



PROCEDURES TO BE FOLLOWED BY EXCHANGE STUDENTS 2024-2025

It is with great pleasure that we receive students from our partner institutions in the context of exchange agreements. To accelerate the admission process and to assure the best guidance possible for these students, we invite you to take note of the following procedures.

1. Deadlines for the reception of a complete application

For undergraduate programs

- April 30th (Fall session) September – December
- April 30th (Academic year) September – April
- October 1st (Winter session) January – April

For graduate programs

- February 1st (Fall session) September – December
- February 1st (Academic year) September – April
- September 1st (Winter session) January – April

2. Student applications must be sent to the following address:

The documents must be sent by email to: mobilite@umoncton.ca

Please write “**Exchange agreement**” in the subject of your email

***Please do not submit any applications online via our website.**

3. Required documents

In order for us to add the documents to the file, we ask the institutional partner to send for each type of PDF file, the documents in chronological order starting with the oldest document until the most recent document of the years of study remembering to name each PDF file correctly.

- ✓ Application form [here](#) or in attachment (please fill the form on the computer)
- ✓ Official Academic Transcripts
 - Please note that we require the official academic transcripts so that each person responsible of greeting the students may be sufficiently informed of their academic record in order to help them make a wise course choice by taking into account the courses they have already completed as well as their program’s objectives.*
- ✓ Letter of selection from the partner institution
- ✓ Preliminary list of courses that the student wishes to take during his or her semester at Université de Moncton
- ✓ A scanned copy of the first 4 pages of your valid passport
- ✓ Proof of B1 level in written and oral French at the TFI (**only** for students whose first language is not French)
- ✓ Resume and motivation letter (only for students wishing to come in the **Juris Doctor** program)

NOTE: all courses presented in the course catalogue are not necessarily offered at each session.

Students wishing to come on exchange to the Juris Doctor program (law studies) must be enrolled in a Master of Law in their home institution and have a minimum average of 12/20.

Students wishing to come on exchange to the Master's in Business Administration program for one year (exchange or double degree if an agreement exists with your institution) must have taken a statistics course equivalent to the STAT2633 course at the Université de Moncton to be admitted.

Students wishing to come on exchange to the Master in Business Administration program must arrive in the Fall semester, it is not possible to come for the Winter semester only.

*** Please note that we reserve the right to refuse an application if the student does not meet the selection criteria.**

4. Language requirements

Students with another language than French as the native language will have to provide proof of French oral and written proficiency in order to be admitted, in particular the achievement of the B1 level on the TFI (Test de français international of the Educational Testing Service). We can also accept an equivalent level on the following exams: TCF (Test de connaissance du français of the Centre international d'études pédagogiques (CIEP), DALF (Diplôme approfondi de langue française) or the TEF (Test d'évaluation du français of the Chambre de commerce et d'industrie de Paris (CCIP).

Students wishing to take translation courses must have passed the C1 level for French written communication and the B1 level for French oral communication (according to the TFI standards).

Students who wish to take French courses will also have to write a placement test in French at the Université de Moncton before their arrival.

Placement tests in French and English

Students who have never taken a French or English course at the Université de Moncton and who wish to register for a French or English course must take the placement test.

Placement test in French: <https://www.umoncton.ca/umcm-fass-langues/testdeclassement>

Placement test in English: <https://www.umoncton.ca/umcm-fass-anglais/node/4>

ADDITIONAL INFORMATION

Health insurance during the stay in Canada

The University policy number 7.7 stipulates that "international students who decide to study full-time or part-time at the Université de Moncton are automatically registered to a mandatory collective

health insurance and hospitalization for the duration of their studies as of its registration at the Université de Moncton and renewable each year.

***It is not possible to unsubscribe to our health insurance even if you have purchased your own insurance before coming to Canada.**

For detailed information concerning the health insurance coverage, please consult the website: <https://www.umoncton.ca/umcm-etudiants/international/assurances/>

Please note that dental care is not covered by this health insurance.

Housing

Please note that the application for housing is the responsibility of the students. They can make the application from the following website:

<http://www.umoncton.ca/umcm-logement/>

It is highly recommended to stay in university housing to avoid any financial fraud from house-owners or landlords. Please take note that the Université de Moncton is not responsible for any financial fraud committed if students decide to live off-campus. For those who wish to stay off-campus, it will be your responsibility to make sure that you fully understand the terms and conditions of the lease. In the past, there has been some fraud issues with off-campus housing.

The resources for the research of off-campus housing service are available on the site: <https://www.umoncton.ca/umcm-logement/hors-campus>. You will find all the useful information for searching for off-campus accommodation, including the offers available according to your budget and the type of accommodation you want.

If you need support during the process, you can directly contact the off-campus housing liaison officer whose contact details are in the “Contact us” section of the site.

Arrival

It is possible to benefit from the airport arrival service for international students. To benefit from the service, you must confirm your travel schedule on the following link:

<https://www.umoncton.ca/umcm-etudiants/international/itineraire>

Course registration

Your host faculty at the Université de Moncton will be happy to help with the registration of your courses. Please contact the administrative assistant of the faculty before your departure or upon your arrival to finalize your course selection and registration.

For the academic year 2024-2025, the deadlines for registration are:

→ *Fall session: August 30th, 2024*

→ *Winter session: January 13th, 2025*

The list of courses offered at the Université de Moncton can be found at the address <https://www.umoncton.ca/repertoire> for the undergraduate courses and at the address https://www.umoncton.ca/cycles_superieurs for graduate courses.

Please note that you must ensure that you have followed all the prerequisites to be able to register to some of the courses. Please note that some courses are only offered during the Fall semester while others are only offered during the Winter semester. You can view the courses offered during the Fall and Winter semesters at the following address:

https://socrate.umoncton.ca/socrat/bzskcour.P_CrseSearch

Exchange students must be registered full-time, i.e., a minimum of 9 credits (3 courses) per semester.

Graduate programs with thesis

At the Université de Moncton, master's programs with thesis usually include four or five 3-credit seminars, which is equivalent to 6 ECTS credits. Normally, the home university requires the successful completion of 30 ECTS credits per session, which is equivalent to 15 credits in Canada. To be considered full-time, students must either complete their registration with 3000 or 4000 level courses or the student can register for thesis credits. It is important for the home university to understand that by registering for thesis credits, the student will not obtain a final grade and will not be supervised by a faculty member from the Université de Moncton. The student will be able to devote himself to research work in connection with the thesis that he must carry out as part of his master's degree. If the home university requires 30 ECTS credits with a final grade, no thesis credits should be taken.

Calendar and university regulations

We invite you to consult the Université de Moncton's academic calendar and university regulations.

Please note that the exam period for the Fall 2024 semester is from December 11th to the 21st 2024 and from April 16th to the 30th 2025 for the Winter 2025 semester. You must plan to stay in Moncton until the end of the exam period.

For detailed information on our different university activities, please consult our university calendar at the following address: <https://www.umoncton.ca/repertoire/dates>

For our university regulations, please consult the following address: <https://www.umoncton.ca/repertoire/reglements>

It is the responsibility of the student to know all our regulations regarding student life.

***It is very important to arrive from January 7th, 2025 in order to participate in our mandatory integration activities.**

***It is the student's responsibility to request an official transcript of records before leaving the Université de Moncton. Student mobility cannot request transcripts for the student.**

Immigration:

For exchange students studying for one semester:

You must have a study permit to work on campus or do an internship on or off campus. The internship must be a requirement of your program of studies. If you came without a study permit, you are not authorized to work or do an internship.

Please take note that the study permit allows you to work on campus only, it does not allow you to work off campus. You absolutely need to get a Social Insurance Number before you start working and in order to get paid. You can make an appointment with the Service de mobilité étudiante and we will be able to help you obtain this Social Insurance Number once you have obtained work.

For exchange students studying for one year:

The study permit that was mandatory for you to be able to come study at the Université de Moncton for a full year allows you to work on campus, however, does not allow you to work off campus.

If you managed to find work on campus, you absolutely need to get a Social Insurance Number before you start working and in order to get paid. You can make an appointment with the Service de mobilité étudiante and we will be able to help you obtain this Social Insurance Number once you have obtained work.

Work Permit

If you intend to work or do an internship while studying at the Université de Moncton, here is some important information:

Students are responsible for checking their study permit when they are at the Canadian Customs in order to ensure that it is well indicate that they have the right to work on campus. Students must do that verification before leaving the customs agent and must ask to do the required rectification, if needed, before leaving the immigration.

Provincial attestation letter

Most study permit applicants need to provide a provincial attestation letter (PAL) or territorial attestation letter (TAL).

Unless you meet one of the [exceptions](#), you must submit a PAL/TAL

- **with** your application, not after

Who doesn't need a PAL/TAL

You **don't** need a PAL/TAL when applying for a study permit if any of the following applies to you.

- You're applying to study in a master's **degree** or doctoral **degree** program.
- You've entered Canada **and** one of the following situations applies to you:
 - You're a temporary resident who is a visiting or exchange student studying at a designated learning institution (DLI).

For more information on the provincial attestation letter: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html>

For exchange students in nursing

Students are registered for a mandatory clinical internship in a workplace at Vitalité Health Network. As a student enrolled in a workplace clinical internship course, New Brunswick Workers Compensation Act considers any intern to be a worker. Therefore, the student must obtain a work permit allowing him or her to access a Social Insurance Number and will then be registered for indemnity insurance with WorkSafe NB.

It is the responsibility of the student in nursing to provide a letter to the Embassy explaining the obligation to obtain a work permit in order to complete their clinical internship. You can contact the School of Nursing to receive a letter of support explaining the situation. Without work authorization, the student will not be able to obtain a Social Insurance Number and therefore will not be able to do their internship.

You can consult the following link from Immigration, Refugees and Citizenship Canada (IRCC), under the heading "ineligible programs of study" for additional information:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>

***Note: Some conditions apply to be eligible for a clinical internship. The School of Nursing will assess each application individually.**

For exchange students in education

Exchange students at the Faculty of Education who are required to do an internship must obtain a study permit and an internship work permit.

Students who are enrolled in a course that requires them to complete an internship in a school environment, New Brunswick Workers Compensation Act considers any intern to be a worker. Therefore, the student must obtain a work permit allowing him or her to access a Social Insurance Number and will then be registered for indemnity insurance with WorkSafe NB.

It is the responsibility of the student to provide a letter to the Embassy explaining the obligation to obtain a work permit in order to complete their internship. You can contact the Faculty of Education to receive a letter of support explaining the situation. Without a work permit, the student will not be able to obtain a Social Insurance Number and therefore will not be able to do their internship.

There are basically four components applying to exchange students wishing to study in education and do an internship:

- 1) Study permit;
- 2) Internship work permit;
- 3) Medical visit with a doctor designated by Immigration Canada since the internship is in a school setting.
- 4) Request for an ETA or VISA

It is important that these four conditions be met by the student before coming to Canada.

The student is responsible for checking his or her study permit when he or she is at Canadian customs to ensure that it is clearly indicated that he or she has the right to work with children. The student must do the verification before leaving the customs officer and ask to make the correction, if necessary, before leaving immigration.

You can consult the following link from Immigration, Refugees and Citizenship Canada (IRCC), under the heading “non-eligible study programs” for additional information:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>

Before coming to Canada

- Obtain your Electronic Travel Authorization (ETA)
 - o Online application
 - o 5-minute processing time (sometimes some requests take longer to process. In this case, you will receive an email within 72 hours telling you what to do.)
 - o Document to provide: valid passport, online form
 - o Cost of the application: \$7
- Have in your possession a copy of your internship agreement, including the mention of practical internship and the duration.
- Have a medical assessment completed by a physician designated by the Canadian Embassy nearest you.
 - o Find a designated physician:
<https://secure.cic.gc.ca/PanelPhysicianMedecinDesigne/en/Home>
 - o What you have to pay:
 - The fees of the doctor or radiologist
 - All examinations, analyzes or special treatments required
 - The fees of the specialists you must consultIf your application is refused after the medical examination, these costs will not be refunded to you.
- Do your medical visit
 - o Understand who must undergo a medical examination:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#must>
 - o Find a Panel Physician:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html#must>

At the Canadian port of entry

- Present your valid passport, your ETA, your internship agreement and your medical examination
- Obtain the internship work permit (specify to the border agent that you will need your Social Insurance Number for the application, it is the responsibility of the student to specify this point to the agent and to present his medical examination)

In Canada

- Apply for the SIN (Social Insurance Number)
 - Presentation of the application: online or face-to-face (at Service CANADA)
 - Documents required:
 - Valid passport
 - Proof of address
 - Work permit
 - Delay: 15 working days

Coop internships (Coop program)

All coop internships are administered by the Bureau de l'enseignement coopératif and the academic units responsible for coop programs, and this academic service must adhere to the Université de Moncton policies and administrative procedures.

Students enrolled in a double degree program in the master's degree in Business Administration (M.B.A. - cooperative program) have the opportunity to do a coop internship in Canada. Students wishing to return to their native country or to another country to do a coop internship must, however, adhere to the requirements of the coop internship at the Université de Moncton.

- The coop internship is planned for the spring-summer session (May to August).
- The coop internship lasts from twelve to sixteen weeks during the session mentioned above.

Note: Since the maximum requirement is sixteen weeks, the Université de Moncton cannot issue a coop internship agreement that exceeds this duration. Any coop internship agreement required by an international employer must be issued by the partner university.

The student must meet all the requirements required by the Bureau de l'enseignement coopératif and the academic units responsible for coop programs, such as:

Coop pre-internship training - Compulsory at M.B.A. – coop

- "Introduction" session, in September
- "Individual meeting" with the coop coordinator - student development, in October or November
- Workshop "Employability II - networking", in November
- Workshop "Coop process", in January

· Workshop "**Pre-internship and work ethics**", in March

Students doing an internship in Canada must subscribe to the compulsory group health and hospital insurance plan of the Université de Moncton for the duration of the coop internship.

The coop internship, wherever it takes place in the world, must be approved by the Université de Moncton and the partnering institution in order to comply with the requirements of the double degree.

MBA double degree

Students participating in the MBA double degree must comply with the regulations of the Université de Moncton. To be admitted, the student must be registered in a partnering university with which a double degree agreement has been signed and have taken a statistics course equivalent to the STAT2633 course at the Université de Moncton in addition to meeting the other selection criteria.

The MBA-Coop program consists of 15 three-credit courses and two paid coop internships each lasting between 12 and 16 weeks in a company.

Students wishing to come on exchange to the Master's in Business Administration program for one year (exchange or double degree if an agreement exists with your institution) must have taken a statistics course equivalent to the STAT2633 course at the Université de Moncton to be admitted.

Students coming on exchange as part of the double degree must successfully complete all courses in the fall semester and maintain a cumulative average of 3.0 in order to be able to continue the double degree in the winter semester. As a result, students must successfully complete all courses during the academic year with a cumulative average of 3.0 to be able to complete the internship.

The study period is under the responsibility of the Université de Moncton and students must conform to exams and any other form of evaluation in accordance with the regulations of this institution.

Students must meet the requirements of the Université de Moncton MBA-Coop program at all times. Students who no longer meet the requirements after the first semester will be excluded from the program.

The Université de Moncton is committed to offering students from the partner university:

- assistance in carrying out administrative procedures;
- assistance in finding accommodation;
- educational advice and guidance;
- access to additional services (libraries, IT, cafeterias).

Exchange students must conform to the rules of the Université de Moncton. Throughout the duration of the exchange, students will have access to all the facilities of the host institution and will benefit from available services, in accordance with the standards and conditions applied by each institution with respect to its own students.

Methods of payment

The expenses for health insurance and housing (if the student lives in a university housing) are payable in full at the beginning of each session.

For the academic year 2024-2025, the deadlines for payment are:

→ *Fall session: September 13th, 2024*

→ *Winter session: January 24th, 2025*

Please note that Université de Moncton does not accept credit cards for the payment of your housing and medical insurance, we offer the following options:

Via debit card, cash, certified cheque, bank transfer and money order to the following services:

- Service counter, room 115, Student center
- Continuing Education, room 111, Léopold-Taillon building
- Housing Service, room 117, Médard-Collette Residence

Via internet

Through the electronic system for payment of invoices of your financial institution (enter your student ID).

Via Bank transfer

Through your financial institution by asking them to make a bank transfer from your bank account to the Université de Moncton, Moncton Campus bank account. It is very important that your name and your student ID are indicated on the transfer.

Any counter of the UNI Financial Cooperation (this service is free)

You need to give your name and your student ID to complete your transaction. There is a branch of UNI Financial Cooperation on our campus.
