FACT SHEET AND GUIDELINES FOR PARTNER UNIVERSITIES

**International Office**

| Address                          | Concordia International  
|                                 | 1455 de Maisonneuve Blvd. West, Annex X  
|                                 | Montreal, Quebec, Canada H3G 1M8  
| Phone                           | 1-514-848-2424 ext. 4986  
| Fax                             | 1-514-848-2888  
| General E-mail                  | studyaway@concordia.ca  
| Incoming Exchange Website       | https://www.concordia.ca/international/visiting-exchange/study-exchange.html  

**Contacts**

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### Academic Information

#### Incoming Exchange Students
- **Website**: [http://www.concordia.ca/international/visiting-exchange/study-exchange.html](http://www.concordia.ca/international/visiting-exchange/study-exchange.html)

#### Departments/ Academic Programs
- [https://www.concordia.ca/academics.html](https://www.concordia.ca/academics.html)

#### Course Calendar (Syllabus)
- Undergraduate Programs and Graduate Programs

#### Class Schedule
- [http://fcms.concordia.ca/fcms/asc002_stud_all.aspx](http://fcms.concordia.ca/fcms/asc002_stud_all.aspx)

#### Term Dates
- **Fall Term**: Early September until the end of December
- **Winter Term**: Early January until the end of April/early May

#### Academic Calendar Dates
For a list of academic dates, university holidays and deadlines, please consult the [academic calendar](http://www.concordia.ca/international/visiting-exchange/study-exchange.html).

### Nomination Process

#### Nomination Deadline
- **Fall & Full-year**: March 16, 2020
- **Winter Semester**: March 16, 2020

#### Nomination Method
- Excel nomination spreadsheet
- Before you nominate, please consult our restricted course list

#### Qualification
- **No. of semester completed**: one semester completed by the time of nomination and must be able to provide a transcript with final score
- **Master Level**: one semester completed in a graduate program at their home institution
- **Cumulative GPA**: equivalent to 3.0 or higher based on the grading system at student’s home university
- **Language Proficiency**: TOEFL IBT: 90 (some departments such as Communication Studies, Creative Writing, Journalism require 100 or higher) IELTS score of 7 or higher, no component score under 5.5

### Application Process

#### Application Deadline
- **Fall Semester**: April 1, 2020
- **Winter Semester**: April 1, 2020

#### Required documents
- **All Applicants**
  - Incoming Exchange Application (link to be sent to nominated students directly)
  - Personal Statement in English, one page maximum
  - Academic transcript of records
  - A list of courses currently being taken, if not listed in the transcript
  - Proof of English language proficiency, if applicable
  - 1 Academic Reference
  - Photocopy of passport identification page
  - Portfolio link without any password restrictions (Fine Arts/Creative writing only)

- **For Master level applicants**
  - Curriculum Vitae (MBA applicants)
  - Certificate of Bachelor/Master Degree, if applicable
<table>
<thead>
<tr>
<th>Restricted Programs</th>
<th>For a list of restricted courses not open to exchange students, see <a href="#">here</a>. 50% of the selected courses MUST fall within the same Concordia Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Proficiency</td>
<td>Applicants whose primary language is not English must provide proof of English language proficiency, regardless of citizenship. Please refer to the Qualification section above.</td>
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</tbody>
</table>

### Registration

| Full-time Credit Load | • Undergraduates: 12-15 credits (4-5 courses) per semester  
|                       | • Graduate students: 8 – 9 (2-3 courses) per semester  
|                       | • MBA students: 12 credits (4 courses) per semester  
| Registration Period   | • June, 2020 – September, 2020  

*Courses are NOT GUARANTEED. So we ask exchange students to be flexible with their course preferences.*

### Additional Information

| Housing | [On-campus Housing](#)  
|         | *Space in the University Residences is limited and not guaranteed.*  
|         | [Off-Campus Housing](#)  
|         | The Concordia Student Union’s [Off-Campus Housing and Job Bank](#) (HoJo) is a great place to start searching for off-campus housing.  
|         | In general, international students attending Concordia University must purchase the [Concordia health insurance plan](#).  
| Health Insurance |  
| Nearest Airport | [Montréal-Trudeau (Dorval)](#)  