

## How to Apply for a Student Exchange program

1. Students must be officially selected by their home university.
2. Please complete our online application (a link will be sent to you once you have been selected).
3. Please send the following documents in the order below (including this checklist):
  - The [study plan](#) duly signed and dated by the student and the home university's Academic Advisor (please consult the [list of programs offered by UdeM](#) as well as the list of [programs with particularities](#));
  - A letter of intent, written in French, stating the academic objectives that the student wishes to achieve by participating in the exchange program;
  - An official copy of academic transcripts, which must include all the courses taken to date as well as the most recent grades obtained. If transcripts are in a language other than French or English, please send the originals with a translation in one of the two languages;
  - The list of courses to which the student is currently registered at the home institution (with the name and a short description in 2 pages maximum);
  - Students for whom French is not the first language, a French language proficiency certificate (level B2 according to the Common European Framework strongly recommended) must be provided. This certificate must be delivered by an accredited institution (home university's Department of Languages, French Alliance, School of Languages, etc.);
  - A letter of recommendation from the home university's Academic Head, Advisor or other appropriate authority;
  - An official copy of a single official document listing the name of the student as well as the names of the parents. If the official document is in another language, please send us a certified English or French translation (e.g. birth certificate or family record book) **IMPORTANT**: your application won't be processed without an official translation;
  - Applicants to architecture, landscape architecture, industrial design and interior design must also include a portfolio of their work with their application.

### Deadlines for receiving applications at the Office of International Affairs:

- Fall term (September to December): **April 1<sup>st</sup>**
- Winter term (January to April): **From April 1<sup>st</sup> to September 15<sup>th</sup>**

Electronic versions of applications will not be accepted. Partner institutions must send their students' applications by mail or express mail to the following address:

Express mail (FEDEX, DHL) :	Regular mail :
Université de Montréal Direction des affaires internationales 3744, rue Jean-Brillant, bureau 581 Montréal (Québec) H3T 1P1 CANADA	Université de Montréal Direction des affaires internationales Pavillon 3744 rue Jean-Brillant PO Box 6128, Downtown Station Montréal (Québec) H3C 3J7 CANADA

Please note that no financial assistance is associated with this program.