2024/2025 Exchange Student Fact Sheet

Welcome to the University of Prince Edward Island!

At the University of Prince Edward Island, we pride ourselves on quality education, hands-on learning opportunities through experiential education, caring staff & faculty that make a difference, small class sizes and a beautiful environment where you can truly thrive.

The inbound exchange program at UPEI offers students from partner schools an opportunity for you to integrate an excellent learning abroad experience with your academic background at your home institution. Visiting Prince Edward Island provides students from around the world the chance to learn about the Canadian social, cultural, and environmental landscape while gaining course credit that transfers to your home school.

Our university campus is home to over 4,600 students from over 100 different countries. With an international student population of almost 30%, we pride ourselves on having a diverse, vibrant, inviting, and safe campus.

UPEI is located in Canada's smallest province, Prince Edward Island (PEI). PEI is internationally recognized for its beautiful beaches, world-class cuisine, red soil, vibrant arts community, and, of course, the famous Anne of Green Gables. We hope that you will explore everything that our beautiful island offers during your exchange.

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Contact Information

Email: exchangein@upei.ca
Phone: 902-566-6092
Address: 550 University Avenue, Charlottetown, PE C1A 4P3

Important Dates & COVID-19 Information

Students should review the Academic Calendar carefully.
It is found here: https://calendar.upei.ca/current/
For all important calendar information, please visit:https://calendar.upei.ca/current/chapter/4-the-university-of-prince-edward-island-dates/

We are now proceeding as normal at UPEI following the Covid-19 pandemic that affected the 2020 – 2022 years of study. We will continue to monitor and update our partners and students should anything change. Students should monitor the Immigration Canada and Prince Edward Island government websites for updates and information.

Students should monitor the University of Prince Edward Island's website for updates and information, including the responsibilities that students have in contributing to a safe and healthy campus environment. More information can be found here: https://www.upei.ca/health-centre/coronavirus

Nomination & Application Deadlines

Semester 1 (September - December)
Nomination: March 8th, 2024
Application: April 5th, 2024

Semester 2 (January -April)
Nomination: July 5th, 2024
Application: August 2nd, 2024

	Semester 1	Semester 2
Classes Begin	September 4th,2024	January 6th, 2025
Last Day of Exams	December 19th, 2024	April 23rd, 2025
Orientation Session	August 31st, 2024	January 4th, 2025
On-Campus Residence Application Deadline	June 1st, 2024	November 15th, 2024

Nomination & Application Process

Coordinators from the partner school will first nominate their students to UPEI Exchange Office by emailing exchangein@upei.ca.

Please ensure that your nomination includes the following information about the student:

- their full name
- major & year of study
- English proficiency scores (if required)

Once the nomination has been accepted, the students will go through the online application process.

Creating an Application as a UPEI Exchange Student

The UPEI online application process is very straightforward. To assist you in creating an account and completing your application, we have included detailed instructions in **Appendix A** of this document.

To get started with your application, go to this website: https://www.upei.ca/apply
Follow along with the detailed instructions in Appendix A.

As an exchange student, we only require that you upload your Post-Secondary official transcripts and English Proficiency results (if required). Once you submit all the necessary documents, please email your full name, date of birth, and the school you are from to exchangein@upei.ca.

After You Are Accepted

Students will be issued acceptance packages which will include their UPEI campus ID number and PIN number. The UPEI campus ID number allows students to apply for residence which is done directly through Residence Services. A security deposit of $300 is required to secure housing. The residence application form can be found here: https://www.upei.ca/residence/prospective-residents

On-Campus Residence Application Deadline

Fall Semester- June 1st, 2024

Winter Semester- November 15th, 2024

Students must also submit an airport pick-up form to ensure they are met at the airport upon arrival. The airport pick-up form can be found here: https://www.upei.ca/international-students/incoming-exchange-students

Please continue to communicate with your exchange coordinator and fill out preparation materials to ensure that you are prepared when you arrive on campus.

Visa/Study Permit Information

Please consult the Citizenship and Immigration Canada (CIC) website to find out if you require a study permit or visitor visa or an Electronic Travel Authorization (eTA): http://www.cic.gc.ca/english/study/index.asp

NOTE: You will need to fly into one of Canada's hub airports and transfer to the Charlottetown Airport (YYG) from there. The current non-stop flights into Charlottetown are from Toronto, Ottawa and Montreal.

Academic Information

Courses in Nursing, Veterinary Medicine, MBA, Kinesiology, and Engineering are NOT always open to exchange students. Applications for these courses will be considered on a case-by-case basis.

Students must refer to the official timetable and the available course information on MyUPEI to complete the Course Request Form (CRF). See CRF form included after Appendix A, at the end of this document.

The course calendar is updated every February and registration will be in early May. CRFs are requested to be submitted by April 22nd.

Course syllabuses are available by individual course request to the professor.

UPEI will work to have students registered in their first choice of courses but cannot guarantee students will be registered in their top choices. Coordinators from the partner school must sign off on each course request form. This ensures UPEI that all exchange students have the necessary prerequisites to take the courses they have listed.

For full course listings, please visit: https://www.upei.ca/course-catalogue

The language of instruction is English.

English Language Requirements

Test	Minimum Score
IELTS (Academic)	Overall score of 6.5 with a 6.5 in writing no other band below 6
TOEFL paper-based test	550 with minimum TWE of 5.5
TOEFL internet-based test	80 with minimum of 20 in each category
MELAB	80
CanTEST	4.5
CAEL	60
Pearson Test of English	58
Cambridge Advanced English	CAE A-C: 176-184 after Jan. 1/15
GTEC CBT	1176-1250

Mandatory Course Load

Students must take a minimum of three (3) courses per semester and a maximum of five (5) courses per semester.

Grading System

Letter Grade	%	GPA	Verbal Descriptor
A+	91-100	4.3	Exceptional
A	85-90	4.0	Excellent
A-	80-84	3.7	Extremely Good
B+	77-79	3.3	Very Good
B	74-76	3.0	Good
B-	70-73	2.7	Fairly Good
C+	67-69	2.3	More than Adequate
C	64-66	2.0	Adequate
C-	60-63	1.7	Minimum for Good Academic Standing
D+	57-59	1.3	Below Good Academic Standing
D	54-56	1.0	Minimally Acceptable
D-	50-53	.7	Barely Acceptable
F	0-49	0.0	Below University Requirements

Transcript Request

Once the semester has come to an end, students must request their own official transcripts to be sent to their home institution by submitting the 'Transcript Request Form' on MyUPEI. Due to privacy laws, UPEI cannot request the transcripts on behalf of any student. It is up to the student to request their own. This can be done through the student's MyUPEI account portal under student planning after their final grades have been posted. Students should request one copy to be mailed to their home institution and in the comments section, ask for the transcript to also be emailed to a specific address (their home institution and their own, if desired). This way schools will receive their transcript immediately and directly from UPEI.

Housing Options

There are several housing options on and off campus. Please see different options below.

Homestay

Homestay provides students with housing close to campus and in a family environment. There may be other students living there too! It is all inclusive and all meals provided by the host family.

Homestay allows for greater immersion into the culture as well as greater cultural experience and exchange. Families will often include students in their day-to-day plans and experiences- family games nights, sightseeing, etc. Students who are interested in UPEI's Homestay Program may find information here: https://www.upei.ca/english-language-centre/homestay

Residence

UPEI's on-campus residence provides students with a great immersion into the campus culture. Residence is located on the edge of our small campus, so classes are just a short walk away. Residence provides a safe and comfortable atmosphere with a great deal of programming available during the week, including movie nights, painting nights, tutoring, etc. It's a great way to make lots of friends and be close to the hub of what campus services are offered!

UPEI's on-campus residences include:

- Blanchard Hall: https://www.upei.ca/residence/buildings/blanchard-hall
- Bill and Denise Andrew Hall: https://www.upei.ca/residence/buildings/andrew-hall
- Bernadine Hall: https://www.upei.ca/residence/buildings/bernardine-hall
- New Residence: https://www.upei.ca/residence/buildings/new-residence

*Blanchard Hall is recommended for exchange students as there is a small kitchenette provided; therefore, no meal plan is required for the short stay.

Students are encouraged to apply as soon as the residence registration is open.

Off Campus Residence

Students wishing to live off-campus should contact exchangein@upei.ca before making arrangements to live off-campus. Living in residence or in a homestay is strongly recommended for the short stay. Students can also visit https://www.upei.ca/off-campus-housing for more information on off-campus housing options, including the Dutch Inn Off-Campus Residence. The website also includes apartment and/or room rental information. Students must use their UPEI ID and pin to log in and view the available properties list.
Note: Students must keep their UPEI exchange coordinator updated on their living arrangements.
* Students should never sign a lease or send money to landlords off-campus before first checking with their exchange coordinator.

Cost of Living
Living costs amount to approximately $1,500 CAD per month.
The breakdown for meal plans can be found here: https://www.upei.ca/residence/meal-plans

Medical Insurance
Non-fee paying exchange students are NOT eligible for coverage under the UPEI insurance plan. Each exchange student must purchase mandatory emergency medical coverage through Guard Me International Insurance using the UPEI access code of 2456 to secure the UPEI preferred rate and must provide proof of this to the UPEI exchange coordinator prior to arrival.
More information can be found here: https://www.guard.me/
Please note: Students should ensure that their medical insurance covers travel during the pandemic and will cover any potential costs which may incur as a result of contracting COVID-19 during their travels.

Travel Information
The closest airport is the Charlottetown Airport. The UPEI campus is a 5 minute drive by taxi from the airport. The closest international airport is the Halifax International Airport. Shuttles and buses arrive several times per week from the Halifax airport to Charlottetown.

For costs and other information, please see the following link:
https://maritimebus.com/halifax-airport-shuttle

Please note that due to the pandemic, there may be specific procedures and requirements for travel. Ensure that you communicate with the UPEI Exchange Coordinator and adhere to all requirements and instructions in the UPEI COVID-19 Travel Guide. Students should also be monitoring the Immigration Canada and Prince Edward Island government websites.

Orientation
Orientation takes place the first weekend of each semester. Exact dates are provided at the time of application. Students are encouraged to sign up for orientation – new links to do so will be provided.

Emergency Contact
UPEI International Student Advisor & Incoming Exchange Coordinator
Phone: 902-566-6092
Email: exchangein@upei.ca

Appendix A:

Creating an Application as a UPEI Exchange Student

Step #1: Creating an Account

To get started, go to this website: https://www.upei.ca/apply

Once you have clicked on "Create a UPEI account" it will take you to the login page, as seen below. If you are applying for the first time, you will need to create a username and password.

To do this, go to the top of the page and click "Create Account".
"Create Account" will bring you to the following page. Please fill out all necessary information. Once done, you will be prompted to create a password. Once you have created a password, click "Create Account" at the bottom of the page.

You have now created your profile for your account, and you can begin your application!

Step #2: Starting an Application

After creating your profile, scroll down to the bottom of the page and click "2. Start an Application".

This will lead you to the Application Listing page. Click "Start a new Undergraduate Application".

Application Listing

Start a new Doctor of Veterinary Medicine (DVM) Application
Start a new Undergraduate Application
Start a new Graduate Application

My Applications

When you begin your application, you will be prompted to state the semester of entry you would like to be admitted, too.

Online Application

Select an area of interest

◉ 2020 Fall Semester

Next   Start a New Opportunity Here

If you would like to choose a different entry date other than the one previously stated, click "Start a New Opportunity Here" and choose the desired semester. If not, click "Next".

Online Application

Select an area of interest

Academic Level

Choose Undergrad if you are applying for a Bachelor's degree, a Certificate or Diploma program, Doctor of Veterinary Medicine, Nursing, Radiography or Education. Choose Graduate if you are applying to a Master or PhD program. If you are unsure, leave this field blank.

[▽]

Academic Program or Major

[▽]

Entry Term *

If the Entry Term you are interested in does not appear in this list, the Academic Program you have selected is not offered in that term.

[▽]

Back   Submit

The application will take you through six different sections in which you will be prompted to fill out all relevant and necessary information.

Personal

Demographics

Plans

Accommodations and Accessibility

Academics

Family

Certification

At the bottom of each page there is a "Save & Continue" button, please click to save your progress. If you would like to save and exit, click "Save Application".

Save Application   **Save & Continue**

Section #1: Personal

You will be prompted to review your previous personal information i.e. Name, Address, Date of Birth, etc. The information filled out on this page **cannot be edited** once submitted, therefore,please review carefully before saving.

Section #2: Demographics

Once done it will bring you to the following page (Demographics).
Please DO NOT fill out any Social Insurance Number.

Citizenship

Social Insurance Number
(CANADIAN APPLICANTS ONLY: Enter a 9 digit number with no blanks or other characters. Social Insurance Number is required for the issuing of T2202A tax f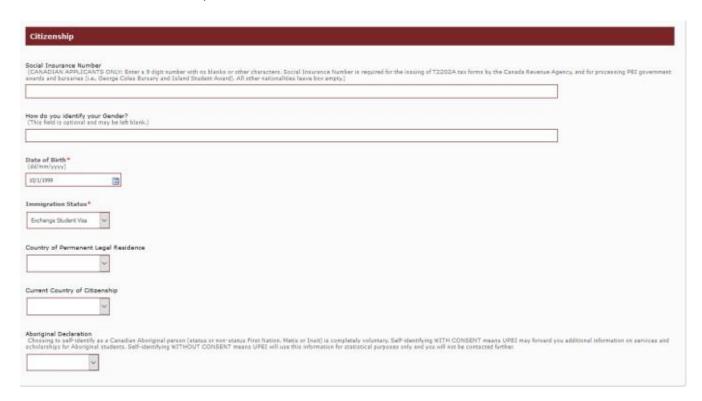orms by the Canada Revenue Agency, and for processing PEI government awards and bursaries (i.e., George Coles Bursary and Island Student Award). All other nationalities leave box empty.)

How do you identify your Gender?
(This field is optional and may be left blank.)

Date of Birth *
(dd/mm/yyyy)

10/1/1999

Immigration Status *

Exchange Student Visa

Country of Permanent Legal Residence

Current Country of Citizenship

Aboriginal Declaration
Choosing to self-identify as a Canadian Aboriginal person (status or non-status First Nation, Metis or Inuit) is completely voluntary. Self-identifying WITH CONSENT means UPEI may forward you additional information on services and scholarships for Aboriginal students. Self-identifying WITHOUT CONSENT means UPEI will use this information for statistical purposes only and you will not be contacted further.

Section #3: Plans

As an exchange student it is extremely important that for both the "Intended Major and Program" and the "Second Program of Interest" section, you scroll to the final choice and pick "Visiting Student through Formal Exchange Program". At the bottom of this page (hidden in photo), you can state whether you are interested or not interested in on-campus housing, please make sure to indicate your preference.

Section #4: Academics

The next section is "Academics". Here you will be asked to list the names of ALL the schools that you have previously attended. If your High School is not listed, please write the name and the address in the "Unlisted School Name and Address" section.
You will also be asked about your English Proficiency. Make sure to answer "No" if English is not your first language. Please make sure that you also list all universities that you have attended, including your current one

Section #5: Family

The "Family" section does not have any required fields, but you may fill it out if you wish.

Please enter the name and address of your parent or guardian below.
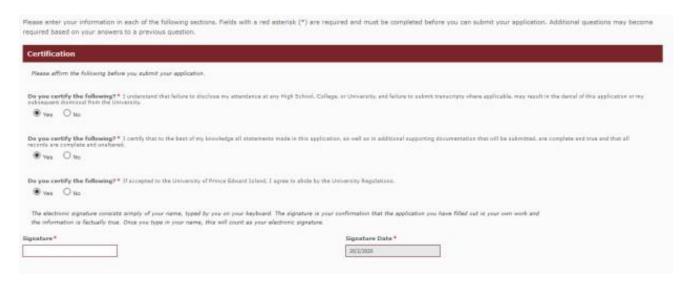
Residence

With whom do you reside?

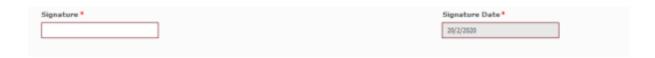### Section #6: Certification

The final section of the Online Application is the "Certification" section. Please read each statement carefully and select the appropriate answer. Also, please add your signature (type your name) at the bottom of the sheet.

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Certification

Please affirm the following before you submit your application.

Do you certify the following? * I understand that failure to disclose my attendance at any High School, College, or University, and failure to submit transcripts where applicable, may result in the denial of this application or my subsequent dismissal from the University.

⦿ Yes   ○ No

Do you certify the following? * I certify that to the best of my knowledge all statements made in this application, as well as in additional supporting documentation that will be submitted, are complete and true and that all records are complete and unaltered.

⦿ Yes   ○ No

Do you certify the following? * If accepted to the University of Prince Edward Island, I agree to abide by the University Regulations.

⦿ Yes   ○ No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

28/2/2020

IMPORTANT INFORMATION!

Below your signature it will inform you of this:

You may submit the application now, but as an exchange student, you **do not have to pay** the application fee! Please follow the next steps carefully before submitting:
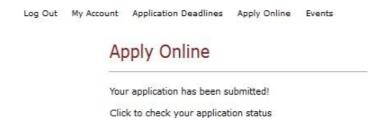
Please send an email to exchangein@upei.ca and confirm that you are an exchange student. Once you have done so, you will be given a Promo Code, which you can insert here to bypass the payment page!

Step #3: Submitting Your Supplemental Items:

In order to view the necessary supplemental items (such as English-language scores and Transcripts) you must upload, please click "Click to check your application status".

By doing so, you will be brought to the page shown below:

If you would like to review your application, please click on the "Visiting Student through Formal Exchange Program/UPEI Campus/Undergraduate". However, as your application has already been submitted, you will not be able to edit any information.

To see what items are missing from your application, please click "View". The picture below shows the listing of Supplemental Items you need to submit:

International Student Office
Incoming Exchange Student Course Request Form (CRF)

Name: _____ UPEI Student ID #: _____
Email Address: _____ Telephone Number: _____
Home Institution Name: _____

Semester: _____ Fall (September) _____ Winter/Spring (January)

Using the UPEI Course Catalog – list the courses your wish to pursue at UPEI.
How to search the catalog:
1. Choose course subject.
2. Filter by:
    a. Open Courses Only,
    b. Main Campus,
    c. Choose appropriate term for exchange (Fall 2023 or Winter 2023),
    d. Under Academic Level - choose Undergraduate.

We will do our best to grant you the courses you choose, however, **we cannot guarantee your selection**. Please list extra courses in case your first choice is unavailable. "**CLOSED**" or "**FULL**" on the timetable list – means the course is not available.

Exchange students must take a **minimum of 3** courses and **no more than 5** courses per semester while attending UPEI. The first digit indicates the level of the course:
- 1000's – are first year level, 2000's are second year level etc
- 5000's and beyond are **not** available to undergraduate students

Course Dept. & Number	Course Name	Day & Time
Example: BUS 2870A	Intro to International Business	W – 6:00 – 9:00 pm
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

The signature of the Home Institution Advisor (below) indicates that they have approved all courses listed above and is also indicating that the student named above has all the pre-requisites required to enroll in their course selections at UPEI. Please refer to upei.ca/programs for course descriptions and pre-requisites.*

Home Institution Advisor Name: _____(Print)

Signature: _____   Date: _____