

# 2020/2021 Exchange Student Fact Sheet

### Welcome to UPEI!

At the University of Prince Edward Island, we pride ourselves on quality education, hands-on learning opportunities through experiential education, caring staff & faculty that make a difference, small class sizes and a beautiful environment where you can truly thrive.

The inbound exchange program at UPEI offers students from partner schools an opportunity for you to integrate an excellent learning abroad experience with your academic background at your home institution. Visiting Prince Edward Island provides

students from around the world the chance to learn about the Canadian social, cultural, and environmental landscape while gaining course credit that transfers to your home school.

Our university campus is home to over 4,600 students from over 100 different countries. With an international student population of almost 30%, we pride ourselves on having a diverse, vibrant, inviting, and safe campus.



UPEI is located in Canada's smallest province, Prince Edward Island (PEI). PEI is internationally recognized for its beautiful beaches, world-class cuisine, red soil, vibrant arts community, and of course, the famous Anne of Green Gables. We hope that you will explore everything that our beautiful island offers during your exchange.

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#### **CONTACT INFORMATION**

Nouhad Mourad

Email: exchangein@upei.ca

Phone: 902-566-6092

Address: 550 University Avenue, Charlottetown, PE C1A 4P3

#### **IMPORTANT DATES**

Students should review the Academic Calendar carefully. It may found here: <a href="https://pressbooks.library.upei.ca/calendar/chapter/4-the-university-of-prince-edward-is">https://pressbooks.library.upei.ca/calendar/chapter/4-the-university-of-prince-edward-is</a> land-dates/

#### NOMINATION & APPLICATION DEADLINES

**Semester 1** (September - December):

Nomination: March 11<sup>th</sup>, 2020 Application: April 1<sup>st</sup>, 2020

**Semester 2** (January - April) Nomination: July 15<sup>th</sup>, 2020 Application: August 5<sup>th</sup>, 2020

	SEMESTER 1	SEMESTER 2
Classes Begin	September 8 <sup>th</sup> , 2020	January 5 <sup>th</sup> , 2021
Last Day of Exams	December 21st, 2020	April 21 <sup>st</sup> , 2021
Orientation Session	Aug. 31 <sup>st</sup> - Sept. 7 <sup>th</sup> , 2020	January 9 <sup>th</sup> , 2021
On-Campus Residence Application Deadline	May 3 <sup>rd</sup> , 2020	November 4 <sup>th</sup> , 2020

# NOMINATION & APPLICATION PROCESS \*\*NEW\*\*

Coordinators from the partner school will first nominate their students to Nouhad Mourad (exchangein@upei.ca). Please ensure that your nomination includes the following information about the student: their full name, major, year of study, and English proficiency scores. Once the nomination has been accepted, the students will go through the online application process.

## Creating an Application as a UPEI Exchange Student

# Step #1: Creating an Account

To get started, go to this website: <a href="https://www.upei.ca/apply">https://www.upei.ca/apply</a>

Once you have clicked the "Create a UPEI account" it will take you to the login page, as seen below. If you are applying for the first time, you will need to create a username and password. To do this, go to the top of the page and click "Create Account".

"Create Account" will bring you to the following page. Please fill out all necessary information:

Contact Information	
First Name *  Email Address *	Last Name*  Confirm Email Address*
Primary Phone	Birth Date
Printing Priorie	(dd/mm/yyyy)
☐ Is your address outside of Canada or the U.S.?  Address	
City	
Province/State*  v	Postal Code/Zip*
Academic Level  Choose Undergrad if you are applying for a Bachelor's degree, a Certificate or Diploma program, Doctor of Veterinary, Medicine, Nursing, Radiography or Education.  Choose Graduate if you are applying to a Master or PhD program. If you are unsure, leave this field blank.	Academic Program or Major
Entry Term *  If the Entry Term you are interested in does not	
appear in this lat, the Academic Program you have selected is not offered in that term.	

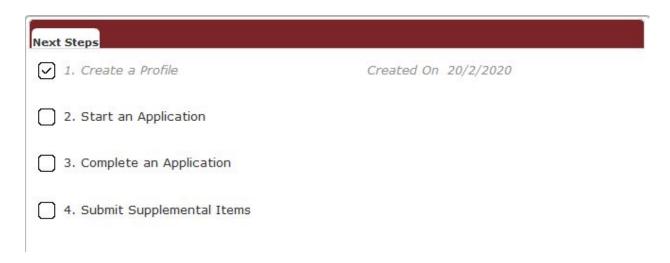
Once done, you will be prompted to create a password. Once you have created a password, click "Create Account" at the bottom of the page:



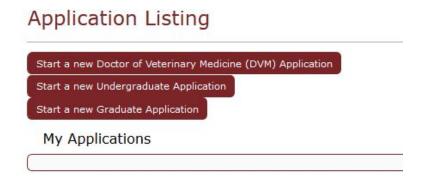
You have now created your profile for your account and you can begin your application!

Step #2: Starting an Application

After creating your profile, scroll down to the bottom of the page and click "2. Start an Application".



This will lead you to the Application Listing page. Click "Start a new Undergraduate Application".



When you begin your application, you will be prompted to state the semester of entry you would like to be admitted too.



If you would like to choose a different entry date other than the one previously stated, click "Start a New Opportunity Here" and choose the desired semester. If not, click "Next".

# Select an area of interest Academic Level Choose Undergrad if you are applying for a Bachelor's degree, a Certificate or Diploma program, Doctor of Veterinary Medicine, Nursing, Radiography or Education. Choose Graduate if you are applying to a Master or PhD program. If you are unsure, leave this field blank. Academic Program or Major Entry Term \* If the Entry Term you are interested in does not appear in this list, the Academic Program you have selected is not offered in that term.



The application will take you through <u>six different sections</u> in which you will be prompted to fill out all relevant and necessary information.

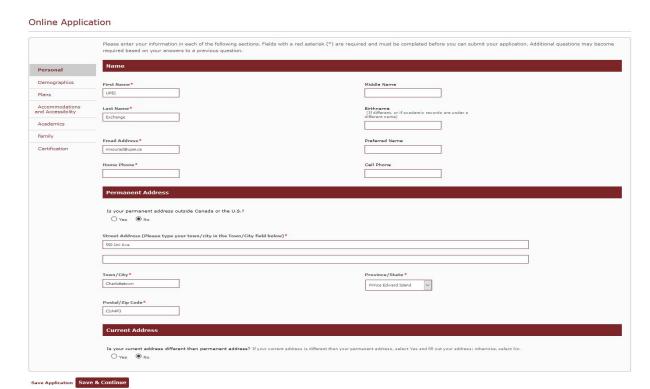


At the bottom of each page there is a "Save & Continue" button, please click to save your progress. If you would like to save and exit, click "Save Application".



#### Section #1: Personal

You will be prompted to review your previous personal information i.e. Name, Address, Date of Birth, etc. The information filled out, cannot be edited once submitted, therefore Please review carefully before saving.



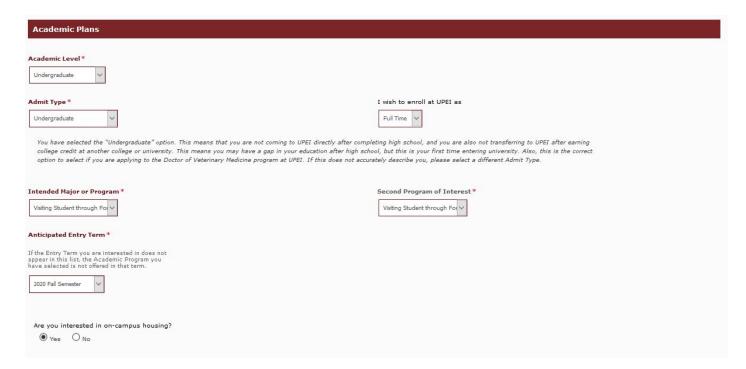
# Section #2: Demographics

Once done it will bring you to the following page (Demographics). Please <u>DO NOT</u> fill out any Social Insurance Number.

Citizenship	
Social Insurance Number (CANADIAN APPLICANTS ONLY: Enter a 9 digit number with no blanks or other characters. Social Insurance Number is required for the issuing of T2202A tax forms by the Canada Revenue Agency, awards and bursaries (i.e., George Coles Bursary and Island Student Award). All other nationalities leave box empty.)	, and for processing PEI government
How do you identify your Gender? (This field is optional and may be left blank.)	
Date of Birth * (dd/mm/yyyy)  10/1/1999	
Immigration Status*  Exchange Student Visa	
Country of Permanent Legal Residence	
Current Country of Citizenship	
Aboriginal Declaration Choosing to self-identify as a Canadian Aboriginal person (status or non-status First Nation, Metis or Inuit) is completely voluntary. Self-identifying WITH CONSENT means UPEI may forward you ado scholarships for Aboriginal students. Self-identifying WITHOUT CONSENT means UPEI will use this information for statistical purposes only and you will not be contacted further.	ditional information on services and

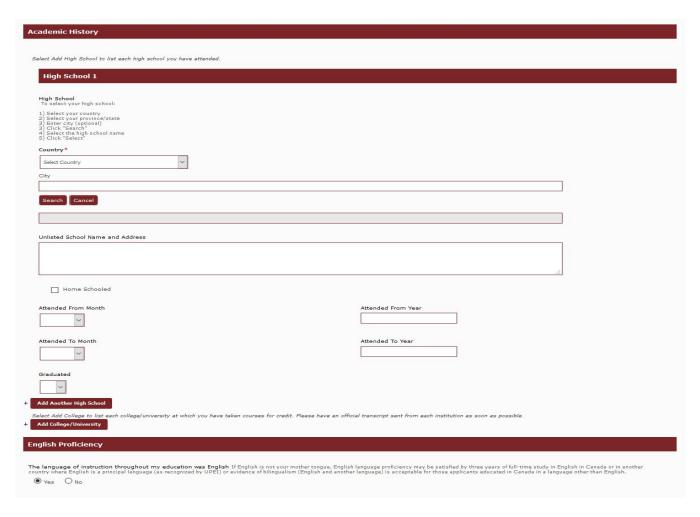
#### Section #3: Plans

This section will allow you to declare a major, however, as an exchange student it is extremely important that for both the "Intended Major and Program" and the "Second Program of Interest" section, you scroll to the final choice and pick "Visiting Student through Formal Exchange Program". There is also a section at the bottom of this page (hidden in photo) where you can state whether you are interested or not interested in on-campus housing, please make sure to indicate your preference.



#### Section #4: Academics

The next section is "Academics". Here you will be asked to list the names of **ALL** the schools that you have previously attended. If your High school is not listed, please write the name and the address in the "Unlisted School Name and Address" section. You will also be asked about your English Proficiency. Make sure to answer "No" if English is not your first language. Please make sure that you also list **all** universities that you have attended, *including* your current one.



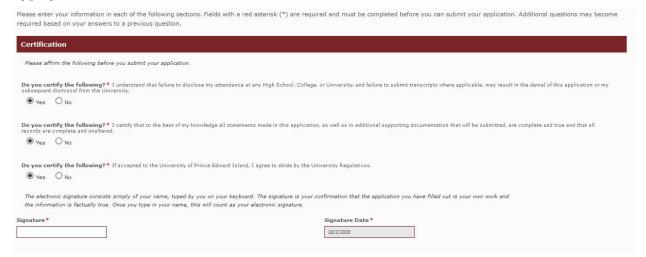
#### Section #5: Family

The "Family" section does not have any required fields, but you may fill it out if you wish.



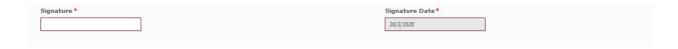
#### Section #6: Certification

The final section of the Online Application is the "Certification" section. Please read each statement carefully and select the appropriate answer. Also, please add your signature (type your name) at the bottom of the sheet.



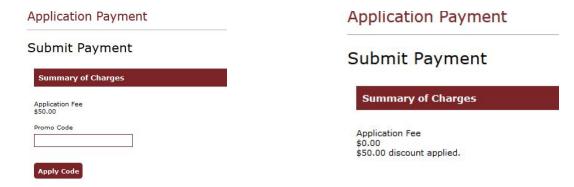
#### **IMPORTANT INFORMATION!**

Below your signature it will inform you of this:



You may submit the application now, but as an exchange student, you do not have to pay an application fee. Please follow the next steps carefully.

Please send an email TO Nouhad at exchangein@upei.ca and confirm that you are indeed an exchange student. Once you have done so, you will be given a Promo Code, which you can insert here to bypass the payment page!



#### <u>Step #3: Submitting Your Supplemental Items:</u>

In order to view the necessary supplemental items you will need to upload, please click "Click to check your application status".

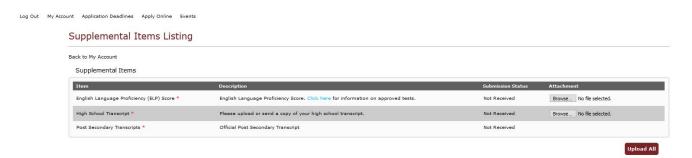


By doing so, you will be brought to the page shown below:



If you would like to review your application please click on the "-Visiting Student through Formal Exchange Program/UPEI Campus/Undergraduate". However, as your application has already been submitted, you will not be able to edit any information.

To see what items are missing from your application, please click "View". The picture below shows the listing of Supplemental Items you need to submit:



As an exchange student, we *only* require that you upload your Post-Secondary official transcripts and English Proficiency results (if required). Once you submit all the necessary documents, please email your full name, date of birth and the school you are from to Nouhad at exchangein@upei.ca.

#### AFTER YOU ARE ACCEPTED

Students will be issued acceptance packages which will include their UPEI campus ID number and PIN number. Their campus ID number allows them to apply for residence which is done directly through Residence Services. A security deposit of \$300 is required in order to secure housing. The residence application form can be found here: <a href="https://www.upei.ca/residence/prospective-residents">https://www.upei.ca/residence/prospective-residents</a>

\*\*Residence deadlines

Students must also submit an airport pick-up form in order to ensure they are met at the airport upon arrival. The airport pick-up form can be found here: <a href="https://www.upei.ca/international-students/incoming-exchange-students">https://www.upei.ca/international-students/incoming-exchange-students</a>

Continue to communicate with your exchange coordinator, fill out preparation materials to ensure that you are prepared when you arrive on campus.

#### VISA/STUDY PERMIT INFO

Please consult the Citizenship and Immigration Canada (CIC) website to find out if you require a study permit or visitor visa or an Electronic Travel Authorization (eTA): <a href="http://www.cic.gc.ca/english/study/index.asp">http://www.cic.gc.ca/english/study/index.asp</a>

NOTE: it is most convenient to fly direct to one of Canada's hub airports and transfer to the Charlottetown Airport from there.

#### ACADEMIC INFORMATION

Courses in Nursing, Veterinary Medicine, eMBA, Kinesiology, and Engineering are NOT open to exchange students; however, applications are reviewed on a case-by-case basis.

Students must refer to the official timetable and the available course information on MyUPEI in order to complete the Course Request form. The course calendar is updated every February and registration will be in early May. *CRFs are requested to be submitted by April 22<sup>th</sup>*. Course syllabuses are available by individual course request.

UPEI will work to have students registered in their first choice of courses but cannot guarantee students will be registered in their top choices. Coordinators from the partner school must sign off on each course request form. This ensures UPEI that all exchange students have the necessary prerequisites to take the courses they have listed.

The language of instruction is English.

# ENGLISH LANGUAGE REQUIREMENTS \*\*NEW\*\*

Test	Minimum Score	
IELTS (Academic)	Overall score of 6.5 with 6.5 in writing no other band below 6	
TOEFL paper-based test	550 with minimum TWE of 5.5	
TOEFL internet-based test	80 with minimum of 20 in each category	
MELAB	80	
CanTEST	4.5	
CAEL	60	
Pearson Test of English	58	
Cambridge Advanced English	CAE A-C: 176-184 after Jan. 1/15	
GTEC CBT	1176-1250	

# MANDATORY COURSE LOAD

Students must take a minimum of three (3) courses per semester and a maximum of five (5) courses per semester.

# GRADING SYSTEM

Letter Grade	%	GPA	Verbal Descriptor
A÷	91-100	4.3	Exceptional
A	85-90	4.0	Excellent
A-	80-84	3.7	Extremely Good
B+	77-79	3.3	Very Good
В	74-76	3.0	Good
В-	70-73	2.7	Fairly Good
C+	67-69	2.3	More than Adequate
С	64-66	2.0	Adequate
C-	60-63	1.7	Minimum for Good Academic Standing
D+	57-59	1.3	Below Good Academic Standing
D	54-56	1.0	Minimally Acceptable
D-	50-53	0.7	Barely Acceptable
F	0-49	0.0	Below University Requirements

# TRANSCRIPT REQUEST \*\*NEW\*\*

Once the semester has come to an end, students must request their own official transcripts to be sent to their home institution by submitting the 'Transcript Request Form' on MyUPEI. Due to privacy laws, UPEI cannot request the transcripts on behalf of any student. It is up to the student to request their own.

This can be done through the student's MyUPEI account portal under student planning *after* their final grades have been posted. Students should request one copy to be mailed to their home institution and in the comments section, ask for the transcript to also be emailed to a specific address (their home institution and their own, if desired). This way schools will receive their transcript immediately and directly from UPEI.

## **HOUSING OPTIONS** \*\*NEW\*\*

#### **HOMESTAY**

Homestay provides students with housing close to campus and in a family environment-sometimes there may be other students living there too! It is all inclusive and all of your meals are provided. It also allows for greater immersion into the culture as well as greater cultural experience and exchange. Families will often include students in their day to day plans and experiences- family games nights, sightseeing, etc.

Students who are interested in UPEI's **Homestay Program** may find information here: <a href="http://www.upei.ca/iro/live-homestay-family">http://www.upei.ca/iro/live-homestay-family</a>

#### **ON-CAMPUS RESIDENCE**

UPEI's on-campus residence provides students with a great immersion into the campus culture. As residence is located on the edge of our small campus, classes are just steps away. Residence provides a safe and comfortable atmosphere with a great deal of programming available during the week, including movie nights, painting nights, tutoring, etc. It's a great way to make lots of friends and be close to the hub of what campus services are offered!

#### UPEI's **on-campus residences** include:

• Blanchard Hall: <a href="http://www.upei.ca/studentlife/residence/blanchard-hall">http://www.upei.ca/studentlife/residence/blanchard-hall</a>

- Bill and Denise Andrew Hall: http://www.upei.ca/studentlife/residence/bill-and-denise-andrew-hall
- Bernadine Hall: <a href="http://www.upei.ca/studentlife/residence/bernardine-hall">http://www.upei.ca/studentlife/residence/bernardine-hall</a>

\*\*Blanchard Hall is highly recommended for exchange students as there is a small kitchenette provided; therefore no meal plan is required for the short stay. Students are encouraged to apply as soon as the residence registration is open.

#### **OFF-CAMPUS RESIDENCE**

Students wishing to live off-campus should contact Nouhad at <a href="mailto:exchangein@upei.ca">exchangein@upei.ca</a>
before making arrangements to live off-campus. Living in residence or in a homestay is strongly recommended for the short stay.

Students can also visit <a href="https://www.upei.ca/off-campus-housing">https://www.upei.ca/off-campus-housing</a> for more information on off-campus housing options, including the Dutch Inn Off-Campus Residence. The website also includes apartment and/or room rental information. Students must use their UPEI ID and pin to log in and view the available properties list.

**Note**: Students *must* keep their UPEI exchange coordinator updated on their living arrangements. They should *not* sign a lease or send money to landlords off-campus before first checking with their exchange coordinator.

#### **COST OF LIVING**

Living costs amount to approximately \$1500 per month. The breakdown for each housing option and meal plans can be found here:

http://www.upei.ca/studentlife/residence/residence-fees

# MEDICAL INSURANCE \*\*NEW\*\*

Non-fee paying exchange students are NOT eligible for coverage under the UPEI insurance plan. Each exchange student must purchase **mandatory** emergency medical coverage through Guard Me International Insurance using the UPEI access code of 2456 to secure the UPEI preferred rate and <u>must provide proof</u> of this to the UPEI exchange coordinator prior to arrival. More information can be found here: https://www.guard.me

#### TRAVEL INFORMATION

The closest airport is the Charlottetown Airport. The UPEI campus is a 5 minute drive by taxi from the airport. The closest international airport is the Halifax International Airport. Shuttles and buses arrive several times per week from the Halifax airport to Charlottetown. For costs and other information, please see the following link: <a href="https://maritimebus.com/halifax-airport-shuttle">https://maritimebus.com/halifax-airport-shuttle</a>

#### **ORIENTATION**

Orientation takes place the first weekend of each semester. Exact dates are provided at the time of application. Students are encouraged to sign up for orientation – new links to do so will be provided.

#### **EMERGENCY CONTACT**

Nouhad Mourad, UPEI International Student Advisor & Incoming Exchange Coordinator

Phone: 902-566-6092

Email: exchange in @upei.ca