

Office of International Relations

Exchange program BCI - UQAM

Application Deadline	April 1st 2017 for all applications for the following Fall and Winter semesters. The postmark will not be considered. All applications must arrive before or on April 1 st .
Incoming mobility	Marie-Hélène L'Heureux l_heureux.marie-helene@uqam.ca
Website	Incoming mobility – Exchange program BCI - UQAM
Academic Calendar 2017-2018	
Fall Semester	September 5th- December 18st
Winter Semester	January 8th – April 29td
PROGRAMS AND COURSES	
Programs of studies open to exchange students	Students must select only one program of studies. The program must be one of the programs open to exchange students. The list is available on the BCI website – UQAM section .
Admission Requirements	We strongly recommend that you read the document Programs with Admission Requirements in order to help you select the students.
Course selection	<ul style="list-style-type: none"> ▶ Students must fill the Course selection form. ▶ Students must select their courses from only one program of studies and from only one level (Bachelor's, Master's or Doctorate). ▶ Information about the programs is available on the Registrar Office website. ▶ For each program, the courses offered within the program are grouped under the tab <i>Cours à suivre et horaires</i>. You can find a program by its code. ▶ All courses identified as <i>ateliers</i> (workshop), <i>stages</i> (internships) or <i>séminaires d'intégration</i> are not offered to exchange students. ▶ The majority of courses offered at UQAM are worth 3 credits. A three-credit course corresponds to 45 class hours over 15 weeks or 3 class hours per week. ▶ For each course credit, you should calculate 45 hours of study outside of class hours. ▶ All exchange students must be enrolled in a full-time course load. <p>The number of credits (per semester) required to be a full-time student :</p> <p><u>Undergraduate Studies (including certificates) :</u></p> <ul style="list-style-type: none"> ▶ 12 to 15 credits (4 or 5 courses of 3 credits) <p><u>Graduate Studies :</u></p> <ul style="list-style-type: none"> ▶ 6 to 9 credits (2 to 3 courses of 3 credits)
Graduate programs eligibility	Some master's programs require successful completion of 16 years of education before participating in the exchange program at UQAM, that is to say that some candidates will need to have completed one year of their Master's program prior to the exchange program at UQAM.

LANGUAGE REQUIREMENTS	
Language of instruction	All courses at UQAM are given in French. Students must be fluent in both spoken and written French at their arrival.
Requirements	The minimum level usually accepted is Intermediate / Advanced or equivalent to B2 according to the Common European Framework of Reference for Languages. Test results from the following organizations are accepted : <ul style="list-style-type: none"> - School of languages or French department at the home university; - TFI (test de français international) - TCF (test de connaissance du français) - DELF (Diplôme d'études en langue française) - DALF (Diplôme approfondi de langue française)
APPLICATION	
Application forms	BCI application form UQAM admission form for Foreign students Both forms are mandatory to process all applications.
Required documents for application	<ul style="list-style-type: none"> <input type="checkbox"/> Cover letter in French describing the objectives by participating in the exchange program, academically, professionally and personally; <input type="checkbox"/> Official transcripts for each year of university studies completed or in progress (provide translations); <input type="checkbox"/> List of courses the students are currently enrolled; <input type="checkbox"/> UQAM course selection form; <input type="checkbox"/> Letter of reference from a professor; <input type="checkbox"/> Proof of language proficiency if the language of instruction at the university of origin is other than French; <input type="checkbox"/> Photocopy of the birth certificate on which appear the full names of father and mother; <input type="checkbox"/> Portfolio printed (no CD-ROM) for programs: visual and media arts, graphic design and environmental design.
SENDING APPLICATIONS	
Each application must be sent in 3 copies (1 original and 2 photocopies) . The portfolio (when required) may be sent in only 1 copy.	<p>IMPORTANT : Courier companies (i.e. UPS) do not deliver to PO boxes. Consequently, applications sent by Courier must use the civic address.</p> <p><u>Postal Address (Regular mail) :</u> Université du Québec à Montréal Service des relations internationales Marie-Hélène L'Heureux Case postale 8888, succursale Centre-ville Montréal (Québec) H3C 3P8 Canada</p> <p><u>Geographic Address / Express mail (ex. Purolator, UPS, DHL, Chronopost) :</u> Université du Québec à Montréal Service des relations internationales Marie-Hélène L'Heureux Pavillon Saint-Denis, local AB-9200 1290, rue Saint-Denis, 9^e étage Montréal (Québec) H2X 3J7 Canada Téléphone : 514-987-3000, ext. 2786</p>

Official answer	The Registrar office at UQAM will send the student an official decision (acceptance or rejection) by regular mail, after June 1st, at their personal address.
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TRANSCRIPTS AND GRADING SYSTEM

Transcripts	<p>Transcripts are sent directly by regular mail to the students from the Registrar Office two months after the end of the semester, at their personal address.</p> <p>Students who study at UQAM for the full academic year will receive one transcript for each semester.</p> <p>IMPORTANT : Students have to change their address at the Registrar Office before they leave Montréal so they can receive their transcript at their home address.</p>
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Grading System	A+ = 4.3	A = 4.0	A- = 3.7	Excellent
	B+ = 3.3	B = 3.0	B- = 2.7	Very good
	C+ = 2.3	C = 2.0	C- = 1.7	Good
	D+ = 1.3	D = 1.0		Acceptable
	E = 0			Fail

BEFORE LEAVING

The [Service d'accueil des étudiants étrangers](#) web site is filled with practical information that will help students prepare their stay in Quebec and at UQAM.

Immigration	<p>Québec Acceptance Certificate (CAQ) and Study permit</p> <p>If the duration of the studies is longer than 6 months, students must obtain the following documents before arrival in Québec :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Québec Acceptance Certificate (CAQ) for studies issued by the Québec government (Immigration et Communautés culturelles) <input type="checkbox"/> Study Permit issued by the government of Canada (Citizenship and Immigration Canada) <p>**No student will be allowed to pursue the exchange more than one semester if one did not have the CAQ and the Study permit prior to the exchange.</p> <p>Visitor Visa</p> <p>Beware that candidates from certain countries must obtain a visa to stay in Canada even for a stay of less than 6 months. The list of those countries can be found on the Citizenship and Immigration website.</p> <p>Electronic Travel Authorization (eTA)</p> <p>Students entering Canada for a stay less than 6 months and who don't need to provide a Visitor visa according to their country of origin, will have to obtain an Electronic Travel Authorization (eTA). Applying for an eTA will cost \$7 CAD.</p> <p>Click here to find out if you need the eTA.</p>
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Mandatory Health Insurance	<p>The law governing Quebec health insurance requires that foreign students be in possession of valid health insurance for Quebec.</p> <p>Consequently, UQAM charges all international students mandatory insurance fees of approximately CAN\$ 332.00 per semester. No insurance obtained in your country of origin will exempt you from UQAM's fees for medical coverage.</p>
Reciprocal agreements for social security (Health Insurance)	<p>The Quebec government have concluded reciprocal agreements for social security with certain countries. The agreements include a section on health which allows those countries' citizens to receive certain benefits.</p> <p>These countries are Belgium, Greece, Finland, France, Denmark, Luxemburg, Norway and Portugal. To find out more, please read the Guide pratique pour les étudiants internationaux (The International Students' Guide).</p> <p>You may also consult the RAMQ (Quebec health insurance board) website : www.ramq.gouv.qc.ca .</p>
Internship and research supervision	<p>Very important – Work and off-campus internships are not available for exchange students. Moreover, all research supervision must be assumed by the student's home university. Exchange students are not authorised to register for internship courses at UQAM.</p> <p>Beware that if one student decides to do an internship while on exchange at UQAM, one will have to obtain a Work permit, according to Immigration Canada. UQAM will not be responsible for students who intend to do an internship while on exchange at UQAM. They will be responsible to find their own internship.</p> <p>More information can be found on the Accueil des étudiants étrangers website.</p>
<u>ACCOMMODATION</u>	
Apartments or room to rent	<p>The <i>Service d'hébergement de l'UQAM</i> (UQAM Accommodation service) offers students a list of apartments and rooms for rent.</p>
University residences	<p>UQAM also offers university residences for its students. To reserve a room in residence, you must provide your official admission letter from UQAM.</p>
Temporary accommodation	<p>If you haven't found permanent accommodations before arriving in Montreal, the <i>Service d'accueil des étudiants internationaux</i> has a list of different ressources where you can find temporary accommodation until you find a place for the whole duration of your studies.</p>