

Student Exchange Program

Admission Procedure

Nomination Deadlines	<ul style="list-style-type: none"> March 15th for Fall Term (September to December) or Full academic year (September to April) September 15th for Winter Term (January to April)
Nomination Instructions	<ul style="list-style-type: none"> By email from Home Institution with information provided in the format as noted below: <p>Last Name: First Name: Term(s) of Exchange (fall term, winter term, full year): Level of Study (Undergraduate or Graduate): Degree Program: Date of Birth (Year-Month-Day): Gender: Home Address: Email Address: English Language Test Score, Type & Date Completed</p>
Application Deadlines	<ul style="list-style-type: none"> April 15th for Fall Term or Full Year October 15th for Winter Term
Application for Incoming Students	<p>Instructions: carleton.ca/isso/new-students/incoming-students/</p> <p>All applications must be submitted by the home institution or program office to Carleton University. Application forms must be typed. Hand written forms will not be accepted.</p> <p>All application documents must be emailed to exchange@carleton.ca first. Then the hardcopy original of all documents should be mailed or couriered to the address noted below:</p> <p>Nancy Leslie Exchange Program Coordinator International Student Services Office Carleton University 128 University Centre 1125 Colonel By Drive, Ottawa, Ontario Canada K1S 5B6</p>

Minimum English Language Requirements for Undergraduate Students	<ul style="list-style-type: none"> • Internet Based TOEFL (iBT) 86 (minimum of 22 in writing and speaking and 20 in reading and listening) • Computer Based TOEFL (CBT) 237 • IELTS 6.5 (minimum 6.0 in each band) • CAEL 70 • CEFR Level C1 or C2
Minimum English Language Requirements for Graduate Students	<ul style="list-style-type: none"> • Internet Based TOEFL (iBT/Next Generation) 100 (minimum of 25 in writing, speaking, reading and listening) • Computer Based TOEFL (CBT) 250 • IELTS 8.0 (minimum 7.5 in each band) • CEFR Level C2
Application Documents:	<ul style="list-style-type: none"> • Official proof of English proficiency (TOEFL, IELTS, CAEL or CEFR) must be translated into English with a test date no more than 24 months prior to application • Copy of valid passport photo identification • Applicants must include their most recent official transcript translated into English • Applicants are asked to include in their applications a list of courses they wish to be registered in, including course titles and course codes • Portfolios must be included for students applying for courses in Architecture or Industrial Design. • An audition is required for performance courses in Music. <p>Undergraduate Calendar: calendar.carleton.ca/academicyear/undergrad</p> <p>Graduate Calendar: calendar.carleton.ca/grad/</p> <p>Public Class Schedule [check to ensure the courses you require are still available and offered in your term of study]: central.carleton.ca/</p> <p>Courses NOT Open to Exchange Students: http://carleton.ca/isso/new-students/incoming-students/courses-not-available/</p>

Academic Information

Academic Levels Offered:	Undergraduate and Graduate
Duration of Exchange (3 options)	<ul style="list-style-type: none"> • Full Academic Year (September to April) • Fall Term (September to December) • Winter Term (January to April)
Language of Instruction	English

Number of Hours Per Week of Class (full Arts Course Load)	15 - 18 hours
Number of Hours Per Week of Class (full Science Course Load)	25-30 hours
Number of Credits Per Term at Carleton	<p><u>Undergraduate Students:</u></p> <p>Minimum: 1.5 credits per term (3 courses) Maximum: 2.5 credits per term (5 courses) Recommended: 2.0 credits per term (4 courses)</p> <p><u>Graduate Students:</u></p> <p>Minimum: 0.5 credits per term (1 course) Maximum: 1.5 credits per term (3 courses) Recommended: 1.0 credits per term (2 courses)</p>
Course Descriptions Available at:	calendar.carleton.ca/undergrad/courses/ calendar.carleton.ca/grad/courses/
Grading System	12 Point Scale calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/

Accommodation

<u>On-Campus Housing:</u>	<p>Not guaranteed.</p> <p>Students apply online using their Carleton University Student Number, which is provided in their Letter of Acceptance.</p> <p>Application and Deadline Dates: www2.carleton.ca/housing/residence-application-procedures/exchange-students/</p> <p>Fees: housing.carleton.ca/fees-and-food/</p>
Meal Options Available:	Yes

Off-Campus Housing:	<p>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.</p> <p>For additional information about living off campus, please review the Off-Campus Housing handout. You can also email off_campus_housing@carleton.ca.</p> <p>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>
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Mandatory Fees

Health Insurance:	UHIP: All students are required to enroll in a <u>mandatory</u> University Health Insurance plan.
Website:	carleton.ca/isso/uhip/
U-Pass:	U-Pass: A <u>mandatory</u> bus pass and train pass for the city of Ottawa. Charges will automatically be applied to the student account upon full-time course registration.
Website:	carleton.ca/upass/

Example of 2016/2017 Living Costs (estimated for an eight month period)

On Campus Accommodation Including Meal Plan & Local Phone Service	\$10,397 - \$11,419
Accommodation (Off-Campus)	\$7,600 (one bedroom with shared kitchen/bath, includes utilities, laundry, and groceries)
Books and Supplies	\$1,300 (varies according to program)
Other: personal expenses	\$2,000
Website:	https://admissions.carleton.ca/scholarships/usa-and-international-costs/

Contacts

Incoming/Outgoing Exchange Students	Nancy Leslie , Exchange Program Coordinator nancy.leslie@carleton or exchange@carleton.ca +1 (613) 520-6600 Ext. 6328
Exchange Agreements	Chau Hoang , Exchange Partnership Administrator chau.hoang@carleton.ca +1 (613) 520-6600 Ext. 2519

Exchange Agreements/Students – Bachelor of Global and International Studies (BGIInS) program	Jennifer Maybank , BGIInS Exchange Coordinator jennifer.maybank@carleton.ca +1 (613) 520-6600 Ext. 2069
Manager	Margaret Higgs , ISSO Manager margaret.higgs@carleton.ca
Mailing Address	International Student Services Office (ISSO) Carleton University 128 University Centre, 1125 Colonel By Drive Ottawa, Ontario, K1S 5B6, CANADA
General Inquiries	+1 (613) 520-6600 or exchange@carleton.ca
Fax Number	+1 (613) 520-3419
Website	carleton.ca/isso