

PROCEDURES TO BE FOLLOWED BY EXCHANGE STUDENTS

It is with great pleasure that we receive students from our partner institutions in the context of exchange agreements. To accelerate the admission process and to assure the best guidance possible for these students, we invite you to take note of the following procedures.

1. Required documents

- ✓ Application form (in attachment)
- ✓ Official academic transcripts
Please note that we require the official academic transcripts so that each person responsible of greeting the students may be sufficiently informed of their academic record in order to help them make a wise course choice by taking into account the courses they have already completed as well as their program's objectives.
- ✓ Letter of recommendation from the partner institution
- ✓ Preliminary list of courses that the student wishes to take during his or her semester at Université de Moncton.
- ✓ Resume and letter of motivation (only for students wishing to come in the **Juris Doctor** program)

NOTE: *all courses presented in the course catalogue are not necessarily offered at each session.*

2. Language requirements

Students with another language than French as the native language will have to provide an attestation of French oral and written proficiency in order to be admitted, in particular the achievement of the B1 level on the TFI (Test de français international of the Educational Testing Service). We can also accept an equivalent level on the following exams: TCF (Test de connaissance du français of the Centre international d'études pédagogiques (CIEP), DALF (Diplôme approfondi de langue française) or the TEF (Test d'évaluation du français of the Chambre de commerce et d'industrie de Paris (CCIP).

Students wishing to take translation courses must have passed the C1 level for French written communication and the B1 level for French oral communication (according to the TFI standards).

Students who wishes to take French courses will also have to write a placement test in French at the Université de Moncton upon their arrival.

3. Deadlines for the reception of a complete application

- April 30th (Fall session) September – December
- April 30th (Academic year) September – April
- October 1st (Winter session) January – April

4. Student applications must be sent to the following address:

The documents must be sent by email to: smi@umoncton.ca

Please write “Exchange agreement” in the subject of your email

***Please do not submit any applications online via our website.**

ADDITIONAL INFORMATION

Health insurance during the stay in Canada

The university policy number 7.7 stipulates that “international students who decide to study full-time or part-time at the Université de Moncton are automatically registered to a mandatory collective health insurance and hospitalization for the duration of their studies as of its registration at the Université de Moncton and renewable each year.

***It is not possible to unsubscribe to our health insurance even if you have purchased your own insurance before coming to Canada.**

For detailed information concerning the health insurance coverage, please consult the websites: <http://www.umoncton.ca/umcm-saee/international> and <http://www.umoncton.ca/umcm-saee/node/31>

For the dental insurance coverage, please consult the website: <http://www.feecum.ca/index.php/services/assurance>

Housing

Please note that the application for housing is the responsibility of the students. They can make the application from the following website:

<http://www.umoncton.ca/umcm-logement/>

It is highly recommended to stay in university housing to avoid any financial fraud from house-owners or landlords. Please take note that the Université de Moncton is not responsible for any financial fraud committed if students decide to live off-campus. For those who wish to stay off-campus, it will be your responsibility to insure that you fully understand the terms and conditions of the lease. In the past, there has been some fraud issues with off-campus housing, we recommend staying on-campus or to wait upon arrival to find proper off-campus housing.

Arrival

It is possible to benefit from the airport arrival service for international students. To benefit from the service, you must confirm your travel schedule on the following link: <https://www.umoncton.ca/umcm-saee/node/275>

Courses registration

Your host faculty at the Université de Moncton will be happy to help with the registration of your courses. Please contact the administrative assistant of the faculty before your departure or at your arrival to finalize your course selection and registration.

For the academic year 2019-2020, the deadlines for registration are:

- *Fall session: August 30th, 2019*
- *Winter session: January 13th, 2020*

The list of courses offered at the Université de Moncton can be found at the address http://www.umoncton.ca/repertoire/1er_cycle/index.htm for the undergraduate courses and at the address http://www.umoncton.ca/repertoire/etudes_sup/index.htm for graduate courses.

Please note that you must ensure that you have followed all the prerequisites to be able to register to some of the courses. Please note that some courses are only offered during the fall semester while others are only offered during the winter semester. You can view the courses offered during the Fall and Winter semesters at the following address: https://socrate.umoncton.ca/socrat/bzskcour.P_CrseSearch

Calendar and university regulations

We invite you to consult the Université de Moncton's academic calendar and university regulations.

For detailed information on our different university activities, please consult our university calendar at the following address: <http://www.umoncton.ca/umcm/calendriers>

For our university regulations, please consult the following address: http://www.umoncton.ca/repertoire/?table=3&lien=1&campus_select=&faculte_select=§eur_select=&departement_select

It is the responsibility of the student to know all our regulations regarding student life.

***It is very important to arrive on or before August 29th, 2019 in order to participate in our mandatory integration activities.**

For exchange students studying for one semester:

You must have a study permit to work on campus or do an internship on or off campus. The internship must be a requirement of your program of studies. If you came without a study permit, you are not authorized to work or do an internship.

Please take note that the study permit allows you to work on campus only, it does not allow you to work off campus.

For exchange students studying for one year:

The study permit that was mandatory for you to be able to come study at the Université de Moncton for a full year allows you to work on campus, however does not allow you to work off campus.

If you managed to find work on campus, you absolutely need to get a Social Insurance Number before you start working and in order to get paid. You can make an appointment with our work colleague Monique Richard and she will be able to help you obtain this Social Insurance Number once you have obtained work.

Work Permit

If you intend to work or do an internship while studying at the Université de Moncton, here is some important information:

Students are responsible for checking their study permit when they are at the Canadian Customs in order to ensure that it is well indicate that they have the right to work on campus. Students must do that verification before leaving the customs agent and must ask to do the required rectification, if needed, before leaving the immigration.

Methods of payment

The expenses for health insurance and housing (if the student lives in a university housing) are payable in full at the beginning of each session.

For the academic year 2019-2020, the deadlines for payment are:

- *Fall session: September 13th, 2019*
- *Winter session: January 24th, 2020*

Please note that Université de Moncton is not accepting credit cards for the payment of your housing and medical insurance, we offer the following options:

Via debit card, cash, certified cheque, bank transfer and money order to the following services:

- Service counter, room 115, Student center
- Continuing Education, room 111, Léopold-Taillon building
- Housing Service, room 117, Médard-Collette building

Via internet

Through the electronic system for payment of invoices of your financial institution (enter your student ID).

Via Bank transfer

Through your financial institution by asking them to make a bank transfer from your bank account to the Université de Moncton, Moncton Campus bank account. It is very important that your name and your student ID are indicated on the transfer.

Any counter of the UNI Financial Cooperation (this service is free)

You have to give your name and your student ID to complete your transaction. There is a branch of UNI Financial Cooperation on our campus.