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.

Contents

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 Application Deadline	June 1, 2025	October 1, 2025

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.

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, 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.

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 list, the Academic Program you have selected is not offered in that term.

	⌄

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".

My Account

WELCOME, Sarah Cheng! At UPEI, our programs provide an excellent academic foundation so you can develop to your full potential. Our award-winning professors know you by name, our facilities are state of the art, and by getting involved—you will discover more! We invite you to schedule a campus tour to see what UPEI has to offer.

My Applications

You do not currently have any applications.

Create a New Application

Contact us, we're here to help!

Recruitment Team, Enrolment Services

550 University Avenue
Charlottetown, PE Canada, C1A 4P3

Email: apply@upei.ca
Phone: 1 800 606 UPEI (8734)

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".

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.

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 list, the Academic Program you have selected is not offered in that term.

2025 Fall Semester

Back   **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

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.

Name

First Name *

Middle Name

Last Name *

Birthname

(If different, or if academic records are under a different name)

Email Address *

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.

9

Personal   Demographics   Plans   Accommodations and Accessibility   Academics   Family   Certification

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.

Name

First Name *

Middle Name

Last Name *

Birthname

Email Address *

Preferred Name

Home Phone *

Cell Phone

Pronouns

Section #2: Demographics

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

Personal   **Demographics**   Plans   Accommodations and Accessibility   Academics   Family   Certification

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.

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 forms by the Canada Revenue Agency, and for processing PEI government awards and bursaries (i.e., Island Advantage - George Coles Bursary). All other nationalities leave box empty.

Gender Identity

(This field is optional and may be left blank)

Date of Birth

(dd/mm/yyyy)

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.

Personal   Demographics   **Plans**   Accommodations and Accessibility   Academics   Family   Certification

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.

Academic Plans

Academic Level *

Undergraduate

Admit Type *

Undergraduate

I wish to enroll at UPEI as

Full Time

You have selected the "Undergraduate" option. This means that you are not coming to UPEI directly after completing high school, and you are also not transferring to UPEI after earning college credit at another college or university. This means you may have a gap in your education after high school, but this is your first time entering university. Also, this is the correct option to select if you are applying to the Doctor of Veterinary Medicine or the Bachelor of Education programs at UPEI. If this does not accurately describe you, please select a different Admit Type.

Intended Major or Program *

Visiting Student through Formal Exchange Program

Second Program of Interest *

Visiting Student through Formal Exchange Program

Anticipated 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.

2025 Fall Semester

Are you interested in on-campus housing?

⦿ Yes   ◯ No

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 902-566-0668, or email accessibility@upei.ca.

You should **check this box** if:

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.

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.

Academic History

Select Add High School to list each high school you have attended.

High School 1

High School

To select your high school:

1) Select your country
2) Select your province/state
3) Enter city (optional)
3) Click "Search"
4) Select the high school name
5) Click "Select"

School Name (full or partial)

Country

City (full or partial)

[Search]   (Cancel)

Section #6: 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?

(Previous Page)   (Save Application)   [Save & Continue]

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".

Log Out   My Account   Application Deadlines   Apply Online   Events

Apply Online

Your application has been submitted!

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!

Order Summary

DESCRIPTION		TOTAL
Application Fee		$50.00
	Subtotal:	$50.00
	Discount:	$0.00
	Total:	$50.00

Enter a promo code:

[   ] (Apply)   (Make Online Payment)

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 Advanced or C2 Proficiency	Overall score of 176 with 176 in writing and 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
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/

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:
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.

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: _____