

Incoming Exchange Program Guide For New Students



**International Student Services Office**

128 Nideyinàn (formerly the University Centre)

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[www.carleton.ca/isso](http://www.carleton.ca/isso)

# CARLETON CREDENTIALS:

**Email:**

Carleton email is a student’s main point of contact with the University and should be set up as soon as they receive their Letter of Acceptance. **All university communication is sent to a student’s Carleton email account**.

Set up your [Carleton email](https://carleton.ca/its/all-services/email/carleton-student-email/) and make sure to check it regularly.

# MyCarletonOne (MC1):

To get Carleton Email a student must activate their [MyCarletonOne account](https://carleton.ca/its/help-centre/set-up-your-mycarletonone-account-for-the-first-time/) (MC1).

With their MC1 account, a student will also be able to access [Brightspace](https://carleton.ca/brightspace/), which is the platform that course information, such as outlines, class slides, notes and grades will be available on.

Each student is assigned a specific **MC1 username** and this information is provided in their Letter of Acceptance.

Their MC1 **default password** will consist of the initial of their First name (in uppercase) followed by the initial of their Last name (in lowercase), followed by their full date of birth in YYYYMMDD format, then **!CU**.

Example: Jane Doe who was born on July 25th, 1998 –> Password = Jd19980725!CU

For more information and additional instructions, please visit the [Information Technology Services (ITS)](https://carleton.ca/its/get-started/new-students-2/) [website](https://carleton.ca/its/get-started/new-students-2/).

**Questions**: Contact the ITS department at [its.service.desk@carleton.ca](mailto:its.service.desk@carleton.ca). Remember to inform ITS that you are coming as an exchange student and you do not pay international student tuition fees.

# INFORMATION TECHNOLOGY SERVICES (ITS):

Information Technology Services (ITS) staff provide enterprise IT solutions and services to support the learning, teaching, research, and administrative goals of Carleton University.

Their services include [accounts and passwords,](http://carleton.ca/its/all-services/accounts-and-passwords/) [email,](http://carleton.ca/its/all-services/email/) [phone,](http://carleton.ca/its/all-services/phone/) [wireless and internet,](http://carleton.ca/its/all-services/wireless-and-internet/) [campus computers,](http://carleton.ca/its/all-services/computers/) and Carleton.ca [websites](http://carleton.ca/its/all-services/websites/). For a complete listing of IT services on campus, check out [Carleton’s IT Service](http://carleton.ca/itservicecatalogue) [Catalogue](http://carleton.ca/itservicecatalogue) and visit their [Online Help Centre](http://carleton.ca/its/help-centre/) or contact the [ITS Service Desk](http://carleton.ca/its/contact/) directly.

# COURSE APPROVAL PROCESS:

Course availability is subject to change and therefore we cannot guarantee registration. For exchange term(s) at Carleton, students should create a study plan that includes a mixture of courses from their major, minor, concentration and most especially electives.

The courses that a student lists on their Incoming Exchange Application form will be reviewed by Carleton’s departmental advisors. If selected courses are from more than one discipline, a request will be sent to the designated department contact for each discipline.

Our academic departments will determine which courses an exchange student is approved to take. Once a department has made a decision, the student will receive an email regarding whether they have been approved or denied to take the course.

**NOTE**: Students may not be approved to take all of the courses they have requested on their exchange application. This can be due to a number of factors, including but not limited to: course is restricted and not open to exchange students, course is full, course is not offered in your exchange term, course is cancelled, course conflicts with other registered courses or the student does not meet the academic prerequisites to take the course.

**Definition of Prerequisite:** Most courses require a student to have a certain level of knowledge before they are approved to take the course. For example, a student must have completed an introductory course in Psychology before they can be considered for an intermediate level Psychology course. Thus, the introductory course is said to be the prerequisite for the intermediate course.

# Undergraduate Students:

Incoming undergraduate exchange students have registration holds which prevent them from registering in courses. Once an undergraduate student has been approved and registered by Carleton in the minimum number of undergraduate courses required per term (3 courses = 1.5 credits), they will

receive an individualized email from the Registrar’s Office confirming their registration details. **Upon receipt of this personalized email a student will be issued a time-ticket and given access to the course registration system which will then allow them to complete the remainder of their registration on their own.**

# Graduate Students:

Incoming graduate exchange students have registration holds which prevent them from registering in courses. Once a graduate student has been approved and registered by Carleton in the minimum number of courses required per term (1 graduate course = 0.5 credits or 3 undergraduate courses = 1.5 credits), they will receive an individualized email from the Faculty of Graduate and Postdoctoral Affairs (FGPA) confirming their registration details. **Upon receipt of this personalized email a student will be issued a time-ticket and given access to the course registration system which will then allow them to complete the remainder of their registration on their own.**

**Questions:** Contact the Registrars’ Office at [registrar@carleton.ca](mailto:registrar@carleton.ca) or the Faculty of Graduate and Postdoctoral Affairs at [graduate.studies@carleton.ca](mailto:graduate.studies@carleton.ca).

# ENGLISH as a SECOND LANGUAGE COURSES (ESLA Courses):

To be eligible to take an ESLA course, an official Proficiency Test report (**TOEFL, IELTS, CAEL**) is required (no exceptions or substitutes). The test report must be in English and the test date cannot be **more than 24 months prior to applying for exchange.**

# OTHER LANGUAGE COURSES:

**Placement tests** are required for all students who wish to take language courses at Carleton.

# Students will not be registered in language courses until they have completed and successfully passed the placement test. Students must coordinate the test details themselves using the information in the links below:

[**French**](https://edc.carleton.ca/french_placement/index.php)language courses [**All other language**](http://carleton.ca/slals/modern-languages/placement-test/) courses

# ACADEMIC INFORMATION:

**Undergraduate Calendar**: **Graduate Calendar**: [http://calendar.carleton.ca/undergrad//](http://calendar.carleton.ca/undergrad/) [calendar.carleton.ca/grad/](http://calendar.carleton.ca/grad/)

# Undergraduate Course Descriptions: Graduate Course Descriptions:

[calendar.carleton.ca/undergrad/courses/](http://calendar.carleton.ca/undergrad/courses/) <http://calendar.carleton.ca/grad/courses/>

* Portfolios must be included for students requesting courses in [Architecture](https://files.acrobat.com/a/preview/f406ab49-8e94-4c95-961f-7e9fb84f38b9)[, Industrial Design](https://files.acrobat.com/a/preview/7161a661-a219-4acc-9db1-f83dcc9f0363) [and Interactive Multimedia Design (IMD)](https://files.acrobat.com/a/preview/05315f59-6b7b-4ba9-bb59-f8550dd9e8aa)
* An [audition](https://carleton.ca/music/future-students/auditions/) is required for performance courses in Music

[**Public Class Schedule**](https://central.carleton.ca/prod/bwysched.p_select_term?wsea_code=EXT): used to research Carleton courses and determine which term (Fall, Winter or full year) courses are offered.

Courses listed as **‘Open’** should be selected.

Courses that have notations such as, **‘Full, no waitlist’** or ‘**Waitlist Full’** should not be selected.

Courses labelled as **‘Waitlist Open’** are not recommended because there is no guarantee that a spot will open up in the class and the ‘wait’ time to find out if a spot is available can be quite long.

Students cannot request any courses found on the [**Courses Not Available**](https://carleton.ca/isso/prospective-students/incoming-students/courses-not-available/) list. These are restricted courses and are not available to exchange students. Academic departments also reserve the right to restrict courses not found on this list if deemed necessary.

# CREDIT and COURSE ALLOTMENT PER TERM:

|  |  |
| --- | --- |
| **1 semester course = 0.5 Carleton credits**  **0.5 Carleton Credits (1 Course) = 6 ECTS**  **2.5 Carleton Credits (5 Courses) = 30 ECTS** | **Undergraduate Students:** (1000 to 4000 Course Level) Minimum: 1.5 credits per term (3 courses)  Maximum: 2.5 credits per term (5 courses)  **Recommended: 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) **Recommended: 1.0 credits** per term (2 courses)  **All exchange students are required to follow the requirements set by their home institution with regards to their course load.** |

**IMPORTANT DATES and DEADLINES:**

Please visit [fee payment deadlines](https://carleton.ca/studentaccounts/dates-deadlines/) as well as [university holidays](https://carleton.ca/hr/university-holidays/).

# ORIENTATION:

The orientation program is designed to help students transition to academic and student life at Carleton. Students will receive useful resources and information they can use to successfully settle into their studies and take full advantage of your exchange experience.

All exchange students are required to participate in orientation. Session information will be provided to students in advance of the orientation date.

# ACCOMMODATION:

Students are responsible for securing their own accommodation in Ottawa.

On-Campus Housing:

Students [apply](http://housing.carleton.ca/applying-to-residence/exchange-students/) online using their Carleton University Student Number which is provided in their Letter of Acceptance.

On-campus housing is assigned by lottery and **is not guaranteed**. If you wish to apply, you will be required to pay a $35 non-refundable application fee. The $35 application fee can be paid by credit card (Visa, Mastercard, American Express or Visa/Debit card).

View [residence rates](http://housing.carleton.ca/fees-and-food/) and [application deadlines](https://housing.carleton.ca/applying-to-residence/exchange-students/) for more information.

**Questions:** Contact the Housing Department at [residence@carleton.ca](mailto:residence@carleton.ca).

Off-Campus Housing:

Visit the [**Off-Campus Housing**](http://housing.carleton.ca/off-campus-housing/) website to access listings and other resources.

For additional information about living off campus, please review [‘Starting Your Search: Advice and](https://housing.carleton.ca/off-campus-housing/starting-your-search-advice-and-cautions/) [Cautions’.](https://housing.carleton.ca/off-campus-housing/starting-your-search-advice-and-cautions/)

If possible, students should arrive 2 weeks prior to the start of the term so that they can check off- campus listings or view the property they have already rented. Students should book temporary accommodations to allow them to perform these searches in person. We are not able to assist in the pursuit of off-campus accommodations.

**Questions:** Contact the Housing Department at [residence@carleton.ca](mailto:residence@carleton.ca).

# VISA:

If your studies in Canada will be less than 6 months, you may study as a visitor without having a study permit.

Most international students need a Temporary Resident Visa (TRV) *or* Electronic Travel Authorization (eTA) to travel to Canada. [The Immigration, Refugees and Citizenship Canada website](http://www.cic.gc.ca/english/visit/visas.asp) has a tool to help you determine which you need and lead you to the correct online application. This letter may be used in a TRV application to explain the purpose of your visit to Canada.

If you plan to study in Canada for more than 6 months, you must apply for a study permit. Your application for a study permit is automatically your application for a TRV or eTA as well.

The [ISSO’s website](https://carleton.ca/isso/immigration-support-2/how-to-apply-for-your-first-study-permit-from-outside-canada/) tells you how to start the online study permit application process and provides helpful tips. Requirements for the application vary by country, but all students will need a valid passport, a Carleton Letter of Acceptance (this letter), and proof of having sufficient resources to cover expenses in Canada. You will probably have to give [biometrics](https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html), and may need to get a medical exam and/or police certificate(s). You should gather your documents and submit your application as soon as possible.

All students over the age of 18 must be fully vaccinated against COVID-19 and meet all [current COVID-19 travel requirements](https://travel.gc.ca/travel-covid) in order to travel to Canada.

**Questions:** Contact an Immigration Advisor in the International Student Services Office at [isso@carleton.ca](mailto:isso@carleton.ca).

# TUITION and FEES:

As an exchange student you do not pay tuition to Carleton. **You pay tuition to your home institution**.

Mandatory fees for **UHIP** (health insurance) and the **U-Pass** (transit) will be charged to your Carleton student account. Your [Student Account summary](https://carleton.ca/studentaccounts/fee-payment/view-student-account/) can be viewed online.

View fee payment [deadlines](https://carleton.ca/studentaccounts/dates-deadlines/) and [payment methods](https://carleton.ca/studentaccounts/fee-payment/) for additional information.

**Questions:** Contact the Student Account Office at [student\_accounts@carleton.ca](mailto:student_accounts@carleton.ca)

# UNIVERSITY HEALTH INSURANCE PLAN (UHIP):

Students are automatically enrolled in UHIP (University Health Insurance Plan) upon course registration and the UHIP premium will automatically be charged to their student account. We suggest that students **do not** purchase health insurance from home for the duration of their studies. Travel insurance, however, is recommended to provide students with coverage during their transit.

More UHIP details can be found at [www.uhip.ca](http://www.uhip.ca) and [www.carleton.ca/isso/uhip](http://www.carleton.ca/isso/uhip). The service provider will contact the student and advise how they can access their UHIP proof of coverage card. Students should print a copy of their card and keep it with them at all times.

**Questions:** Contact the UHIP Administrator at [isso@carleton.ca](mailto:isso@carleton.ca)

# OPTIONAL DENTAL/VISION/PRESCRIPTION Drug Plan:

UHIP covers basic medical care (not including prescription medicine, dentist or eye care).

An **optional** dental/vision/prescription drug plan is available for undergraduate students through CUSA (Carleton University Students Association) with details found at <http://www.cusaonline.ca/services/healthplan/> and for graduate students through the GSA (Graduate Students' Association) with details found at <https://gsacarleton.ca/healthplan/> .

**Please note there is an opt-in deadline for the optional plan -> please go to the websites referenced above for more information.**

**U-PASS:**

The U-Pass is a universal transit pass that provides unlimited access to all OC-Transpo bus and train services in the City of Ottawa. The U-Pass is a mandatory fee for all incoming exchange students.

[Charges](https://carleton.ca/upass/cost-information/) will automatically be applied to the student’s account upon full-time course registration which is equal to 1.5 credits or 3 courses.

**Questions:** Contact the U-Pass Administrator at [upass@carleton.ca](mailto:upass@carleton.ca)

# STUDENT and U-PASS Card :

The Campus Card office provides students with their Carleton student identification card and U-Pass transit card. Both cards require a photo. Students should visit [Get Your Campus Card and U-Pass](https://carleton.ca/campuscard/get-your-card/) for detailed instructions on how to submit their photo, check their photo status and make arrangements to pick up their cards.

The Campus Card office is located on the 4th floor of the Nideyinàn building.

**Questions:** Contact the Campus Card Office at [campuscard@carleton.ca](mailto:campuscard@carleton.ca)

# CONNECT WITH US !

* The ISSO shares exciting opportunities and event information on our social media accounts: Twitter, Facebook: @SLRavens and Instagram: @SL\_Ravens
* ISSO Newsletter: contains information about upcoming activities, important updates for international students, and much more. You can sign up to the newsletter through the link <https://carleton.ca/isso/isso-newsletter-sign-up/>.

Students can follow us before they arrive in Canada to get an idea of the programs and services that the ISSO has to offer!