

Instructions, Steps, and Checklist

Faculty of Arts and Science students who wish to participate on a student exchange program must meet the following criteria:

- Be full-time (12 credits in Fall and 12 credits in winter in the regular session) when applying for a Fall, Fall/Winter exchange
- Additionally, be full-time (12 credits) in the Fall term prior to a Winter exchange
- Have a last annual 3.00 GPA (initially based on Summer and/or Fall term)

Students who apply to an exchange program will have courses evaluated for *course content only*. Credit evaluation will be determined upon receipt of an official transcript. This evaluation is based on the number of hours and duration of the course, as well as, degree requirements. *Students must maintain a full-time status while on exchange. This means that you must be full-time according to the host institution's standards. You must also take the equivalent to 12-15 credits per term at Concordia University. Students must also respect the Residency Requirement rules whereby 50% of their program and degree must be completed at Concordia University.*

Steps:

Done:

1. **All documents must be one-sided.** _____
2. Print out the Arts and Science [Student Exchange form](#). _____
3. Print out your student record from your [MyConcordia portal](#). _____
4. Research your school(s) of interest (you can choose up to three schools) _____
5. Research courses of interest (students should choose more rather than less): _____
 - a. Print out all course descriptions. _____
 - b. Provide information on the number of credits and number of hours for each course. _____
 - c. Obtain information on the host institution's credit system (Concordia University calculates 45 hours for one credit – see section 16.1.2 in the Undergraduate Calendar). _____
 - d. Courses must be for academic credit, be given a letter or numerical grade (no Pass/Fail) and must be at the Undergraduate level. _____
6. Fill in the [Student Exchange form](#), the Preliminary Course Selection and submit these to your department advisor for *content* review. You must review your department's comments on your course selection. The form(s) must be signed by your department advisor (or by an advisor from the department approving course equivalencies). Please make a copy for your records. _____

7. Complete the [CSEP application](#) form. Upload your signed Preliminary course selection form(s). _____
8. Once uploaded, please print out the first two pages of the [CSEP application](#) (pages including personal, school and term information). _____
9. Please print out your signed Preliminary selection form(s) _____
10. Please bring the following to Student Academic Services (SAS) at LOY-AD-202 by the application deadline (very beginning of February and mid-June):
 - a. Student Exchange form (signed by department) _____
 - b. Preliminary course selection form(s) (signed by department) with course descriptions for each school/course _____
 - c. A copy of your student record _____
11. SAS will issue a letter of permission (or refusal) based on the number of credits completed, your GPA, and other residency requirement rules (see section 16.1.3 in the Undergraduate Calendar). _____
12. Upon receipt of your letter of permission, CI will assess your file and confirm your host institution (should you be required to choose another school, you must go through all the steps indicated above again). _____
13. SAS will reassess your academic record at the end of the academic year to ensure that you have maintained the credit and GPA requirements to participate on exchange. Should you no longer meet participation requirements, your acceptance will be rescinded. You will be notified by email. _____
14. Upon arrival at the host institution, you may need to choose new courses. Should this be the case, you must email your department advisor, with a copy to the Academic Counsellor (AC) who signed your letter of permission, a new course list with course descriptions, and the number of hours, credits, and duration of the course. _____
15. Once reviewed, your department advisor will email the status of the new course(s). Please make sure that the AC is copied on this email. This new information will be added to your file for future reference _____

Upon completion of your exchange program, an official transcript will be sent to Concordia International. This department will then contact SAS to review the transcript for credit transfer. **Please note that the Faculty of Arts and Science does not accept Pass or Fail (P/F) grades – all grades must have either a letter or numerical grade equivalent to C- or higher. No graduate level courses are accepted.** This process may take several weeks. *(Potential graduates should note that they may have their graduation delayed due to this lengthy process).*