



uOttawa

Bureau international  
International Office

## Application Procedure for Exchanges at the University of Ottawa (2018-2019)

Dear colleagues,

The following details the application process for incoming exchange students at the University of Ottawa. Please make sure to direct your students to our [Incoming exchanges website](#) for all the details concerning the application process. We will be more than happy to answer any questions they might have after consulting our site.

**1. Nomination:** We ask our partners to please complete the attached nomination form and return it to us by email at [incoming@uOttawa.ca](mailto:incoming@uOttawa.ca) **before March 15<sup>th</sup>, 2018.**

**\*Only one nomination sheet per university is accepted.** Ideally this should be sent to us directly from the International Relations Office.

**2. Application Deadline:** **March 31<sup>st</sup>, 2018** is the deadline to submit all completed applications for the upcoming year, whether students apply for the fall semester (September through December), the winter semester (January through April) or the full academic year (September through April). Please direct your students to [our website for detailed instructions regarding the application form and required documents](#). The link to the application form will be provided to them shortly after we've received their nomination.

\* Please note mailed or emailed applications are not accepted.\*

**3. Submission of applications:** Once we have received the nomination form from you your students may apply to the exchange program online via MoveOn. Please remind them that only complete applications will be accepted.

**4. Admission requirements for the exchange program:**

**4.1** Having completed at least one (1) year of post-secondary education **upon** presenting an application to the exchange program.

**4.2** We normally require the equivalent of a 70% general average for admission to the exchange program, but it is important to note that a higher average is generally required at the

graduate level (masters/doctorate). You and your students can check the required averages (by program of study) on the [Faculty of Graduate and Postdoctoral Studies website](#).

**4.3 Language proficiency test:** Candidates must submit a language proficiency test result for the language in which they wish to study if that language is not their mother tongue. Please consult [Ensure language proficiency on our website](#) for details on language requirements and accepted tests. Test results must be submitted with the complete application by March 31<sup>st</sup>, 2018.

**\*Please note results from language tests indicated on our website will be the only ones accepted.**

**5. Registering to courses:** Students who have been accepted to the exchange program will be asked to fill out a course registration form as of the month of May. The registration form must be completed at that time for all students, including those who will only be coming on exchange for the winter semester (January).

**N.B. At the graduate studies level (masters/doctorate), incoming exchange students register to 2 to 3 courses for a full-time status. They cannot take more than 3 courses per semester.** We suggest to our partners that they consider this course load as equivalent to a regular full-time course load at the home institution. For additional details on the credit system at uOttawa, please consult our website's University of Ottawa [academic system section](#).

Please do not hesitate to contact us if you have questions concerning the application process. And if we have not yet discussed the numbers for the 2018-2019 academic year, please respond to this message with your recommendations.

Thank you for your collaboration!

Warmest regards,

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