




# MCGILL UNIVERSITY

## EXCHANGE PROGRAM FACT SHEET

### QUERIES FROM STUDENTS & STAFF

Come to McGill on Exchange  
[studentexchanges@mcgill.ca](mailto:studentexchanges@mcgill.ca)  
+1 514 3987878

3415 McTavish St.  
Montreal, QC, Canada  
H3A 0C8

*This is an interactive fact sheet  
Look for this icon!* 

## Bienvenue à Montréal!

There's no place in the world quite like Montreal. It is a city steeped in culture and infused with internationalism. Of Montreal's 3.6 million residents, nearly 800,000 were born outside of Canada. A further 220,000 are students at universities or other professional post-secondary programs, making Montreal one of the world's most student-friendly cities. Its safe, socially vibrant setting makes Montreal one of the world's most livable cities.

McGill University is a thriving city within a city – a community of learners where passionate, independent minds come together to combine their great ideas and make even greater ones. It's a place pulsing with life, where our students – 35,000-strong from about 150 countries – are earning their places at the vanguards of their fields – from music to medicine, from the art of architecture to the science of sustainability.

### CONTACTS


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Outgoing Coordinator

**GENEVIÈVE (GENY) ALIE**  
Incoming Coordinator

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**RENATA MELHEM**  
Manager  
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### AGREEMENTS & PARTNER VISITS

Details on the website   
[mcgillabroad@mcgill.ca](mailto:mcgillabroad@mcgill.ca)

24 hour emergency number:   
McGill Security +1 514 398 3000

[More about Montréal](#) 



# AGREEMENTS & RESTRICTIONS

Students can be accepted to the exchange program for one semester or the full year (Fall start only). The preference is to have an even number of students nominated for each term - please do not send all in one term.

In general, students should be enrolled in the same program at their home university OR present sufficient educational background in chosen subject area.

## MUSIC

- strongly recommend starting in the Fall term
- must be registered in same program at home university
- applicants who wish to participate in lessons, ensembles, or other performance classes are required to submit a recorded audition for evaluation
- certain course restrictions apply
- registration for practical instruction may incur private lesson fees as per agreement with home university

## ENGINEERING, MANAGEMENT

- **limited to 2 nominations per term for non-faculty specific agreements**
- limited spaces in all Engineering disciplines
- students may be responsible for supplemental fees associated with particular courses

## LAW, ARCHITECTURE


- normally not open to university-wide agreements (space permitting)
- must be registered in same program at home university
- for Law, refer to the Law Fact Sheet for further instructions (available upon partner request)
- for Architecture - a portfolio is required

## GRADUATE PROGRAMS

- courses at the 600-700 level ONLY
- MUST verify if exchange is possible by contacting the Department directly (not all programs are open)
- MUST apply by program-specific deadlines (Deadlines vary by Department and are different from the undergraduate deadlines)



### Faculties not open for Exchange: Medicine, Dentistry, Continuing Studies

Students may take up to 1 course in the School of Continuing Studies, see **Registration section** (p. 4). 




## Academic calendar

**Fall 2024** August 28 to December 20, 2024  
(including exam period)

**Winter 2025** January 6 to April 30, 2025  
(including exam period)

**Summer 2025** Not open for exchanges

**NOTE:** Students should **wait for the FINAL 2024-2025 exam schedule** to be available on McGill's website **BEFORE making any travel arrangements** for the end of the term. If they must book their flight in advance, students must book a flight for any date **AFTER** the end dates listed here. 



# NOMINATION & APPLICATION PROCESS

When extenuating circumstances arise, exchanges may be cancelled by McGill at any time. Nominated students should monitor the McGill Abroad website for relevant updates. 

## Nomination Deadlines - Undergraduate

Fall and full year: March 15

Winter (Spring): September 15

Exchange coordinators should submit their nominations by the indicated deadlines. A link to the nomination webform will be sent to the university's exchange coordinator once available.

Once the nomination has been approved, please provide your students with a copy of this fact sheet for the next steps in the process.

**Our office will NOT send application instructions to your students.**

## Application Periods - Undergraduate

Fall and full year: February 1 to April 1

Winter (Spring): August 1 to October 1

After a student is nominated by their home university, they must complete the online application and provide the required supporting documentation. Application instructions will not be sent to students by our office.

### Requirements:

- Have a minimum CGPA of 3.0 (on a 4.0 scale), B average
- Demonstrate English proficiency if your home university's primary language of instruction is NOT English.

English proficiency - minimum requirements 

### Application Instructions:

- Students should use the **McGill Incoming Exchange Undergraduate Application Guide** to complete their application (link below). The guide includes the link for the application form.
- After completing the online application form, students must upload the required supporting documents to their online account (Minerva):
  - **Copy of university transcript** in English or French (include ALL pages). Unofficial copies are accepted. Submission must include a transcript key or grading information page.
  - **Letter of permission / nomination.** A letter from the home university confirming the student's nomination for an exchange at McGill, and duration of the exchange.
  - **Proof of English Proficiency** (if applicable). Letter from an academic official (**not** exchange coordinator) confirming English proficiency **OR** copy of official test results.
  - **Copy of the information page of your passport**, both the photo and signature pages.
  - If applicable, email or upload program specific documents (example: Architecture portfolio, Music audition file).
- Decision: If admitted to McGill, students will be prompted to accept their offer of admission in Minerva. The official decision letter will be available for download and printing via Minerva. Hard copies of the acceptance letter are **not** issued.
- Applications are reviewed on a rolling basis. Students can expect to have a decision within one month of the posted application deadline. *Decisions for applications to Architecture may require additional time.*

Steps for Coming  
to McGill on  
Exchange 

McGill Incoming  
Exchange  
Undergraduate  
Application Guide 

GRADUATE PROGRAMS

For further info, contact us: [studentexchanges@mcgill.ca](mailto:studentexchanges@mcgill.ca)




# REGISTRATION


## Registration dates:

- **Fall / full year - late May / early June**
- **Winter - early December**

Students register for courses prior to arrival at McGill, online via Minerva (unless otherwise specified in sections below).

The maximum course load at McGill for an exchange student is 15 credits per term (12 credits is considered full-time).

**Incoming  
exchange  
registration** 

**eCalendar -  
search for  
courses** 


Students have access to their official transcript as soon as they are registered for courses.

## Faculty-Specific Notes for Registration

Students are permitted to take up to 1 course outside their admitted faculty if space permits and there are no restrictions. This course can be from the School of Continuing Studies, however students should verify with their home university whether they will receive credit for this course. Permission from their admitted faculty may be required.

If there are restrictions or pre-requisite errors while registering, students must contact the department offering the course to obtain permission to register for the course.

### REGISTRATION INFORMATION:

*Click each Faculty for more info* 

**Architecture**

**Agriculture & Environmental Sciences**

**Arts**

**Education**

**Engineering**

**Management**

**Music**

**Science**

### COURSES WITH LIMITED ENROLMENT:

- Anatomy and Cell Biology
- Biochemistry
- Biology
- Computer Science
- Mathematics
- Microbiology
- Pharmacology
- Psychology
- Physiology
- Courses in the Faculty of Engineering
- Courses in the Faculty of Management
  - Due to high demand, maximum 2 Faculty of Management courses per subject area

### COURSES NOT AVAILABLE TO EXCHANGE STUDENTS:

- Lab courses
- Special topics courses
- Research projects
- Student Teaching practicum (EDFE) courses
- Thesis courses



# ADDITIONAL INFORMATION

Click the icons  
↓



## Immigration Documents

**Full-year (2 terms):** Students must obtain a Certificate of Acceptance from Immigration Quebec (CAQ) and a Study permit from Citizenship and Immigration Canada.

**One term only:** Students must have a valid passport and students from certain countries may need to obtain a Temporary resident visa or an electronic Travel Authorization.

Documents must be submitted to McGill as per the instructions on the Legal Documents website.

[Legal documents website](#)

[FAQs: Traveling to Canada](#)



## International Health Insurance

The McGill International Health Insurance Plan is **mandatory** for all international students (see Expenses section below for the expected cost). Refer to the website for details on coverage (e.g. basic dental is not included).

Students from certain countries may qualify for an exemption provided they submit the required documentation.



## Housing

**On-campus housing:** While priority is given to first-year degree students, limited places are available for exchange students. Once they have accepted their offer of admission, students should contact Housing directly at [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)

For more housing options:

[Off-campus housing](#)



## Expenses while on exchange

Students participating in the exchange program are exempt from regular tuition charges and compulsory term charges. However there some charges that they may see on their fee account:

- International Health Insurance - approximately \$350 CAD per term
- Program/course charges that are compulsory upon registration, such as special activity charges, course materials, textbooks, music lessons, etc. - approximately \$600-1000 CAD per term
- Residence and meal plan (if applicable)

[Information about billing and payments](#)



## Orientation & Arrival at McGill

Orientation sessions for new students are to help prepare for McGill's academic and social life, provide information about the University and its services, and living in Montreal.

The sessions are usually held:

- Fall term or year-long: end of August
- Winter term only: beginning of January

**BEFORE YOU ARRIVE:**  
[Check out the Pre-Arrival Webinars hosted by International Student Services](#)



# ADDITIONAL INFORMATION

Click the icons



## Students requiring academic accommodations

McGill has a dedicated office for Student Accessibility & Achievement. Students are encouraged to contact the office after being admitted to see if the appropriate services are available to them during their exchange.

Other available student services



## Student health and wellness services

The Student Wellness Hub provides a range of health services to support students' physical and mental health with a focus on awareness, prevention, and early intervention.

Local Wellness Advisor (LWAs) are trained mental health clinicians embedded within faculties and services to orient and connect you with the appropriate support resource - on-campus or off-campus - for your unique situation.

Find your faculty LWA



## Official Transcript

Students have access to their official transcript as soon as they are registered for courses.

All final grades should be available by February (Fall exchanges) or June (Full year/Winter exchanges). Note: McGill transcripts only show letter grades (not numeric grades).

**Students are responsible for ordering their McGill electronic transcript to be sent to their home institution.**

## Proof of Enrolment Letter

Students who require confirmation of their enrolment at McGill can access their Proof of Enrolment letter in Minerva (McGill's student portal). The proof of enrolment letter is an official letter which includes our seal and the Registrar's signature.

