

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 to exchange@carleton.ca from the Home Institution with information provided in the format as noted below <u>for each student nominated</u>: <p>Last Name: First Name: Term(s) of Exchange (Fall term, Winter term, or Full year): Level of Study (Undergraduate or Graduate): Degree/Study Program at Home Institution: Date of Birth (Year-Month-Day): Student Home Address: Student 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 Instructions	<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 K1S 5B6, Canada</p>

Application Documents	<ul style="list-style-type: none"> • Incoming Carleton University Exchange Application Form: http://carleton.ca/isso/new-students/incoming-students/ • 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 information page with photo identification • Most recent official transcript <u>translated into English</u> with the Home Institution's <u>Grading System</u> • List of Carleton courses the student would like to be registered in, including course titles and course codes (8 courses must be provided for a one term exchange and 14 courses are required for a full year exchange). • Portfolios must be included for students applying for courses in Architecture, Industrial Design and Interactive Multimedia Design (IMD) • An audition is required for performance courses in Music.
<p>Minimum English Language Requirements for Undergraduate Students</p> <p>* Test date no more than 24 months prior to application</p>	<ul style="list-style-type: none"> • Internet Based TOEFL (iBT) 86 (minimum of 22 in writing and speaking and 20 in reading and listening) • IELTS 6.5 (minimum 6.0 in each band) • CAEL 70 • CEFR Level C1 or C2
<p>Minimum English Language Requirements for Graduate Students</p> <p>* Test date no more than 24 months prior to application</p>	<ul style="list-style-type: none"> • Internet Based TOEFL (iBT/Next Generation) 100 (minimum of 25 in writing, speaking, reading and listening) • Paper Based TOEFL (PBT) 580 • IELTS 8.0 (minimum 7.5 in each band) • CAEL 70 • CEFR Level C2 • Pearson Test of English (PTE)(Academic): 60 overall (minimum 60 in each Communicative Skill)

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/Courses Per Term at Carleton	<p>Undergraduate Students: 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>Graduate Students: 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> <p>All exchange students must follow the requirements set by their home institution with regards to their course load.</p>
<p>Course Information:</p> <p>*NOTE: The 2018/2019 Course Calendar will not be finalized and available online until May 2018.</p> <p>Students should use the current 2017/2018 course information to select their courses for the application. Changes can be made later if needed.</p> <p>Students should refer to the 'Courses NOT Open to Exchange Students' page on our website prior to listing courses on their application.</p>	<p>Undergraduate Calendar: http://calendar.carleton.ca/undergrad//</p> <p>Undergraduate Courses: calendar.carleton.ca/undergrad/courses/</p> <p>Graduate Calendar: http://calendar.carleton.ca/grad/</p> <p>Graduate Courses: http://calendar.carleton.ca/grad/courses/</p> <p>* Incoming graduate exchange students should be aware that the availability of graduate level courses (5000-level) changes on an annual basis and registration in specific 5000-level courses cannot be guaranteed. Should incoming graduate exchange students be required to take specific graduate level courses in accordance with the regulations of their home institution, they should contact the applicable Carleton Graduate Department (http://graduate.carleton.ca/programs/) as part of their research into which courses would be available prior to applying for exchange.</p> <p>Please note that incoming graduate exchange students may register in undergraduate level courses.</p> <p>Public Class Schedule [check to ensure the courses you require are still available and offered in your term of study): http://central.carleton.ca/</p>

	<p>Courses <u>NOT</u> Open to Exchange Students: http://carleton.ca/isso/new-students/incoming-students/courses-not-available/</p>
Grading System	<p>12 Point Scale http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/</p>

Accommodation

On-Campus Housing	<p>Not guaranteed. Students apply online using their Carleton University Student Number, which is provided in their Letter of Acceptance.</p> <p>Application and Deadline: http://housing.carleton.ca/applying-to-residence/exchange-students/</p> <p>Residence Fee Breakdown: http://housing.carleton.ca/residence-and-meal-plan-fees/breakdown-by-term/</p> <p>Questions: For all residence related inquiries please contact the Housing Department directly:</p> <p>Tel: (613) 520-5612 Fax: (613) 520-3952</p> <p>Email: accommodations@carleton.ca</p>
Meal Options	<p>Meal Plan Information: http://housing.carleton.ca/residence-and-meal-plan-fees/meal-plan-information/</p>
Off-Campus Housing	<p>Students are responsible for securing their own accommodations. Visit the off-campus housing website (http://housing.carleton.ca/off-campus-</p>

	<p>housing/) 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:	<p>UHIP: All students are required to enroll in a <u>mandatory</u> University Health Insurance plan. https://carleton.ca/isso/uhip/</p>
U-Pass:	<p>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. https://carleton.ca/upass/</p>

Estimated 2018/2019 Living Costs (for an eight month period)

On-campus Accommodation	<p>\$10,646-13,050 (Fees include the residence room, meal plan, internet, local phone service, residence association fees and all utilities for the academic year. Prices vary based on single or double occupancy and meal plan selected.)</p>
Off-campus Living	<p>\$7,600 (one bedroom with shared kitchen/bath, includes utilities, laundry, and groceries)</p>
Books and Supplies	<p>\$1,300 (varies according to program)</p>
Personal Expenses	<p>\$2,000</p>
Website:	<p>https://admissions.carleton.ca/scholarships/usa-and-international-costs/</p>

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 (BGInS) program	Setareh Najmi , BGInS Exchange Coordinator setareh.najmi@carleton.ca + 1 (613) 520-2600 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
Website	http://carleton.ca/isso/