



2025/2026 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 5,300 students from over 100 different countries. With an international student population of 33.5%, 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 & 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/

Please be advised that, due to recent changes in immigration policies, there are specific procedures and requirements for travel, as well as for entering both Canada and Prince Edward Island. It is essential that you remain in communication with the UPEI Exchange Coordinator, Sarah Cheng (sacheng@upei.ca), and comply with all the guidelines provided by Immigration, Refugees and Citizenship Canada (IRCC) on their website, please visit https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html. Additionally, students should regularly check the Prince Edward Island government's websites for further updates.

Students are also encouraged to monitor the University of Prince Edward Island's website for important updates and information, including their responsibilities in contributing to a safe and healthy campus environment. Additional information is available here: https://www.upei.ca/safety-security.



Nomination & Application Deadlines

Semester 1 (September - December)

Nomination: March 3th, 2025

Application Period: March 10 - April 18th, 2025

Semester 2 (January -April) Nomination: July 11, 2025

Application Period: July 14 - August 8, 2025

	Semester 1	Semester 2
Classes Begin	September 8,2025	January 5, 2026
Last Day of Exams	December 19, 2025	April 24, 2026
Orientation Session	August 30 - September 6, 2025	January 4, 2026
On-Campus Residence	June 1, 2025	October 1, 2025
Application Deadline		



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
- Date of Birth
- Email Address

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

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 the "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".

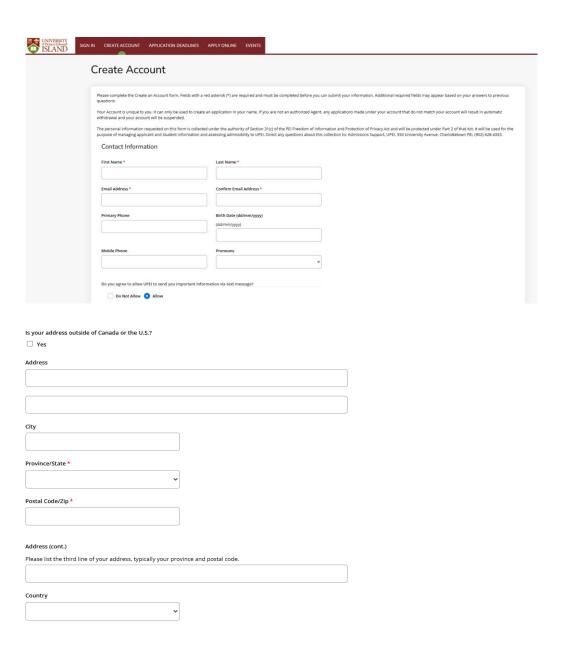
"Create Account" will bring you to the following page. Please fill out all necessary information. Once done, you will be prompted to create a password. Once you have created a password, click "Create Account" at the bottom of the page.

Account Information	
Password •	Confirm Password*
Password Question * If you forget your password, we not sale you this question in order to reset it. This question is order to reset it.	Password Answer* If you forget your password, you must provide this answer is order to reset it.



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

Step #2: Starting an Application



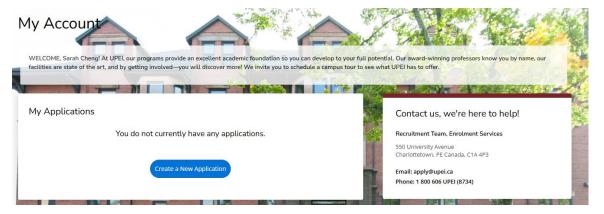


Academic Level	
Choose Undergrad if you are applying for a Bachelor's degree Veterinary Medicine, Nursing, Radiography or Education. Choose Graduate if you are applying to a Master or PhD prog	
Undergraduate	•
Academic Program or Major	
Visiting Student through Formal Exchange Program	•
Entry Term *	
If the Entry Term you are interested in does not appear in this offered in that term.	s list, the Academic Program you have selected is not
	•
Account Information	
Password *	Confirm Password *
Create Account	

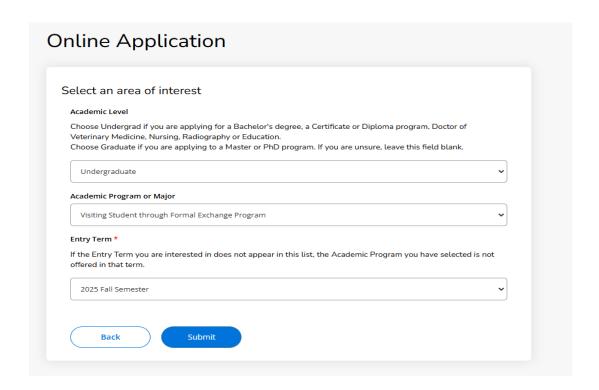
Remember to select 'Visiting Student through Formal Exchange Program' as your academic program . After creating your profile, scroll down to the bottom of the page and click "Create Account".

This will lead you to the Application Listing page. Click "Create a New Application".





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





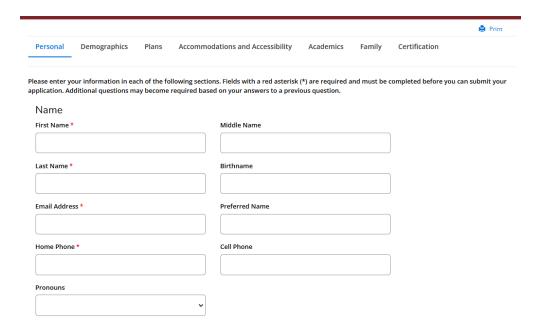
The application will take you through seven different sections in which you will be prompted to fill out all relevant and necessary information. At the bottom of each page there is a "Save & Continue" button, please click to save your progress. If you would like to save and exit, click "Save Application".

Personal	Demographics	Plans	Accommodations and Accessibility	Academics	Family	Certification
			lowing sections. Fields with a red asterisk required based on your answers to a prev		and must be o	completed before you can submit your
First Name *			Middle Name			
Last Name *			Birthname (If different, or if academic name)	records are under	r a different	
Email Addres	ss *		Preferred Name			
Home Phone	*		Cell Phone			
Pronouns						
She/Her						

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, 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

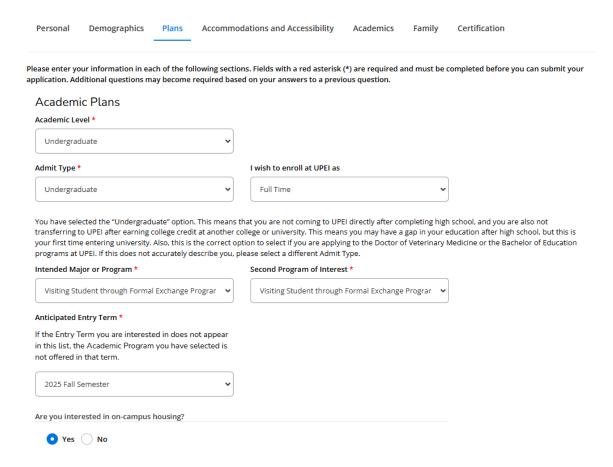


								🖨 Print
Personal	Demographics	Plans	Accommodations a	and Accessibility	Academics	Family	Certification	
			lowing sections. Fields required based on your			nd must be c	ompleted before yo	u can submit your
Citizens	hip							
Social Insura	nce Number							
with no blani Number is re by the Canac government - George Cole empty.	PPLICANTS ONLY: Ent ks or other characters (quired for the issuing la Revenue Agency, ai awards and bursaries es Bursary). All other i	s. Social Insur g of T2202A t nd for proces s (i.e., Island)	rance ax forms ssing PEI Advantage					
Gender Iden	•							
(This field is	optional and may be l	eft blank)						
Date of Birth	1							
(dd/mm/yyy)	")							
2/1/2008								

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". We recommend on-campus housing due to the housing shortage on PEI.





Section #4: Accommodations and Accessibility

If you are a person with disability or with special medical condition, you should select "Yes", the Accessibility Team will reach out to you regarding the further steps. Otherwise, select "No".



Personal Demographics Plans Accommodations and Accessibility Academics Family Certification

Are you a person with a disability and/or require physical or academic accommodations while at UPEI?

Yes No

UPEI is committed to providing an accessible learning environment for all students and an equitable opportunity to access education, training, and services. In this case, disabilities are being referred to as long-term or recurring impairments and include mobility, sensory, mental health, physical, and/or learning disabilities.

Completion of this section is voluntary; checking this box does not increase or decrease your chances of being accepted, however, it does help us to serve you better.

By checking the box, you agree to share your contact information with Accessibility Services. You will receive an email communication that instructs you to register with Accessibility Services and provide appropriate documentation. For more information, please visit http://www.upei.ca/accessibility, call 902-

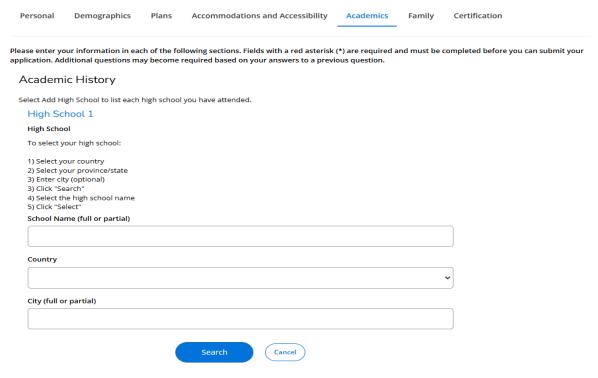
You should check this box if:

566-0668, or email accessibility@upei.ca.

Section #5: Academics

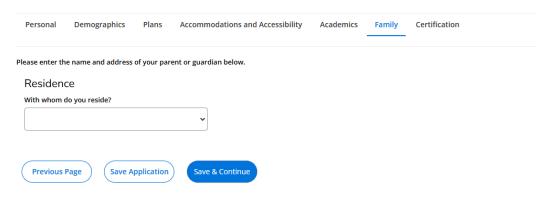
The next section is "Academics". Here you will be asked to list the names of ALL the schools that you have previously attended. If your High School is not listed, please write the name and the address in the "Unlisted School Name and Address" section. You will also be asked about your English Proficiency. 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 #6: Family

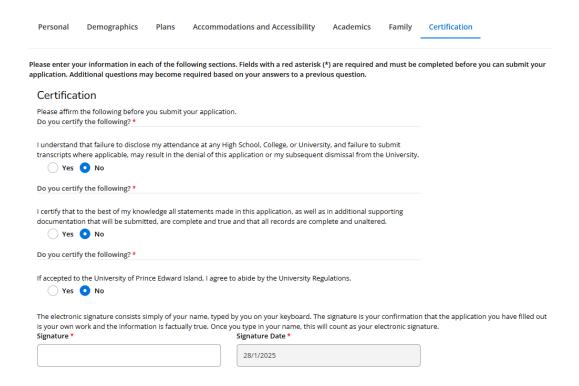
The "Family" section does not have any required fields, but you may fill it out if you wish.





Section #6: Certification

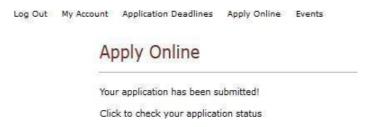
The final section of the Online Application is the "Certification" section. Please read each statement carefully and select the appropriate answer. Also, please add your signature (type your name) at the bottom of the sheet.



Step #3: Submitting Your Supplemental Items:

In order to view the necessary supplemental items 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.

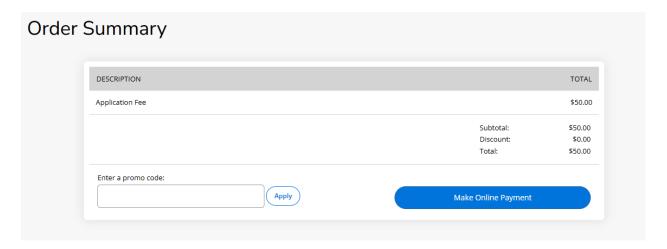
To see what items are missing from your application, please click "View". The picture below shows the listing of Supplemental Items you need to submit:





You may submit the application now, but as an exchange student, you do not have to pay an application fee. Please follow the next steps carefully.

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!





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 1, 2025

Winter Semester- October 1, 2025

Students must also submit an airport pick-up form to ensure they are met at the airport upon arrival. Please email Sarah Cheng via sacheng@upei.ca to request the airport pickup service.

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

If you will come to UPEI for **one term**, you must either:

- Apply for a temporary resident visa (TRV) or an electronic travel authorization (eTA).
 IRCC provides a tool to help you determine if you need a TRV or an eTA, Learn more about entry requirements by country or territory on the IRCC website.
 OR
- Apply for a study permit

A study permit is **required** for all exchange students planning to stay for a duration of **two** semesters at UPEI, regardless of their nationality. Please note that as an exchange student, you are exempt from the Provincial Attestation Letter (PAL) requirements when applying for



the study permit from outside Canada.

NOTE: It is more convenient to fly to one of Canada's hub airports (usually Montreal or Toronto) and transit to the Charlottetown airport from there.



Academic Information

Courses in Nursing, Veterinary Medicine, eMBA, Kinesiology, and Engineering are NOT open to exchange students; however, applications are reviewed 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 at the bottom 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 30th.

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
TOEFL essentials	8.5 (overall) no score below 8.0
CAEL	60
Pearson Test of English	58
Cambridge B2 First, C1	Overall score of 176 with 176 in writing and
Advanced or C2 Proficiency	no other skill below 169
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
Α	85-90	4.0	Excellent
A-	80-84	3.7	Extremely Good
B+	77-79	3.3	Very Good
В	74-76	3.0	Good
B-	70-73	2.7	Fairly Good
C+	67-69	2.3	More than Adequate
С	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

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

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



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/

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 are 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

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:

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Students must also submit an airport pick-up form to ensure they are met at the airport upon arrival. Please email Sarah Cheng via sacheng@upei.ca to request the airport pickup service.

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





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/Sp	ring (January)
How to search the catalog: 1. Choose course subject. 2. Filter by: a. Open Courses Onl b. Main Campus, c. Choose appropria	t the courses your wish to pursue at Uf y, te term for exchange (Fall 2023 or Wint Level - choose Undergraduate.	
Please list extra courses in case yo means the course is not available.		or " FULL " on the timetable list –
	i. 2000 s are second vear level etc	
 5000's and beyond are not 	: available to undergraduate students	
• 5000's and beyond are not Course Dept. & Number	•	Day & Time
·	available to undergraduate students	Day & Time W - 6:00 - 9:00 pm
Course Dept. & Number	cavailable to undergraduate students Course Name	•
Course Dept. & Number Example: BUS 2870A	cavailable to undergraduate students Course Name	•
Course Dept. & Number Example: BUS 2870A 1.	cavailable to undergraduate students Course Name	•
Course Dept. & Number Example: BUS 2870A 1. 2.	cavailable to undergraduate students Course Name	•
Course Dept. & Number Example: BUS 2870A 1. 2. 3.	cavailable to undergraduate students Course Name	•
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Course Dept. & Number Example: BUS 2870A 1. 2. 3. 4. 5.	cavailable to undergraduate students Course Name	•
Example: BUS 2870A 1. 2. 3. 4. 5. 6. 7. 8. **The signature of the Home Inslisted above and is also indicating	cavailable to undergraduate students Course Name	W - 6:00 - 9:00 pm at they have approved all courses all the pre-requisites required to

Signature:_____

Date: