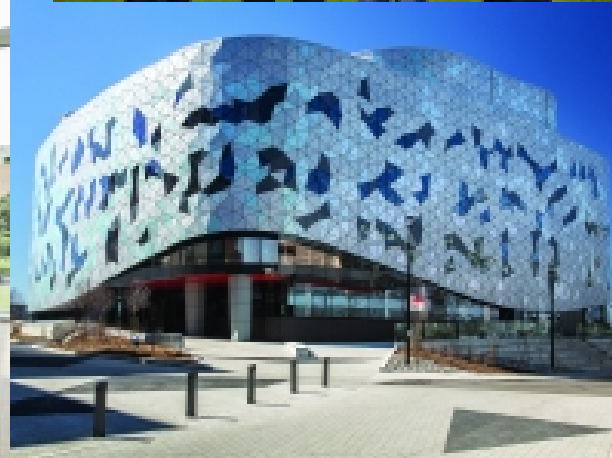


York University

Incoming Exchange Students

2018-2019



YORK UNIVERSITY
York International York Lanes 200
York University
4700 Keele Street
Toronto, ON, M3J 1P3
Canada
Email: exchange@yorku.ca
Tel: +1 416-736-5177
Fax: +1 416-736-5176



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Getting started

To attend York University as an exchange student, you must be enrolled at one of York International's [partner universities](#).

Your University's exchange office will determine your eligibility for an exchange program. Contact them for details on application procedures.



Areas of Study and Restrictions

You can search for [courses](#) in the following faculties at York University.

1. Faculty of Education (ED)
2. Faculty of Environmental Studies (ES)
3. Faculty of Graduate Studies (GS)
4. Faculty of Health (HH)
5. Faculty of Liberal Arts & Professional Studies (AP)
6. Faculty of Science (SC)
7. Glendon (GL)
8. Lassonde School of Engineering (LE)
9. Osgoode Hall Law School (OS)
10. School of the Arts, Media, Performance & Design (FA)

Programs with restrictions

School of the Arts, Media, Performance & Design (AMPD):	Open only to students from the following universities: <ul style="list-style-type: none">○ Bauhaus University – Weimar○ Bezalel Academic of Art and Design○ Hochschule Darmstadt○ Minzu University of China○ Monash University○ National Institute of Design (NID)○ Towson University○ University of Chichester○ University of Leeds○ University of Northumbria
Law (Osgoode Hall Law School)	<ul style="list-style-type: none">○ Students may ONLY apply to the JD Program and must enroll in upper year Osgoode courses.○ Students should have completed at least 6 semesters of study and have successfully completed a substantial number of law courses.○ Students should have at least a "B" average and the equivalent of a iBT:83 TOEFL score○ Spaces are restricted to a maximum of 2 students per partner University
Political Science, Graduate level:	<ul style="list-style-type: none">○ Space is limited; exchange students must exceed minimum requirements

Not available to Exchange Students

- Biology Program at Graduate Level
- Human Resources Management Program at Graduate level
- Nursing Program
- Social Work Program
- Courses offered by Schulich School of Business

How to Apply

Step 1: You have been nominated by your University. Nomination period: **December 1st, 2017 – January 15, 2018.**

Step 2: Review York University's academic calendar [here](#). Note that Exchanges **are possible ONLY** during the Fall Term (Sept-Dec), Winter Term (Jan-April) or Fall/Winter (Sept-April).

Step 3: Complete the York International Incoming Exchange Application process as outlined below.

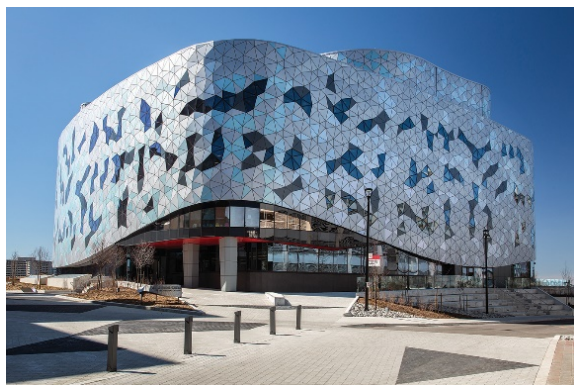
Undergraduate Exchange Application

1. Complete the [Undergraduate Incoming Exchange Application Form](#).
 - Deadline: **March 1st, 2018**
2. The online application form will ask you to upload the following documents:
 - Transcript
 - Nomination Letter from your University
 - English Language Proficiency Letter
 - a) Only required if the language of instruction at your University is **NOT** English
 - b) Issued by the international office at your University confirming your English proficiency. Universities can use [York University's minimum language test scores](#) as a guideline.
 - Note: If you require disability services, indicate the kind of assistance you require on the application form.
3. York University's Office of Admissions will process your application by the **end of June**.
4. You will receive two emails from York University, one with your **Student Number** and another when you are admitted.
 - You will need your student number to access your admission documents on [myfile](#)
 - You **MUST** print your documents to apply for any appropriate immigration documents and to show to Immigration upon arrival in Canada
5. Once you receive your student number, you must create a Passport York account. You will use Passport York to enroll in courses, and monitor your finances. Create your Passport York login, by going to [New Student Sign Up!](#)

Graduate Exchange Application

1. Complete the [Graduate Incoming Exchange Application Form](#).
 - o Deadline: **February 1st, 2018**
2. The online application form will ask you to upload the following documents:
 - o Transcripts - Undergraduate and Graduate
 - o Letter of Reference
 - o Letter of Invitation from a York Professor (Research students only)
 - o Curriculum Vitae (two page maximum)
 - o English Language Proficiency Letter
 - a) Only required if the language of instruction at your University is **NOT** English.
 - b) Issued by the international office at your University confirming your English proficiency. Universities can use [York University's minimum language test scores](#) as a guideline.
 - o Note: If you require disability services, indicate the kind of assistance you require on the application form.
3. Your Application will be assessed by York International, the Graduate Admissions Office, Faculty of Graduate Studies and the appropriate Graduate Program Office.
4. You will receive two emails from York University, one with your **Student Number** and another when you are admitted.
 - o You will need your student number to access your admission documents on [myfile](#)
 - o You **MUST** print your documents to apply for any appropriate immigration documents and to show to Immigration upon arrival in Canada
5. Once you receive your student number, you must create a Passport York account. You will use Passport York to enroll in courses, and monitor your finances. Create your Passport York login, by going to [New Student Sign Up!](#)

Campuses



The **Keele Campus** is situated in northwest Toronto and is a self-contained community of 50,000+ students making their mark in 10 Faculties, using state-of-the-art labs, classrooms and studios, five libraries and a wide range of support services. Top-rated athletic facilities, a shopping mall and 40+ eateries.

The **Glendon Campus**, with 2,700 students, is located in mid-town Toronto and offers a top-quality bilingual liberal arts education with a strong international flair.

Exchange Students can enroll in classes on either or both campuses. There is a free [Shuttle Bus Service](#). If you decide to take courses at both campuses, leave at least one hour in between classes.



Select your Courses

Understanding Courses at York

- ❖ **AP/ANTH 1110 6.0**
- ❖ **AP** – indicates the name of the Faculty; i.e., Faculty of Liberal Arts and Professional Studies
- ❖ **ANTH** – indicates the name of the department: (Anthropology department)
- ❖ **1110** – indicates the course number; 1000 indicates a first year undergraduate course; 2000 a second year undergraduate; 3000 a third year undergraduate; 4000 a fourth year undergraduate; 5000 and 6000 are graduate level courses
- ❖ **6.0** – indicates credit value of the course (6.0 credits are usually two term courses, 3.0 credits are either fall only or winter only courses, 9.0 are usually two term courses)
- ❖ York University courses are either 60, 90 or 180 minutes in duration.

You will receive an email from York International when course enrollment is open.

Note that enrollment in any of the courses is **NOT guaranteed**. We strongly encourage you to be flexible in your choices and not to rely on your exchange to complete core requirements set by your University.

Exchange students are **NOT** required to pay an enrollment deposit. If you receive this message please disregard. A few courses, however, include a supplementary fee that is not covered under the exchange agreement. See the *Finances* section for additional information on supplemental fees.

Choosing your courses

1. Speak to your University to determine how many courses/credits you must take during your exchange.
2. Search York University's [course catalogue](#) to see a full list of courses and to see what courses are available during your exchange.
3. Ensure that you meet the requirements. Some courses have prerequisites or co-requisites.
4. Make note of your course codes, credit value (such as HH/PSYC 1010 6.00) and associated catalogue number. Catalogue numbers are found in the **Cat #** column of the Course Timetables.

5. Make note of a few alternative courses or sections, in case your preferred choices are full or otherwise unavailable.
6. **Ensure each of your courses is offered during your exchange term.** Courses will be listed as F=Fall Term (Sept-Dec), FW=Fall/Winter Term (Sept-April) or W=Winter Term (Jan-April). You **cannot** take one-half of a FW (full year) course.
7. Plan your schedule to be free of time conflicts using [timetable worksheets](#). The registration and enrolment system will not warn you of scheduling conflicts automatically.
8. Go to currentstudents.yorku.ca. Click on **Add/Drop Courses**
9. Type the catalogue number into the add course field. You will receive a message that confirms the course has been successfully added OR not.
 - For courses that are **RESTRICTED**, email York International at exchange@yorku.ca with the full course code, and credit value (such as HH/PSYC 1010 6.00). **Always include your full name and your YorkU Student Number**
 - For courses that are **FULL**, you will be unable to enroll at this time. Check periodically to see if a spot has opened. You may also go to the first day of class and speak to the Professor and ask if they believe space will open up.
10. After you have selected your courses, confirm you are enrolled in, only the courses you wanted and that you do not have any timing conflicts. The system will not warn you of scheduling conflicts automatically.
11. Check your course enrollment and student financial account to ensure course enrollment and fees charged are correct. Contact a [Global Learning Assistant](#) if there are any errors.
12. Should you decide you no longer wish to pursue a course, you **MUST** officially drop the course through the Registration and Enrolment Module. If you do not drop the course it will appear as a "Fail" on your transcript.

Finances

You are **REQUIRED** to monitor your [student financial account using Passport York](#). You can view all fees related to residence, meal plan, UHIP, course material fees etc.

- Exchange Students will **NOT** be charged for tuition
- Some courses may have supplemental fees that are not covered by the exchange tuition waiver (e.g. registration fee, etc.). These fees are found on the course schedule with date, time, and location
- Registration for graduate students will include an additional \$15 charge
- University Health Insurance Plan (UHIP) coverage and charges are mandatory

Global Affairs Canada Scholarships

Canada's Federal Government, through Global Affairs Canada, funds four scholarships available to eligible visiting exchange students, faculty and staff. To find out if you are eligible to receive this funding, review the information on [York International's Global Affairs webpage](#).

Making Payments to your Student Account

You have two options to make payments to your student account.

1. **Before Arrival** – Use Western Union to make your payment. Click [here](#) for more information.
2. **After Arrival** – You are **ONLY** able to make a payment through a Canadian bank account. Click [here](#) for more information. Opening a Canadian bank account is quick, easy, and free for Students.

Health Insurance

You will be automatically enrolled in the University Health Insurance Plan (UHIP).

UHIP coverage and charges are mandatory for all international and exchange students even if you have purchased a plan from your home country. The charge will appear on your [Student Account](#).

You will be covered by UHIP for the duration of your studies, as of your date of arrival in Canada. If you plan on arriving earlier than the start of the semester contact our UHIP Assistant at uhip@yorku.ca.

Additional information about UHIP is also available [here](#).



Housing

If you wish to live on campus, you **MUST** complete and submit the Housing Application Form that will be provided by York International. For information on housing options and costs, click [here](#).



Immigration

You are responsible for ensuring you have obtained all the proper documents to study in Canada, click [here](#) for more information.

Orientation

It is recommended that you attend York International's general orientation session for international students. It provides information on



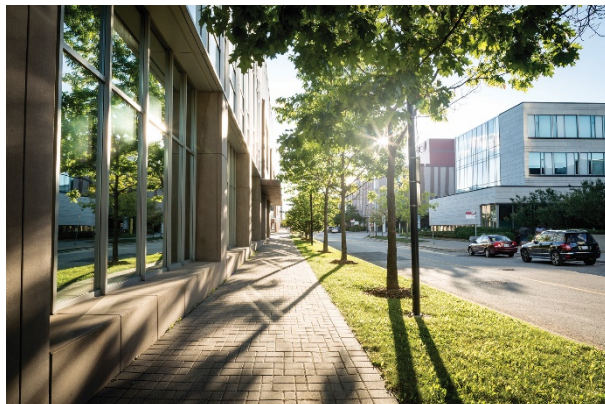
programs, health insurance (UHIP), and other student services. Click [here](#) to register.

You should attend the Exchange Orientation Session at York International. The session will provide information relevant to your exchange program: such as courses, transcripts, housing, finances, campus life and living in Toronto. You will receive an **invitation from the Exchange Team** days before your arrival in Canada.

If your University provides you with documents that require a signature such as learning agreements, attendance forms, etc. you can bring it to the orientation or drop it off at York International.

Record of Grades and Courses

After your exchange, York International will **automatically** send an electronic **Record of Grades and Courses** to the international office at your University.



Your Record of Grades can only be issued if your [Student Account](#) has a \$0 balance.

Should you require an official transcript for your own records, you can order it through the [Registrar's Office](#) for a fee.

York University uses letter grades. If your University has informed you that they require a percentage grade contact the [Global Learning Assistants](#).

Contact your Exchange Team



If you have any concerns or questions, connect with the [Global Learning Assistants](#), who will be your primary point of contact.

York International is located at 200 York Lanes, which is building number 24 on this [map](#).

We are open Monday to Friday from 8:30am to 4:30pm EST (Summer Hours, June to August: Fridays 8:30am to 3:30pm).

You can contact us at exchange@yorku.ca and our phone number is **416-736-5177**.