**Instructions, Steps, and Checklist - Undergraduates**

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

* Be full-time (at least 24 credits) in the year prior to going abroad; this includes being full-time in the fall term if going abroad in the winter term.
* Have a cumulative grade point average (GPA) of 2.7 (B-)\* in the year of application;

**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 full-time status while on exchange. This means that you must be full-time according to the host institution’s standards. Students 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.**

**Application Steps & Timeline**: **Done**:

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| 1. Print out the Arts and Science **Student Exchange form** and **checklist**.
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| 1. Fill out and print *two copies* of the **Preliminary Course Selection Form** from Concordia International’s website and submit these to your department advisor for *content* review.

*Be sure to provide all of the requested information on this form, including the course descriptions, number of credits and hours, as well as 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). Information on the host institutions’ crediting system can generally be found through Concordia International’s interactive map.* |  |
| 1. Once reviewed and approved by your department advisor, please upload all required documents to Concordia International’s online application form.

*Besides your reviewed and approved preliminary course selection form(s) for each destination(s) you are applying to, you need to provide the following documents:** 1. *Letter of intent*
	2. *Copy of your passport*
	3. *Unofficial transcript*
	4. *Language proficiency form (if applicable)*

 *You are also asked to provide a letter of reference to be sent in directly from a professor to Concordia International via internal mail, email to* *studyaway@concordia.ca**, or handed in in person in a sealed and signed envelope.* |  |
| 1. Print out two copies of the automatically generated PDF of your application and bring them to Student Academic Services (SAS), L-AD-202, by the posted deadline. Both copies will be stamped, one will stay with SAS and the second will be given to you. Please keep this copy for your records; we will not reprint these for you.

*The automatically generated PDF will contain a copy of all uploaded documents, including your Preliminary Course Selection forms, approved by your department.* |  |
| 1. SAS will issue a letter of permission (or refusal) based on the number of credits on record, your GPA, and other residency requirement rules (see section 16.1.3 in the Undergraduate Calendar).
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| 1. After you have received Faculty permission for your exchange, Concordia International will assess your file and nominate you to study at one of your selected host institutions.
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| 1. 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 and ground mail.
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| 1. Upon arrival at the host institution, you may have to register for courses that were not pre-approved. Should this be the case, you must email your department advisor, with a copy to the Academic Counsellor, the new course list and course descriptions, the number of hours, credits, and duration of the course.

Once reviewed, you will receive an email from your department advisor with the new assessment of the course content. An email copy will be forwarded to your Academic Counsellor to add this new information to your file. If approved at both levels, you will be able to take these new courses.  |  |

Upon completion of your exchange program, an official transcript will be sent to CI. Concordia International will 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*).