



Concordia International
1455 de Maisonneuve Blvd, Annex X
Montreal, Quebec
Canada H3G 1M8
Phone: 1-514-848-2424 ext. 4986
Fax: 514-848-2888
E-mail: studyaway@concordia.ca
<http://concordia.ca/offices/ci>

Dear Student,

You must complete and return the attached Confirmation of Enrolment form to Concordia International maximum two weeks after your course registration is finalized at your host institution. An official at your host institution's study abroad/international office will have to verify your registration, so please take care of this matter promptly. Not returning this form could result in having your exchange status at Concordia canceled. If you have applied for the Quebec Mobility Bursary, we also cannot finish processing your application until we have received this form.

If you are taking courses that your Concordia faculty has not already assessed, then you must contact them immediately. When contacting your faculty, indicate that you are a Concordia student currently on exchange and taking courses other than the ones which had been assessed when you applied. Provide a list and descriptions of the new courses, and be sure to include your full name, Concordia ID#, and Concordia major.

Faculty contacts for courses assessments while on exchange are:

Undergraduate Students

- Faculty of Arts and Sciences: Ms. Shoshana Kalfon (shoshana.kalfon@concordia.ca)
- Faculty of Fine Arts: Ms. Perla Moyal (perla.moyal@concordia.ca)
- Faculty of Engineering and Computer Science: Mr. Salvatore Colavita (sal@encs.concordia.ca)
- John Molson School of Business Undergraduate Students: Ms. Amanda Holt (CSEPrequest.jmsb@concordia.ca)

Graduate Students

- John Molson School of Business MBA: Ms. Deborah Wright (admba.jmsb@concordia.ca)
- Graduate students in other faculties: your Graduate Program Director (<http://graduatestudies.concordia.ca/graduateprogramdirectors/gpdlist/>) and Ms. Kelly Walsh (kelly.walsh@concordia.ca) in the School of Graduate Studies

Please remember to register and provide up-to-date contact information while abroad on Concordia University's Travel Registry. You can access the Registry through the MyConcordia Portal. Please complete the registry once you know your flight details and contact information abroad.

We wish you all the best as you settle into your new host country and culture. Please be in touch with any questions we may be able to answer along the way.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julie Triganne".

Julie Triganne
Coordinator, Mobility bursaries

Concordia University
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E-Mail: julie.triganne@concordia.ca



CONFIRMATION OF ENROLMENT

Instructions

1. Complete the "Student Information" section of this form.
2. Take this form to your host institution's International/Exchange office for a signature and/or stamp confirming that you are enrolled at that university.
3. Return this form to Concordia International by e-mail (studyaway@concordia.ca) or fax (+1-514-848-2888) maximum two weeks after your course registration is finalized at your host institution.

Student Information (To be completed by the student)

Last Name _____ First Name _____
 Concordia ID# _____ Email _____
 Host Institution _____ Host Country _____
 Year _____ Concordia Semester Fall Winter Summer Academic Year

(Please list the courses you are registered for at your host institution)

Course Code (if available)	Course Title	Credit Weight at Host University

- For all students: I understand that my faculty must assess the courses I take abroad for Concordia credit.
- For all students on exchange: I understand that I must be a full-time student while on exchange.
- For all Quebec Mobility Bursary recipients: I understand that I may be required to re-pay all or part of my bursary if I fail to maintain full-time enrolment while abroad.

Signature _____

Date _____

Host Institution (To be completed by an official at the host institution's exchange office.)

Is the student enrolled full-time at your institution for the semester(s) indicated? Yes No
 Please indicate the dates for which the student is enrolled (including any orientation and/or exam periods):
 From DD/MM/YY To DD/MM/YY

Notes, if any: _____

Name _____

Title _____

Date _____

Signature and institutional stamp