes you can choose from.



After this meeting, you will be able to register for classes in person.

If you wish to register in French as a second language classes, you will take a French Placement Test (\$15CAD), or if you are a beginner, you will be asked to attend a brief interview to determine which French class you can register for.



IMMIGRATION

Two-semester exchange or fee-paying program

Since this is a study program lasting more than six (6) months (two semesters), you must obtain a [Certificate of Acceptance from Quebec \(CAQ\)](#) and a [study permit](#). We recommend that you begin your immigration process as soon as you receive the admission letter from UQAM, as the process can take up to three months.

Single-semester exchange or fee-paying program

If you participate in a full-time exchange or fee-paying program for a single semester, you do not require a CAQ or a study permit for that period. You must ensure that you have an eTA or a valid temporary resident visa; see the [Government of Canada website](#) on immigration.



Note: You may need to provide your biometrics as part of your application for a study permit or temporary resident visa. This could result in additional delays.



PREPARING FOR YOUR STAY

Before your arrival at UQAM, the Japanese Student Coordinator will contact you with important information such as what to bring, housing options, classes, and more.

MANDATORY INSURANCE

As a foreign student, you automatically subscribe to the UQAM health and hospitalization insurance. The subscription fees for this plan are approximately \$320CAD per term. **No other medical insurance will be recognized by UQAM.**



TRANSCRIPTS OF GRADES

A transcript of your grades will be sent to you by the Registrar's Office at your personal mailing address approximately eight (8) weeks after the end of the semester. Please change your address on the UQAM student portal so that it is sent to you in your home country.



HOUSING

There are three housing options organized by the Japanese Student Coordinator: UQAM residence hall (approx. \$500-600CAD/month plus housing insurance approx. \$200CAD/year), homestay (approx. \$880-900CAD/month including all meals), and apartment share (approx. \$400-600CAD/month). Shortly after your acceptance to UQAM, the Japanese Student Coordinator will contact you to discuss these options in further detail.

Hope to see you soon!

Natacha Louis-Charles
International Student Mobility Advisor (Incoming Students)

UQAM | **Service des relations internationales**
Université du Québec à Montréal