# FACT SHEET AND GUIDELINES FOR PARTNER UNIVERSITIES

## International Office

| Address                                      | Concordia International  
|                                             | 1455 de Maisonneuve Blvd. West, Annex X  
|                                             | Montreal, Quebec, Canada H3G 1M8 |
| Phone                                       | 1-514-848-2424 ext. 4986 |
| Fax                                         | 1-514-848-2888 |
| General E-mail                              | studyaway@concordia.ca |
| Incoming Exchange Website                   | https://www.concordia.ca/international/visiting-exchange/study-exchange.html |

## Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Director, Concordia International</td>
<td>TBD</td>
</tr>
<tr>
<td>Manager, Education Abroad Programs</td>
<td>Christine Archer (Ms.) Asia, Americas &amp; Oceania <a href="mailto:christine.archer@concordia.ca">christine.archer@concordia.ca</a></td>
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<tr>
<td>Manager, International Agreements and Partnerships</td>
<td>Étienne Pineault (Mr.) <a href="mailto:etienne.pineault@concordia.ca">etienne.pineault@concordia.ca</a></td>
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</tr>
<tr>
<td>International Liaison Officer Africa, Europe &amp; the Middle East</td>
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<tr>
<td>Coordinator, Mobility bursaries &amp; UK exchanges</td>
<td>Bertille Tayoung (Ms.) <a href="mailto:bertille.tayoung@concordia.ca">bertille.tayoung@concordia.ca</a></td>
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<tr>
<td>Coordinator, Field Schools</td>
<td>Maral Abajian (Ms.) <a href="mailto:maral.abajian@concordia.ca">maral.abajian@concordia.ca</a></td>
</tr>
<tr>
<td>Department Assistant</td>
<td>Daniela Ferrer (Ms.) <a href="mailto:Daniela.Ferrer@concordia.ca">Daniela.Ferrer@concordia.ca</a></td>
</tr>
</tbody>
</table>
### Academic Information

<table>
<thead>
<tr>
<th><strong>Incoming Exchange Students</strong></th>
<th>Website: <a href="http://www.concordia.ca/international/visiting-exchange/study-exchange.html">http://www.concordia.ca/international/visiting-exchange/study-exchange.html</a></th>
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<tr>
<td><strong>Departments/ Academic Programs</strong></td>
<td><a href="https://www.concordia.ca/academics.html">https://www.concordia.ca/academics.html</a></td>
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<tr>
<td><strong>Course Calendar (Syllabus)</strong></td>
<td><a href="https://www.concordia.ca/academics.html">Undergraduate Programs</a> and <a href="https://www.concordia.ca/academics.html">Graduate Programs</a></td>
</tr>
<tr>
<td><strong>Class Schedule</strong></td>
<td><a href="http://fcms.concordia.ca/fcms/asc002_stud_all.aspx">http://fcms.concordia.ca/fcms/asc002_stud_all.aspx</a></td>
</tr>
</tbody>
</table>
| **Term Dates** | **Fall Term:** Early September until the end of December  
**Winter Term:** Early January until the end of April/early May |
| **Academic Calendar Dates** | For a list of academic dates, university holidays and deadlines, please consult the [academic calendar](https://www.concordia.ca/). |

### Nomination Process

| **Nomination Deadline** | **Fall & Full-year:** March 16, 2020  
**Winter Semester:** March 16, 2020 |
| **Nomination Method** |  
- Excel nomination spreadsheet  
- Before you nominate, please consult our restricted course list |
| **Qualification** |  
- **No. of semester completed:** one semester completed by the time of nomination and must be able to provide a transcript with final score.  
- **Master Level:** one semester completed in a graduate program at their home institution.  
- **Cumulative GPA:** equivalent to 3.0 or higher based on the grading system at student’s home university.  
- **Language Proficiency:** TOEFL IBT: 90 (some departments such as Communication Studies, Creative Writing, Journalism require 100)  
IELTS score of 7 or higher, no component score under 5.5 |

### Application Process

| **Application Deadline** | **Fall Semester:** April 1, 2020  
**Winter Semester:** April 1, 2020 |
| **Required documents** | **All Applicants**  
- Incoming Exchange Application (link to be sent to nominated students directly)  
- Personal Statement in English, one page maximum.  
- Academic transcript of records  
- A list of courses currently being taken, if not listed in your transcript  
- Proof of English language proficiency, if applicable.  
- 1 Academic Reference.  
- Photocopy of passport identification page  
- Web-based portfolio without any password restrictions (Fine Arts only)  
**For Master level applicants.**  
- Curriculum Vitae, (MBA applicants).  
- Certificate of Bachelor/Master Degree, if applicable. |
### Restricted Programs
For a list of restricted courses not open to exchange students, see [here](#).

### Language Proficiency
50% of the selected courses MUST fall within the same Concordia Program.

Applicants whose primary language is not English must provide proof of English language proficiency, regardless of citizenship. The requirements are as follows:
- TOEFL IBT: 90 (some departments such as Communication Studies, Creative Writing, Journalism require 100)
- IELTS score of 7 or higher, no component score under 5.5

### Registration

#### Full-time Credit Load
- **Undergraduates**: 12-15 credits (4-5 courses) per semester
- **Graduate students**: 8 – 9 (2-3 courses) per semester.
- **MBA students**: 12 credits (4 courses) per semester.

#### Registration Period
- June, 2020 – September, 2020

*Courses are NOT GUARANTEED. So we ask exchange students to be flexible with their course preferences.*

### Additional Information

#### Housing
- **On-campus Housing**
  *Space in the University Residences is limited and not guaranteed.*

- **Off-Campus Housing**
  The Concordia Student Union’s [Off-Campus Housing and Job Bank](#) (HoJo) is a great place to start searching for off-campus housing. ds and maps.

#### Health Insurance
In general, International students attending Concordia University must purchase the [Concordia health insurance plan](#).

#### Nearest Airport
- **Montréal-Trudeau (Dorval)**