

Incoming Exchange Program Guide For New Students



International Student Services Office

128 University Centre
1125 Colonel By Drive
Ottawa, ON K1S 5B6 Canada
Tel: (613) 520-6600
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](#) and make sure to check it regularly.

MyCarletonOne (MC1):

To get Carleton Email a student must activate their [MyCarletonOne account](#) (MC1).

With their MC1 account, a student will also be able to access [CU Learn](#), 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. For example, Jane Doe was born in 1992 on May 23rd, thus her default password will be **Jd19920523**.

For more information and additional instructions, please visit the [Information Technology Services \(ITS\) website](#).

Questions: Contact the ITS department at its.service.desk@carleton.ca. Remember to inform ITS that you are coming as an exchange student and not paying 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](#), [email](#), [phone](#), [wireless and internet](#), [campus computers](#), and Carleton.ca [websites](#). For a complete listing of IT services on campus, check out [Carleton's IT Service Catalogue](#) and visit their [Online Help Centre](#) or contact the [ITS Service Desk](#) 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.

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.**

Please note that prior to receiving the above mentioned personalized email, students may get a number of general messages about registration in their Carleton email account. Most of these emails will not apply to incoming exchange students.

Questions: Contact the Registrars' Office at registrar@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](#) language courses

[All other language](#) courses

ACADEMIC INFORMATION:

Undergraduate Calendar:

<http://calendar.carleton.ca/undergrad//>

Graduate Calendar:

calendar.carleton.ca/grad/

Undergraduate Course Descriptions:

calendar.carleton.ca/undergrad/courses/

Graduate Course Descriptions:

<http://calendar.carleton.ca/grad/courses/>

- Portfolios must be included for students requesting courses in [Architecture](#), [Industrial Design and Interactive Multimedia Design \(IMD\)](#)
- An [audition](#) is required for performance courses in Music

Public Class Schedule: 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](#) 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	<u>Undergraduate Students:</u> (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)
0.5 Carleton Credits (1 Course) = 6 ECTS	<u>Graduate Students:</u> (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)
2.5 Carleton Credits (5 Courses) = 30 ECTS	
	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 [review](#) for course registration and fee payment deadlines as well as university holidays.

ORIENTATION:

I-Start is the international orientation program designed to meet the needs of all international students, including Exchange students. With I-Start you will receive resources and information that will help you transition successfully to student life at Carleton and take full advantage of your exchange experience.

All exchange students are required to participate in an I-Start orientation session.

For program details and **registration**, please visit our [website](#).

Questions: Contact the International Student Services Office at isso@carleton.ca

ACCOMMODATION:

You are responsible for securing your own accommodations in Ottawa.

On-Campus Housing: Not guaranteed

Students [apply](#) online using their Carleton University Student Number.

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 or American Express).

View [residence rates](#) and [application deadlines](#) for more information.

Questions: Contact the Housing Department at accommodations@carleton.ca

Off-Campus Housing:

Students are responsible for securing their own accommodations.

Visit the [Off-Campus Housing](#) website to access listings and other resources.

For additional information about living off campus, please review '[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 accommodations@carleton.ca

VISA:

You do not need a study permit if your studies in Canada will be less than 6 months.

If your studies are more than 6 months or if you would like to have the option to work on campus, you need a study permit. Application instructions for a study permit are available at the website of [Immigration, Refugees, and Citizenship Canada](#).

Your acceptance letter from Carleton will be part of the documentation you must include with your study permit application. You will also need to provide Carleton's Designated Learning Institution (DLI) number, which is **O19332687812** (note: the first digit is the letter "O").

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](#). You should indicate that you plan to "visit Canada" or "visit as a tourist". This letter may be used in a TRV application to explain the purpose of your visit to Canada.

NOTE: You may be required to provide Biometrics (fingerprints and photos) with your application. Please refer to the instruction guide in your application package, and/or [visit the website](#) for more details.

Questions: Contact the Immigration Advisor in the International Student Services Office at 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](#) can be viewed online.

View fee payment [deadlines](#) and [payment methods](#) for additional information.

Questions: Contact the Student Account Office at student_accounts@carleton.ca

UNIVERSITY HEALTH INSURANCE PLAN (UHIP):

You will automatically be enrolled in UHIP (University Health Insurance Plan) upon course registration and the [UHIP premium](#) will be charged to your student account.

[UHIP](#) covers **basic medical care** (not including prescription medicine, dentist or eye care) and enrolment is mandatory for all incoming exchange students so we strongly suggest that you **do not** purchase health insurance from home for the duration of your stay. Travel insurance, however, is recommended to provide you with coverage during your transit.

Your UHIP proof of coverage card will be emailed to your [Carleton email account](#) from Sun Life. Be sure to keep this email on file.

Questions: Contact the UHIP Administrator at isso@carleton.ca

OPTIONAL DENTAL/VISION/PRESCRIPTION Drug Plan:

An [optional dental/vision/prescription drug plan](#) is available for **undergraduate** students through CUSA (Carleton University Students Association).

Similarly, there is a [plan](#) for **graduate** students through the GSA (Graduate Students' Association). Please note there is an [opt-in deadline](#) for this plan.

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](#) will automatically be applied to your student account upon full-time course registration which is equal to 1.5 credits or 3 courses. The U-Pass is available for pick up at the Campus Card Office located in the University Centre, room 407.

Questions: Contact the U-Pass Administrator at upass@carleton.ca

STUDENT CARD:

You are required to apply for your student identification card.

Application Process:

1. Get registered in classes.
2. Visit the [Campus Card](#) office to have your card made.
3. Check your Carleton email regularly for important updates.

IF LIVING ON-CAMPUS: Your Campus Card will be part of your residence move-in package.

Questions: Contact the Campus Card Office at campuscard@carleton.ca

CONNECT WITH US !

- The ISSO shares exciting opportunities and event information on our social media accounts: Twitter, Instagram and Facebook: @SLRavens
- 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/>.

Feel free to follow us before and after you arrive in Canada to get an idea of the programs and services that the ISSO has to offer!