International Student Exchange Program- Inbound Application Guide

Thank you for your interest in studying at the University of Manitoba!

Application process:

1. First, you will be contacted by inbound_exchange@umanitoba.ca to create and submit an initial profile. You will return to this portal for “Step 2” after you have been accepted to the University of Manitoba.
2. After submitting your profile, you will receive an e-mail titled “Important: Please continue your University of Manitoba Admissions Application”. Open this e-mail, and select the link that applies to you.
3. You will create a second profile in this link, and this is where you will provide your Mandatory Uploads (see page 2).

Application Periods

**Main Intake** (most students should apply during this intake)

**March 1 - April 15**: for September start date (Fall Term) and/or January start date (Winter term)

**March 1 – March 31**: for May, June, July or August start date (Summer Term)

**Secondary Intakes** (course availability is limited)

**August 15 - September 1**: for January start date only (Winter Term)

**Term Dates for 2018-2019**

<table>
<thead>
<tr>
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<th>Fall Term (Sept - Dec)</th>
<th>Winter Term (Jan - Apr)</th>
<th>Summer Term (May - Aug)</th>
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</thead>
<tbody>
<tr>
<td>Mandatory Orientation Date</td>
<td>September 6 (tentative)</td>
<td>January 4 (tentative)</td>
<td>N/A</td>
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<tr>
<td>Classes Start</td>
<td>September 5</td>
<td>January 7</td>
<td>Depends on program</td>
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<tr>
<td>Classes and Exams End</td>
<td>December 21</td>
<td>April 26</td>
<td>Depends on program</td>
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**FAQ**

I can’t find the upcoming academic year in the schedule!

At the time of spring application, the upcoming academic year will not be posted. You need to base your learning agreement on the previous year’s academic schedule. Your learning agreement will be re-submitted after the upcoming academic year is posted online.
What Faculty do I apply to?

Apply to the faculty that reflects the courses you are taking while you are on exchange. This might be different from the Faculty you are admitted to in your Home Institution. Click here for examples of course codes in the Arts and Sciences.

Am I an Undergraduate Student, or Graduate Student?

If you are unsure, please contact inbound_exchange@umanitoba.ca to confirm. Many students that are in a combined degree program in their home institution fall into the category of Undergraduate Students at the University of Manitoba.

Additional Information for Applicants

Housing

Most exchange students choose to live on campus in one of the University of Manitoba’s residences. If you are interested, please complete the online application for residence accommodation.

You can also apply for Homestay or Off-Campus Housing.

Permits, Visas, & Immigration Regulations

For detailed information about Citizenship and Immigration Canada regulations and application procedures, consult the Citizenship and Immigration Canada web site at: http://www.cic.gc.ca/

It is your responsibility to be familiar with all Citizenship and Immigration Canada regulations while you are in Canada.

Health Insurance

Health coverage is strongly recommended for all incoming exchange students, as uninsured medical treatment can be very costly.

- Students must obtain international health and dental coverage from their home country or through a private insurance company.

UMSU Health and Dental Plan

For students studying in Canada for more than one term: The University of Manitoba Students’ Union (UMSU) provides a supplementary health insurance plan that provides extended coverage. Exchange program students are not automatically enrolled in the UMSU Health and Dental plan, but could opt into it depending on their length of stay.

- For more information: http://umsu.ca/services/health-dental-insurance
Mandatory Uploads for Undergraduate and Graduate* Students

Transcript of Courses and Grades/Results (PDF)
This document must be in English or an official translated copy. In the application portal, this requirement will show up as the name of your University under the ‘Required Documents’ tab.

Preliminary Learning Agreement (Study Plan) (PDF)
Your Learning Agreement lists the courses you are interested in taking during your exchange. This document is solely used for the purpose of determining which faculty to register you in, and to get a sense of what you’d like to study during your time on exchange.

- Note: Leave the student number and signature fields blank on your preliminary learning agreement. These will be finalized after you are accepted to the U of M.

Personal Statement (.doc)
1-2 page personal statement of intent. Include the following:
- Why do you want to come to the U of M on exchange?
- What personal, academic, and professional goals do you hope to achieve on exchange at the U of M?

Proof of English Language Proficiency (PDF)
For many students, proof of English proficiency is required. See links below for details & exceptions:
- Undergraduate
- Graduate

*Graduate Students Only:

Undergraduate Degree Transcript (PDF)
In Canada, graduate and undergraduate programs are clearly separated. In order to apply for a graduate program at the University of Manitoba, you must submit proof of your undergraduate transcript/record of grades. This document must be in English or an official translated copy.

Home Institution Approval (PDF)
You must also provide proof of acceptance to your graduate program. This letter should be on official letterhead confirming your status as a graduate-level student.
- Include information on the structure and focus of your particular program.
- This can be written by your exchange coordinator or your supervisor at your home university.