UNIVERSITY OF TORONTO: CIE EXCHANGE PROGRAM
Online Application Instructions for Students

DEADLINES

U of T accepts all exchange applications for the upcoming school year (fall, winter, and full year terms) at one time. Your entire application, including all supporting documentation, must be uploaded to our portal by these dates:

**MARCH 1, 2019 – GRADUATE STUDIES DEADLINE**

**APRIL 1, 2019 – UNDERGRADUATE STUDIES AND FACULTY OF LAW DEADLINE**

ONLINE PORTAL APPLICATION SUBMISSION INSTRUCTIONS

STEP ONE – LOG IN

Log in to the [Centre for International Experience Student Portal](#). You will first need to click on “Confirm” and enter your home institution email address. This email address was submitted into the system when your home institution nominated you. After choosing a password and selecting “Confirm Eligibility,” you will be prompted to enter a validation key that was sent to your email. Check your Junk/filtered mail if you do not see the key.

STEP TWO – CREATE PROFILE

Once you have logged in, create your student profile by filling out the appropriate information. Once complete, you can view your profile by selecting “My Profile” in the menu on the left. To make edits, select the “General Info” tab.

STEP THREE – COMPLETE APPLICATION

After you have completed your profile, select “My Applications” and then “Add New Application”. You will be guided through six sections, listed below. Please read through each section carefully and ensure information is accurate.

1. **Academic** – View details about when and what you will be studying at U of T according to your nomination.
2. **Courses** – Depending on the faculty you are applying to, you will be prompted to enter a list of courses you hope to take while on exchange at U of T. The courses you list here are used to assess that you are being admitted to the correct faculty. Exchange students will select their actual courses based on the upcoming academic year’s calendar and timetable after admission. We cannot guarantee enrolment into any course you list in your application.
3. **Documents** – Upload all required documents for your exchange application depending on your U of T faculty. Please upload your documents as PDF (.pdf) or Word document (.docx) files and only use characters that are in the English alphabet in the file name. Save each file that you upload in the following format: “Last Name, First Name – type of document.”
4. **Transcript** – Enter details about your previous academic history and English language competency.
5. **Housing** – Read important details about housing options during your exchange, by campus.
6. **Health Insurance** – Learn about the mandatory health insurance for exchange students called UHIP. Read and agree to the Terms and Conditions, and select “Finish”.

STEP FOUR – REVIEW INFO

For immigration purposes, it is very important that your first name, last name, and date of birth (MONTH/DAY/YEAR) are correct. Please review this information in your profile.

STEP FIVE – ADD FINAL DETAILS

Please add a photo to your profile and fill out the “Emergency Contact” information if you have not already done so.
WHAT HAPPENS NEXT

Completed applications will be reviewed and admission decisions will be electronically sent out via email beginning in mid-May. No paper documents will be mailed. Course enrollment begins in May/June for most undergraduate faculties. Course selection instructions will be emailed to you after you receive your admission letter.

REQUIRED DOCUMENTS

When uploading supporting documents to your exchange application, there are some documents we ask you to upload and some documents we ask your home institution staff to upload on your behalf (transcripts, language scores, and reference letters). Required documents vary by faculty. If the original document is not in English, please upload an English translation as well.

DOCUMENTS REQUIRED FOR ALL APPLICATIONS (UNDERGRADUATE, LAW, GRADUATE)

- Statement of Interest/Intent – 1-2 page document detailing why you want to study at the University of Toronto on exchange & what you would like to study here
- Course descriptions - A typed chart/list that briefly details all post-secondary courses you have completed and plan to complete before coming to the University of Toronto. The chart/list should include course titles and a short description or list of the main topics covered in each course (copying and pasting from a course calendar/syllabus is fine).
- Academic transcripts of undergraduate studies (uploaded by your home institution exchange office)
- English Language test results (if applicable; uploaded by your home institution exchange office)

ADDITIONAL DOCUMENTS REQUIRED FOR ALL GRADUATE APPLICATIONS

- CV or Resume
- Confirmation that a Bachelor’s degree has been conferred or proof of acceptance into a graduate program
- Two academic reference letters (uploaded by your home institution exchange office)
- Academic transcripts of graduate studies (uploaded by your home institution exchange office)
- Proposed Course List – A list of U of T graduate courses you are interested in taking while on exchange

ADDITIONAL DOCUMENTS REQUIRED BY THE FACULTY OF LAW

- One academic reference letter (uploaded by your home institution exchange office)
- Class Ranking - Document from your Faculty of Law detailing your rank in relation to the law class (ex. 12th among class of second year law students)

ADDITIONAL FACULTY-SPECIFIC DOCUMENTS REQUIRED

UNDERGRADUATE STUDIES IN JOHN H. DANIELS FACULTY OF ARCHITECTURE, LANDSCAPE AND DESIGN

- Proposed Course List - A list of Daniels Faculty courses you are interested in taking while on exchange
- One Idea Supplementary Application Submission – see instructions in Appendix 2

UNDERGRADUATE STUDIES IN FACULTY OF MUSIC

- Faculty of Music Student Exchange Questionnaire [link to webpage] (plus any additional requirements as detailed in the questionnaire – i.e. performance videos, composition portfolio, etc.)
- Two academic reference letters (uploaded by your home institution exchange office)

iROP (UTM)

- One academic reference letter (uploaded by your home institution exchange office)
- CV or Resume

GRADUATE STUDIES IN JOHN H. DANIELS FACULTY OF ARCHITECTURE, LANDSCAPE AND DESIGN

- A portfolio including three to five samples/projects documenting your creative ability. Please submit as a PDF file (100 MB or less, total PDF file size).

GRADUATE STUDIES IN FACULTY OF MUSIC

- See Appendix 3 for additional application materials.
APPENDIX 1: FREQUENTLY ASKED QUESTIONS

HOW MANY COURSES DO I NEED TO TAKE PER TERM/SEMESTER?

The maximum and minimum number of courses you can take varies by faculty.

<table>
<thead>
<tr>
<th>Level of Studies, Faculty</th>
<th>Minimum course load per term</th>
<th>Maximum course load per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Science (St. George), Kinesiology, Music, UTM, UTSC</td>
<td>3 (1.5 credits)</td>
<td>5 (2.5 credits)</td>
</tr>
<tr>
<td>Applied Science &amp; Engineering</td>
<td>4 (2.0 credits)</td>
<td>5 (2.5 credits)</td>
</tr>
<tr>
<td>Daniels Faculty of Architecture, Landscape &amp; Design</td>
<td>4 (2.0 credits)</td>
<td>5 (2.5 credits)</td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td>Varies by department/faculty – check with your graduate administrator</td>
<td>Varies by department/faculty – check with your graduate administrator</td>
</tr>
</tbody>
</table>

WHICH CAMPUS WILL I STUDY AT WHILE ON EXCHANGE?

At the time of nomination, your home institution will choose one of our three campuses (St. George, UTM, or UTSC) at which you will study. We suggest that you work with your home institution to determine which of our three campuses is best suited for you. Please note that certain programs/areas of study are only offered on one campus. It is not possible to switch campuses after the application deadlines, so please choose carefully.

WHY AM I CHOOSING MY COURSES NOW WHEN NEXT YEAR’S CALENDAR AND TIMETABLE IS NOT PUBLISHED YET?

The courses that you input into the online application form are to provide our office with information that will help assess your application. These are not necessarily the same courses that you will take during your exchange at U of T. Course availability varies from year to year, so there is no guarantee that the courses offered this year would be offered again next year. You will receive an email with course selection instructions on how to pick your actual courses after you are admitted. Successful admission does not mean you have been approved for your desired courses. We advise all incoming exchange students to be flexible as possible.

WILL I GET INTO ALL THE COURSES I WANT TO TAKE?

We do our best to get exchange students into the courses they request. However, we cannot guarantee enrollment into any particular course. Sometimes there are cancellations and/or restrictions beyond our control. Please review our Academic Options and Restrictions page for courses that are not available to exchange students.

IF I AM NOMINATED TO THE FACULTY OF APPLIED SCIENCE AND ENGINEERING AT U OF T, CAN I TAKE COMPUTER SCIENCE (CSC) COURSES WHILE ON EXCHANGE?

Computer Science (CSC) courses from the Faculty of Arts and Science (FAS) are not open to students from the Faculty of Applied Science and Engineering (APSC).

The Department of Computer Science is part of our Faculty of Arts and Science (FAS) and the Department of Electrical and Computer Engineering is part of our Faculty of Applied Science and Engineering (APSC). The faculty to which you are nominated will affect which courses are available to you while on exchange. Students within FAS cannot take APSC courses. Students within APSC are able to take up to two FAS courses per term, but there are many restrictions on course availability (including no CSC courses). APSC students should plan to take all or most of their courses from APSC.

If you are a computer science/computer engineering student, and you think you have been nominated to the incorrect faculty, please contact us at inbound.exchange@utoronto.ca.
WHY DO I HAVE TO SUBMIT “COURSE DESCRIPTIONS” OF ALL THE COURSES THAT I EXPECT TO COMPLETE BEFORE COMING TO U OF T ON EXCHANGE?

Exchange students must meet the pre-requisites for courses they wish to take at the University of Toronto. Students are required to submit a list of their current courses and a short description of each of these courses prior to their exchange at the University of Toronto to help departments/faculties conduct a pre-requisite check for each course that you submit. The more information you provide on your previous studies, the easier it is for departments to determine your eligibility for courses, which can improve your likelihood of getting into your preferred courses.

DO I NEED TO SUBMIT AN ENGLISH TEST SCORE?

All students who are applying for exchange to U of T are required to submit either a TOEFL iBT or IELTS Academic test score, unless you qualify for an exemption based on the following criteria:

- Your first language is English (you are a native speaker of English)
- You have studied full-time in English for at least four years in a country/region where the dominant language is English

If you are unsure about whether or not you need to submit an English language test score, please contact us at inbound.exchange@utoronto.ca.

WHAT ARE MY HOUSING OPTIONS WHILE ON EXCHANGE?

It is your responsibility to secure your own housing while on exchange – we do not automatically provide housing to exchange students. Please see the chart below for housing details according to campus. We recommend you begin your search for housing as soon as you are admitted to U of T.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. George</td>
<td>On-campus housing is not guaranteed. Exchange students at the St. George campus are unlikely to secure on-campus housing. You are welcome to apply, but you will be placed on waitlists, as on-campus housing is in very high demand. Most exchange students at the St. George campus live off-campus while on exchange.</td>
</tr>
<tr>
<td>UTM</td>
<td>On-campus housing is not guaranteed. Exchange students at the UTM campus are unlikely to secure on-campus housing. You are welcome to apply, but you will likely be placed on waitlists, as on-campus housing is in very high demand. Exchange students coming for the full academic year have a better chance of getting into on-campus accommodation. Most exchange students at the UTM campus live off-campus while on exchange.</td>
</tr>
<tr>
<td>UTSC</td>
<td>On-campus housing is guaranteed. UTSC guarantees on-campus accommodation for exchange students, if you complete the residence application and submit your deposit by the deadline indicated in your admission package.</td>
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OFF-CAMPUS (RENTAL) ACCOMMODATION

When looking for off-campus accommodation, U of T’s Off Campus Housing page is great place to start. Here you will find:

- Rooms, apartments, and other types of housing for rent by local landlords and property managers.
- A Roommate Finder tool that allows you to post a roommate profile and view profiles of other students who may share your interests, habits and housing needs.
- Many resources including:
  - How to identify scams
  - What you need to know about tenant law in Ontario, Canada
  - A copy of the standard lease agreement that all landlords must use in Ontario

OFF-CAMPUS STUDENT RESIDENCES (DOWNTOWN)

There are a number of independently owned and operated residences that are located near the downtown/St. George campus. The University assumes no responsibility in regard to any agreements entered into by students/residents with these residences, and makes no representations or warranties and assumes no responsibility for the conditions of services provided at these residences. However, you may wish to explore these options:

- Campus Common
- Campus Co-op
- CampusOne
- Neill-Wycik Cooperative College
- Parkside
- St. Vladimir’s Institute
- Tartu College
WHAT ARE THE FEES THAT I MUST PAY AS AN EXCHANGE STUDENT?

The only mandatory fee that you must pay is the University Health Insurance Plan (UHIP). The cost for the 2018-2019 academic year was $52/month. This rate is subject to change for the upcoming year.

WHAT DOES UNIVERSITY HEALTH INSURANCE PLAN (UHIP) COVER?

UHIP helps to cover the cost of medical services such as hospital and doctor visits should you become ill while on exchange. Please familiarize yourself with your UHIP plan coverage as most dental care, prescription drugs, eye care, and various kinds of therapies are not covered by UHIP.

Exchange students are NOT eligible for U of T supplementary insurance plans. For additional coverage, we recommend that you purchase travel health insurance before you arrive.

APPENDIX 2: DANIELS FACULTY – ONE IDEA SUPPLEMENTARY APPLICATION

PART 1: ESSAY RESPONSE

Choose one of the four questions to answer. Prepare a written response (between 250 and 500 words).

We are interested in how you will pursue your intellectual interests and apply your personal experience, background, and future goals to studies in our programs. This is the opportunity for us to hear your voice, and to help us envision what you will bring to the Daniels Faculty

The Questions (Choose only ONE to answer):

1. Describe a problem that you solved; intellectual, ethical, or otherwise important to you.
2. Describe a moment when you challenged a belief or idea.
3. Tell us about a time when you learned from failure.
4. Tell us how you express your creative side (through problem solving, innovative thinking, artistically, etc.).

PART 2: IMAGES

Select four to six of your own images to include in your submission. Please provide information on the title, medium used, the original size of the artwork, date of completion, and whether the project was done independently, collaboratively, or in a class for each item submitted. This is your opportunity to share some images of your own creative work in a limited capacity. Submission of images will be used in gauging suitability for upper year and studio courses.

APPENDIX 3: FACULTY OF MUSIC – GRADUATE PERFORMANCE APPLICATION

1. Students interested in applying for performance courses at the graduate level in the Faculty of Music must provide YouTube links of performances in a document – upload the document to our portal. Performance requirements are as follows:
   a. At least 45 minutes (up to 60 maximum) of performance video must be uploaded to YouTube with links submitted. All works must be memorized and should include the following:
      i. Baroque: Any representative work by Bach, Handel, Scarlatti
      ii. Classical/Early Romantic Era Sonata: Any complete sonata by Haydn, Mozart, Beethoven, Schubert
      iii. Romantic: Any substantial work or collection of smaller pieces by Chopin, Brahms, Schumann, Liszt etc.
      iv. Modern Era: Any work selected from the 20th Century, OR the 21st Century OR a Canadian composer