

## 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](mailto: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:

<https://pressbooks.library.upei.ca/calendar/chapter/4-the-university-of-prince-edward-is-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 21 <sup>st</sup> , 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: <https://www.upei.ca/apply>

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 *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Primary Phone	Birth Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

Is your address outside of Canada or the U.S.?

Address

City

Province/State \*

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 list, 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:

**Account Information**

Password \*

Confirm Password \*

Password Question \*  
If you forget your password, we will ask you this question in order to reset it.

Password Answer \*  
If you forget your password, you must provide this answer in order to reset it.

[Create Account](#)

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”.

**Next Steps**

- 1. Create a Profile Created On 20/2/2020
- 2. Start an Application
- 3. Complete an Application
- 4. Submit Supplemental Items

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

## Application Listing

[Start a new Doctor of Veterinary Medicine \(DVM\) Application](#)

[Start a new Undergraduate Application](#)

[Start a new Graduate Application](#)

My Applications

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

## Online Application

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Select an area of interest

2020 Fall Semester

**Next** **Start a New Opportunity Here**

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”.

## Online Application

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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.

**Back** **Submit**

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

<b>Personal</b>
Demographics
Plans
Accommodations and Accessibility
Academics
Family
Certification

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”.

[Save Application](#) [Save & Continue](#)

### 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.](#)

#### Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

<b>Personal</b>	<b>Name</b>	
Demographics	First Name*	Middle Name
Plans	<input type="text" value="LUREI"/>	<input type="text"/>
Accommodations and Accessibility	Last Name*	Birthname <small>(If different, or if academic records are under a different name)</small>
Academics	<input type="text" value="Exchange"/>	<input type="text"/>
Family	Email Address*	Preferred Name
Certification	<input type="text" value="nmourad@upel.ca"/>	<input type="text"/>
	Home Phone*	Cell Phone
	<input type="text"/>	<input type="text"/>
	<b>Permanent Address</b>	
	Is your permanent address outside Canada or the U.S.? <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Street Address (Please type your town/city in the Town/City field below)* <input type="text" value="550 Uni Ave"/> <input type="text"/>	
	Town/City*	Province/State*
	<input type="text" value="Charlottetown"/>	<input type="text" value="Prince Edward Island"/>
	Postal/Zip Code*	
	<input type="text" value="C1A4P3"/>	
	<b>Current Address</b>	
	Is your current address different than permanent address? If your current address is different than your permanent address, select Yes and fill out your address; otherwise, select No. <input type="radio"/> Yes <input checked="" type="radio"/> No	

[Save Application](#) [Save & Continue](#)

## Section #2: Demographics

Once done it will bring you to the following page (Demographics). Please **DO NOT** 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, and for processing PEI government awards and bursaries (i.e., George Coles Bursary and Island Student Award). All other nationalities leave box empty.)

#### How do you identify your Gender?

(This field is optional and may be left blank.)

#### Date of Birth \*

(dd/mm/yyyy)

#### Immigration Status \*

#### 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 additional information on services and 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.



### 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.

#### Academic Plans

**Academic Level \***

**Admit Type \***

I wish to enroll at UPEI as

*You have selected the "Undergraduate" option. This means that you are not coming to UPEI directly after completing high school, and you are also not transferring to UPEI after earning college credit at another college or university. This means you may have a gap in your education after high school, but this is your first time entering university. Also, this is the correct option to select if you are applying to the Doctor of Veterinary Medicine program at UPEI. If this does not accurately describe you, please select a different Admit Type.*

**Intended Major or Program \***

**Second Program of Interest \***

**Anticipated 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.

Are you interested in on-campus housing?  
 Yes  No

## 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.

### Academic History

Select Add High School to list each high school you have attended.

#### High School 1

**High School**  
To select your high school:

- 1) Select your country
- 2) Select your province/state
- 3) Enter city (optional)
- 3) Click "Search"
- 4) Select the high school name
- 5) Click "Select"

**Country\***

Select Country

City

**Unlisted School Name and Address**

Home Schooled

**Attended From Month**  **Attended From Year**

**Attended To Month**  **Attended To Year**

**Graduated**

+

Select Add College to list each college/university at which you have taken courses for credit. Please have an official transcript sent from each institution as soon as possible.

+

### English Proficiency

The language of instruction throughout my education was English. If English is not your mother tongue, English language proficiency may be satisfied by three years of full-time study in English in Canada or in another country where English is a principal language (as recognized by UPEI) or evidence of bilingualism (English and another language) is acceptable for those applicants educated in Canada in a language other than English.

Yes  No

## Section #5: Family

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

Please enter the name and address of your parent or guardian below.

### Residence

With whom do you reside?

## 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.

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Certification

Please affirm the following before you submit your application.

**Do you certify the following?\*** I understand that failure to disclose my attendance at any High School, College, or University, and failure to submit transcripts where applicable, may result in the denial of this application or my subsequent dismissal from the University.

Yes  No

**Do you certify the following?\*** I certify that to the best of my knowledge all statements made in this application, as well as in additional supporting documentation that will be submitted, are complete and true and that all records are complete and unaltered.

Yes  No

**Do you certify the following?\*** If accepted to the University of Prince Edward Island, I agree to abide by the University Regulations.

Yes  No

*The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.*

Signature\*

Signature Date\*

## IMPORTANT INFORMATION!

Below your signature it will inform you of this:

Signature\*

Signature Date\*

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@upeu.ca](mailto:exchangein@upeu.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!

### Application Payment

#### Submit Payment

##### Summary of Charges

Application Fee  
\$50.00

Promo Code

Apply Code

### Application Payment

#### Submit Payment

##### Summary of Charges

Application Fee  
\$0.00  
\$50.00 discount applied.

### Step #3: Submitting Your Supplemental Items:

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

[Log Out](#) [My Account](#) [Application Deadlines](#) [Apply Online](#) [Events](#)

## Apply Online

Your application has been submitted!

[Click to check your application status](#)

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

[Log Out](#) [My Account](#) [Application Deadlines](#) [Apply Online](#) [Events](#)

### Application Listing

[Start a new Doctor of Veterinary Medicine \(DVM\) Application](#)

[Start a new Undergraduate Application](#)

[Start a new Graduate Application](#)

#### My Applications

Application	Status	Supplemental Items	Print Application
2020 Fall Semester - Visiting Student through Formal Exchange Program/Main Campus/Undergraduate	Submitted	<a href="#">View</a>	

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:

[Log Out](#) [My Account](#) [Application Deadlines](#) [Apply Online](#) [Events](#)

### Supplemental Items Listing

[Back to My Account](#)

#### Supplemental Items

Item	Description	Submission Status	Attachment
English Language Proficiency (ELP) Score *	English Language Proficiency Score. <a href="#">Click here</a> for information on approved tests.	Not Received	<a href="#">Browse...</a> No file selected.
High School Transcript *	Please upload or send a copy of your high school transcript.	Not Received	<a href="#">Browse...</a> No file selected.
Post Secondary Transcripts *	Official Post Secondary Transcript	Not Received	

[Upload All](#)

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](mailto: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:

<https://www.upei.ca/residence/prospective-residents>

\*\*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:

<https://www.upei.ca/international-students/incoming-exchange-students>

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):

<http://www.cic.gc.ca/english/study/index.asp>

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
B	74-76	3.0	Good
B-	70-73	2.7	Fairly Good
C+	67-69	2.3	More than Adequate
C	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: <http://www.upei.ca/iro/live-homestay-family>

### 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: <http://www.upei.ca/studentlife/residence/blanchard-hall>



- Bill and Denise Andrew Hall:  
<http://www.upei.ca/studentlife/residence/bill-and-denise-andrew-hall>
- Bernadine Hall: <http://www.upei.ca/studentlife/residence/bernadine-hall>

**\*\*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 [exchangein@upei.ca](mailto:exchangein@upei.ca) 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 <https://www.upei.ca/off-campus-housing> 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 must provide proof 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:  
<https://maritimebus.com/halifax-airport-shuttle>

## 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: [exchangein@upei.ca](mailto:exchangein@upei.ca)