

Important: to use this fillable PDF form you must save it after entering information and attach the saved copy to any email you are sending it to.

Registration Instructions

If you wish to participate in the Undergraduate Exchange Program offered by Carleton University and the University of Ottawa, review the eligibility requirements outlined below. All registration steps must be complete.

If you require more information about this program, please visit our web page carleton.ca/registrar/university-ottawa.

I. Eligibility Requirements

To be eligible to participate, you must be admitted to a Degree program at Carleton University, be Eligible to Continue, and have no registration holds on your student account.

The program further requires that:

- a. only courses to be credited as part of the degree program at Carleton may be taken under this exchange.
- b. Students are responsible for ensuring that selected exchange courses are applicable to their intended course of study;
- c. the cumulative total of courses at Carleton, including the current registration, must be greater than the number of courses taken at the University of Ottawa via the exchange program;
- d. the courses completed at the University of Ottawa on exchange shall not count towards residence requirements at Carleton;
- e. in the first year of your degree program, a maximum of two half-courses may be taken at the University of Ottawa.

II. Registration Procedures

1. Complete this fillable PDF form. You must be able to provide all pertinent details - course number, title, credit value, term offered - regarding your course selection.
2. To obtain approval for your course selection(s) from the Carleton University Registrar's Office:
 - Download this form, and save it to your files.
 - Complete the form and save the completed form.
 - Email the completed form to registrar@carleton.ca from your Carleton cMail account and include a link to the University of Ottawa course description for each course listed.
3. If approved by the Registrar's Office, this electronic form will be emailed to your cMail account and you must forward this email to the appropriate University of Ottawa faculty (see emails below).
4. If approved by the University of Ottawa faculty, you will be registered, and this electronic form will be emailed to your cMail account. You must forward a copy of the completed form to the Carleton University Registrar's Office at registrar@carleton.ca. The Registrar's office will ensure that the University of Ottawa courses are included on your Carleton record. Note: These courses cannot be added to your record via Carleton Central.
5. All steps must be completed as outlined above within the established registration deadlines of both institutions.
6. To withdraw from University of Ottawa courses, contact the Faculty under which you are registered at the University of Ottawa (see emails below).

Note: Withdrawals must be processed within the established deadlines of the University offering the course.

Faculty e-mail Addresses - University of Ottawa

Telfer School of Management – undergraduate@telfer.uottawa.ca

Faculty of Arts – arts@uottawa.ca

Faculty of Law-Civil Law – dcivil@uottawa.ca

Faculty of Law Common Law – comlaw@uottawa.ca

Faculty of Education – educprog@uottawa.ca

Faculty of Medicine – infomed@uottawa.ca

Faculty of Engineering – bacinfo@engineering.uottawa.ca

Faculty of Sciences – infosci@uottawa.ca

Faculty of Health Sciences – healthsc@uottawa.ca

Faculty of Social Sciences – socialsciences@uottawa.ca

University of Ottawa

Undergraduate Exchange Approval Form

Registration instructions can be found on the back of this form.

Surname	
First Name	Middle Name
Phone Number	eMail

Date of Birth
Carleton University Student Number
University of Ottawa Student Number

Undergraduate Degree Program	Year of Study	Major/Minor/Concentration
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Registration Request

U of Ottawa Course Number	Course Title	Credit Value	Term Offered	Registration Accepted (University of Ottawa Office Use Only)

I hereby authorize both universities to exchange transcripts of my grades.

Student Signature: _____ **Date:** _____

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Office Use Only							
U of Ottawa Course Number	Carleton Equivalent	Credit Value	CRN	Grade	Comments/Conditions	Record Updated (Date/Initial)	Verified (Date/Initial)

Approval:	Signature	Date
Carleton Registrar	_____	_____
U of Ottawa Department	_____	_____
U of Ottawa Faculty	_____	_____