



International Student  
Services Office  
CARLETON UNIVERSITY

# Incoming Student Exchange Program





## GENERAL INFORMATION

### Academic Levels Offered:

Undergraduate and graduate

### Important Dates (Academic Year):

[calendar.carleton.ca](https://calendar.carleton.ca)

### Duration of Exchange:

- Full academic year (September - April)
- Fall term (September - December)
- Winter term (January - April)

### Language of Instruction:

English (proof of proficiency required where applicable)

### Course Descriptions:

- Undergraduate courses - [calendar.carleton.ca/undergrad/courses/](https://calendar.carleton.ca/undergrad/courses/)
- Graduate courses - [calendar.carleton.ca/grad/courses/](https://calendar.carleton.ca/grad/courses/)

**Orientation:** Students receive resources and information that will help them transition successfully. Visit <https://carleton.ca/isso/new-students/i-start-orientation/>

### Number of Class Hours per Week (approximate):

- Arts - 15-18 hours
- Science - 25-30 hours

### Number of Carleton Credits per Term:

#### • Undergraduate students

Minimum: 1.5 credits per term (3 courses)  
Maximum: 2.5 credits per term (5 courses)  
Standard: 2.0 credits per term (4 courses)

• **Graduate students:** (5000 Course Level)  
Minimum: 0.5 credits per term (1 course)  
Maximum: 1.5 credits per term (3 courses)  
Standard: 1.0 credit per term (2 courses)

A single-term course is typically equivalent to 0.5 credits at Carleton University. Please confirm with your home institution regarding the minimum number of credits required for students from your institution while on exchange.

### Grading System:

12 point scale (12 = A+ = 90%-100%) For information see section 5.4 "Academic Regulations of the University - Table of Contents/Grading System" available at <https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/grading/#grading-system>

### Mandatory Fees:

- **UHIP** - All incoming exchange students are automatically enrolled in the University Health Insurance Plan following registration in courses. For information, visit [carleton.ca/isso/uhip/](https://carleton.ca/isso/uhip/).
- **U-Pass** - All incoming exchange students are enrolled in the U-Pass program when they reach full time registration (1.5 credits = 3 courses). U-Pass provides access to public transportation in Ottawa: [carleton.ca/upass/](https://carleton.ca/upass/).



## UNDERGRADUATE PROGRAMS

Please visit [carleton.ca/academics/](https://carleton.ca/academics/) for a full list of Faculties and Departments.

Some courses may be restricted to exchange students. Visit <http://carleton.ca/isso/new-students/incoming-students/courses-not-available/> for more information.

Some programs may have additional portfolio or audition requirements for admission (e.g. Music, Architecture, Industrial Design, etc.).

### Faculty of Arts and Social Sciences

- College of the Humanities (includes Bachelor of Humanities, Greek and Roman Studies (formerly Classics), Religion)
- Department of English Language and Literature
- Department of French
- Department of Geography and Environmental Studies
- Department of History
- Department of Philosophy
- Department of Psychology
- Department of Sociology and Anthropology
- Institute for Comparative Studies in Literature, Art and Culture
- Institute of African Studies

- Institute of Cognitive Science
- Institute of Interdisciplinary Studies (includes Child Studies, Directed Interdisciplinary Studies, Human Rights)
- Pauline Jewett Institute of Women's and Gender Studies
- School for Studies in Art and Culture (includes Art History, Film Studies, Music)
- School of Linguistics and Language Studies
- School of Indigenous and Canadian Studies

### Faculty of Public Affairs

- Department of Economics
- Department of Law and Legal Studies
- Department of Political Science
- Institute of African Studies
- Institute of Criminology and Criminal Justice
- Institute of European, Russian and Eurasian Studies
- Institute of Political Economy
- Norman Paterson School of International Affairs
- School of Journalism and Communication
- School of Public Policy and Administration
- School of Social Work

### Sprott School of Business

[sprott.carleton.ca/](https://sprott.carleton.ca/)

### Faculty of Science

- Department of Biology
- Department of Chemistry
- Department of Earth Sciences
- Department of Health Sciences
- Department of Neuroscience
- Department of Physics
- Institute of Biochemistry
- Institute of Environmental Science
- Interdisciplinary Science and Practice
- School of Computer Science
- School of Mathematics and Statistics
- Technology, Society, Environment Studies

### Faculty of Engineering and Design

(limited enrollment)

[carleton.ca/engineering-design/](https://carleton.ca/engineering-design/)

### GRADUATE PROGRAMS

Please visit [graduate.carleton.ca/programs/](https://graduate.carleton.ca/programs/) for a list of Master's programs.

## EXCHANGE PROCESS

### Instructions for Incoming Exchange Students:

Please visit <https://carleton.ca/isso/incoming-student-exchange-program/> for detailed information and the nomination and application forms.

### Nomination Deadline:

- March 15 for Full Academic Year (September to April)
- March 15 for Fall Term (September to December)
- September 15 for Winter Term (January to April)

### Nomination Instructions:

Students are required to be nominated by their home institution. Nominations for exchange to Carleton University are submitted online.

- One form must be submitted for each student to be nominated
- Proof of English proficiency is required for students whose first language is **not** English and the primary language of instruction at their home institution is **not** English.

### Application Instructions:

The Incoming Exchange Application form and all supporting documents (eg. transcript, proof of English proficiency) must be submitted online

### English Language Proficiency Requirements (where applicable):

#### Undergraduate

- Internet Based TOEFL (iBT) 86 (minimum of 22 in writing and speaking and 20 in reading and listening)
- IELTS 6.5 (minimum 6.0 in each band)
- CAEL 70

#### Graduate

- Internet Based TOEFL (iBT/Next Generation) 100 (minimum of 25 in writing, speaking, reading and listening)
- IELTS 8.0 (minimum 7.5 in each band)
- CAEL 70
- Pearson Test of English (PTE) (Academic): 60 overall (minimum 60 in each Communicative Skill)
- Students must achieve the TOTAL minimum score and the minimum score indicated for each BAND in Reading, Writing, Speaking and Listening.



## ACCOMMODATIONS

### On-campus Housing:

Accommodation in Carleton's on-campus residences is not guaranteed. However, incoming exchange students are encouraged to apply for the Residence Lottery, if interested. For more information, visit: [housing.carleton.ca/applying-to-residence/exchange-students/](https://housing.carleton.ca/applying-to-residence/exchange-students/) For information on fees, visit: [housing.carleton.ca/residence-and-meal-plan-fees/](https://housing.carleton.ca/residence-and-meal-plan-fees/).

### Off-campus Housing:

The Housing website is a good place to begin your research into off-campus housing, Ottawa neighbourhoods, and for advice

on renting in Ottawa: [housing.carleton.ca/off-campus-housing/](https://housing.carleton.ca/off-campus-housing/). Carleton's campus is serviced by several bus routes and a light rail train. Visit [octranspo.com/en/plan-your-trip/schedules-maps/](https://octranspo.com/en/plan-your-trip/schedules-maps/) for more information.

If finances allow, we recommend arriving in Ottawa 2-3 weeks in advance of the start of term in order to view any off-campus accommodations in-person before signing a lease. Ottawa Tourism is a helpful resource for finding temporary accommodations: [ottawatourism.ca/stay/](https://ottawatourism.ca/stay/).

## IMMIGRATION INFORMATION

You do not need a study permit if you are coming to Canada for an exchange of **less than six months**. However, you may want to get a study permit even if you don't need one. Visit [www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/eligibility.html#why-study-permit](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/eligibility.html#why-study-permit) to learn why.

If your studies are **more than 6 months**, you need a study permit. Application instructions for a study permit are available at the website of Immigration, Refugees, and Citizenship Canada: [canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit).

Most international students need a Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) to travel to Canada.

- If you apply for a study permit, your TRV or eTA will be issued to you automatically
- If you don't need a study permit, check to see if you need a TRV or an eTA here: [www.cic.gc.ca/visit-visiter/en/visas](https://www.cic.gc.ca/visit-visiter/en/visas). Your letter of acceptance for exchange may be used in a TRV application to explain the purpose of your visit to Canada.

### LIVING COSTS (ESTIMATED OVER EIGHT MONTHS)

|                                        |                                                                                          |                      |
|----------------------------------------|------------------------------------------------------------------------------------------|----------------------|
| On-campus                              | (including meal plan, local phone, internet, utilities, and residence association fees): | 11,000 to 14,000 CDN |
| Off-campus                             | (one bedroom with shared kitchen, bath, utilities, laundry, and groceries):              | \$8,600 CDN          |
| Books and supplies (varies by program) |                                                                                          | \$1,400 CDN          |
| Other personal expenses                |                                                                                          | \$2,000 CDN          |



## EXPERIENCE THE ISSO

The International Student Services Office (ISSO) is dedicated to helping international and exchange students adjust to life in Canada and to helping them get the most out of their student experience. The ISSO is here to help connect you with support services across campus.

The ISSO also organizes orientation programming at the beginning of each academic term (fall and winter) for new international and exchange students. You're invited to participate in the wide variety of social and cultural activities hosted by the ISSO throughout the year. We also encourage you to get involved on campus through the 300+ student-run clubs and societies.



## ABOUT OTTAWA

Ottawa is Canada's fourth-largest urban region.

(Approximately 1.3 million people). Although, Carleton University is an English-language institution there are many other languages in addition to English and French that are represented in Ottawa.

Learn more at [ottawatourism.ca](http://ottawatourism.ca)



## THE CARLETON ADVANTAGE

Carleton University welcomes students from around the world to our vibrant, inclusive, and diverse campus. At Carleton, you will experience a strong sense of community amongst students, faculty, and staff.

Carleton University specializes in dynamic research and is focused on the student experience. The University offers programs in areas as diverse as public affairs, journalism, film studies, engineering, high technology, and international studies. Carleton students benefit from the interdisciplinary, active, hands-on approach to teaching, and research practiced by its faculty members, as well as from the University's location in Canada's capital.



## CONTACT US

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