



## University of Victoria International Student Services Exchange Program

### Mailing Address

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University of Victoria  
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### Websites

University of Victoria  
UVic International Student Services  
ISS Incoming Exchange Students

[www.uvic.ca](http://www.uvic.ca)  
[www.uvic.ca/iss](http://www.uvic.ca/iss)  
[www.uvic.ca/incoming-exchange](http://www.uvic.ca/incoming-exchange)

### UVic Contacts

#### International Student Services (ISS)

##### *General Inquiries*

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250-721-6361

Kiran Nagra and Megan Sylka, Exchange Student Advisers  
*Nominations, Applications and Student Advising*

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250-472-5263

Anne Cirillo, Coordinator International Student Programs  
*Parity and Exchange Program Coordination*

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Tricia Best, Associate Director  
*ISS Operational Lead and Partnerships*

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#### Global Engagement

Lindsay Neilson, Associate Director  
*Exchange Agreements*

[adglobal@uvic.ca](mailto:adglobal@uvic.ca)



## Important Dates

**Winter Session Dates:** September 2018 to April 2019

**Winter Session Term Dates:**

**First Term:** September 5<sup>th</sup> to December 5<sup>th</sup>, 2018 (Exam Period: December 8<sup>th</sup> to 22<sup>nd</sup>, 2018)

**Second Term:** January 7<sup>th</sup> to April 5<sup>th</sup>, 2019 (Exam Period: April 8<sup>th</sup> to 27<sup>th</sup>, 2019)

**Complete list of important dates at UVic:** [Important Dates](#)

## Nomination Process

Students must be selected and nominated by their home university by **April 1<sup>st</sup>, 2018**.

**Required Information:** The nominating Exchange Adviser will send the student's name, email address, proposed exchange term and area of study to the Exchange Student Adviser, at [goglobal@uvic.ca](mailto:goglobal@uvic.ca)

## Application Process

The application deadline for September or January exchange terms is **May 1<sup>st</sup>, 2018**.

**Undergraduate and Graduate Exchange Student Application:** [UVic International Student Services Exchange Application](#)

**Required Additional Documents:** Prospective incoming exchange students will need to email scanned copies of: current passport, two recent passport-size photographs, official academic transcript, list of currently registered courses (if not listed on transcript) and [Incoming Exchange Student Disclosure Form](#)

**Acceptance email:** Students who have been accepted to the UVic ISS Student Exchange Program will receive an email that includes: the student's UVic identification number, a letter of admission and information about preparing for UVic.

## Graduate Students Exchange Program

Students wishing to take courses at the graduate level will be required to get permission from the UVic departments specific to their study through the ISS course request process. Refer to information about Course Selection and Registration on page 3.





## English Requirements

The language of instruction at UVic is English. UVic English Requirements are TOEFL iBT 90 (No section less than 20) OR IELTS 6.5 (No band less than 6.0). **We do not require incoming exchange students to provide proof of satisfying UVic's English Language requirement.** We trust that our partners will select and nominate students whose proficiency in English is suitable for a university in which courses are taught in English.

**Non-English majors** planning to take an English course should take the [Academic Writing Self Placement Test](#). Select: 1) Academic Writing Requirement (AWR), 2) Selecting an AWR-designated course, 3) self-placement questionnaire.

**For-credit English courses** are available for incoming exchange students with permission from the English Department.

**A non-credit English course** (ENGL 099) is available for English as an Additional Language students.

**A Business English and Communications course** (COM 206) may be open to English as an Additional Language students if there is space available.

**The UVic [English Language Centre](#)** offers English courses for an additional fee in the summer before the September exchange term. The ELC programs include tests that meet the UVic admission criteria. Once students complete the ELC program successfully, they are ready for courses at UVic.

## Course Selection and Registration

Once students are accepted into the UVic ISS Student Exchange Program they will receive step-by-step instructions for course selection, course registration, and timetable planning in an email.

Students will need to confirm with their home adviser for the number of courses that they are required to take at UVic.

**Course Request:** Students who wish to take courses at UVic that have pre-requisites and/or restrictions, must complete and submit course request forms through the ISS Course Request Process. In this process, students are required to provide detailed course descriptions, summaries and syllabi indicating how the pre-requisites for UVic courses have been met by the student's academic record prior to arrival. In May 2018, students will receive complete instructions, via email, for the ISS Course Request Process. Students can review page 436 of the [UVic Undergraduate Calendar](#) and page 308 of the [UVic Graduate Calendar](#) for information on how to use the course listings in preparation for the course request process.

**Courses, Requirements and Prerequisites:** [UVic Calendar: Courses by Subject Area](#) Please note: *not all courses listed are offered every year. Current timetable information is available on the [UVic Class Schedule Search](#)*

**Course Registration:** Students are required to register for first and second term courses on-line in June 2018. **Registration Restrictions:** Students are restricted from registration in Business, Education, Engineering, Fine Arts, Human and Social Development and Law courses unless the exchange agreement with our partner university includes these Faculties. A limited selection of unrestricted courses in Business and Fine Arts are available for registration on a case by case basis.



### Exchange Transfer Credit

All exchange students should consult with their home exchange adviser regarding exchange transfer credit and how your exchange courses will transfer back to your home institution. For reference, typically, each single-term course at UVic is worth 1.5 units. In most cases 1.5 UVic units is equal to 6 European Credit Transfer System (ECTS) credits.

### Grading

UVic Undergraduate Grading Scale: [Undergraduate Programs](#)

UVic Graduate Grading Scale: [Graduate Programs](#)

### Preparing for UVic

Valuable information about immigration documents, health insurance, working in Canada and other important topics is available on the International Student Services website: [Preparing for UVic](#)

### UVic Orientation

UVic offers a comprehensive orientation program to assist new students with their transition to academic and student life in Canada. Please note there is no fee for the following UVic orientation events.

**Arrival in Canada:** Incoming exchange students should plan to arrive in Canada in advance of the orientation events.

**International Student Welcome event:** Incoming exchange students must attend the International Student Welcome event in late August 2018. The event will offer relevant information about immigration documents, health insurance, banking, cell phone plans, Canadian culture and much more.

**UVic Orientation:** UVic offers orientation beginning in late August 2018 with informative, interactive and engaging activities throughout.

**Registering for UVic Orientation events:** Registration is required for the International Student Welcome event and other UVic Orientation events. Details will be available on the [UVic Orientation](#) website in June 2018, and registration will open in early July 2018.

### International Opportunities Fair

The International Opportunities Fair will be in late September, 2018. It is a great opportunity for incoming exchange students to showcase their home universities and countries to UVic students. Incoming exchange students are required to participate in this event.



## On-Campus Housing

Residence Services at UVic offers on-campus dormitory rooms or Cluster units (private bedroom with shared kitchen and living room). Dormitory rooms include a mandatory Meal Plan. You will be required to apply to [Priority Consideration \(PCR\)](#) within the posted deadlines, if you have dietary restrictions that require your own kitchen facilities. Information about [room types](#), [communities](#), and [room rates](#) while living on campus can be found on the [Residence Services website](#).

**Applying for On-Campus Housing:** Once students have been accepted to the ISS Exchange Program and have received their UVic Student number (which begins with V00), and have created their Netlink ID, they may apply for on-campus housing through the [housing portal](#). Students without a V00 number will not be eligible for on-campus housing. Important application dates can be found on the [Residence Services website](#).

**Application Process:** Residence application fee is CAD\$50 (non-refundable). UVic on-campus residence spaces are limited. **Placement is not guaranteed for all applicants.**

**Cancellation Fee:** On-campus accommodation is limited, therefore cancellation fees apply: Please find information about the Refund and Cancellation Policies in the [Residence Contract](#).

**Minimum Course Registration Requirement:** Exchange students living in on-campus housing must be registered in a minimum of 4.5 UVic units per term.

**Arrivals:** Students with confirmed room bookings will be emailed their scheduled arrival date. **Do not book your flights until your arrival date has been confirmed by Residence Services.** For further information, [contact Residence Services](#).

**Moving in to On-Campus Housing Early:** Only students who are registered for UVic's International Student Welcome event in late August, 2018, will be eligible to apply for early arrival to on-campus housing. Additional fees apply. Only students who have been approved for an Early Arrival are able to move-in prior to their scheduled check-in date. Early Arrivals are only approved for term 1 (Sept-Dec) and must be received in writing through the online application and within the deadlines. Students arriving for term 2 (Jan-Apr) are not able to arrive earlier than their scheduled date, as given to them by Residence Services. Please check the [Residence Services website](#) in July for information on how to apply for an early arrival.

**Departures:** You are required to move out of your residence 24-hours after your last final exam, or 24 hours after the exam period begins if you do not write exams. **Do not book your return flight home until you have confirmed your residence departure date.** Otherwise you will be required to find alternative housing while waiting for your scheduled flight home.

**Additional Information:** Students who apply for both term sessions will be prioritized in the room assignment process. Residence Services sends room offers from April to late August via email. Ensure that your [My Page account](#) has your current email address and that you are checking your emails daily.

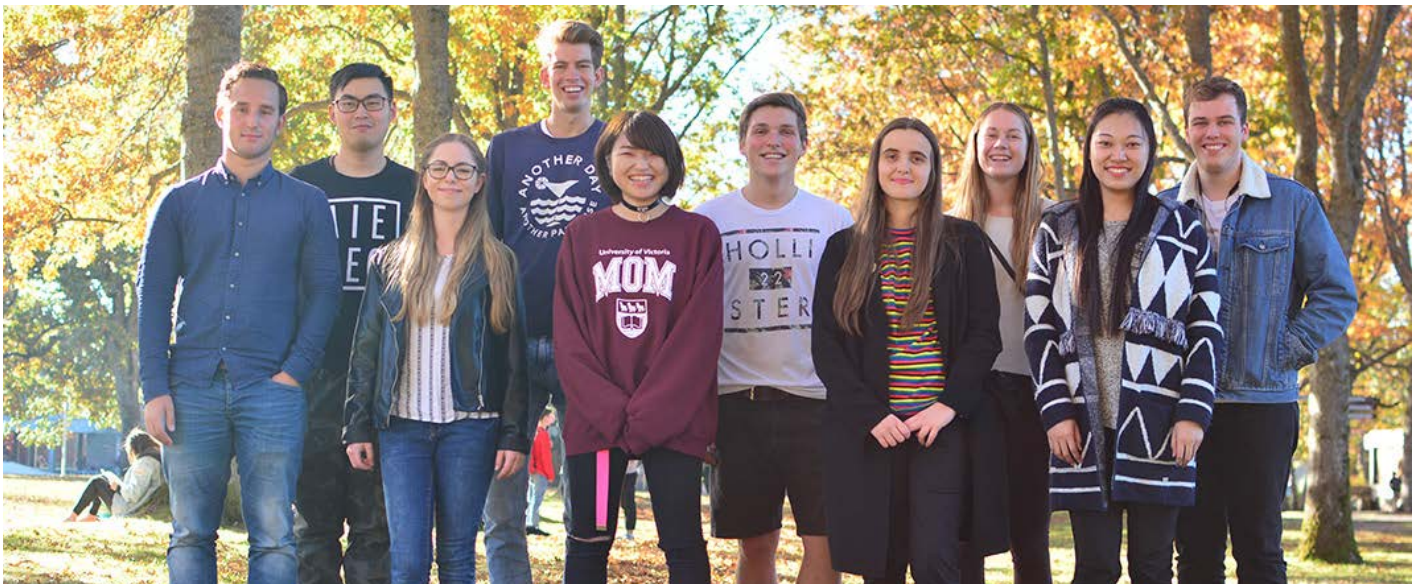
## Off-Campus Housing

Students can choose to organize their own living arrangements off campus.

**Arrival:** Students planning to live off campus should arrive at least two weeks before classes begin in order to allow for enough time to find housing.

More information is available on the International Student Services website: [Preparing for UVic](#)

**Homestay Program:** [UVic Homestay](#) is a program, which offers students an opportunity to stay with a local family.



## UVic Global Community Initiative

The **UVic Global Community** is a program area within International Student Services (ISS) that involves international, indigenous and domestic students, staff and faculty working together to celebrate diversity, advance inter-cultural competency and cultivate an inclusive and globally minded campus. Through many partnerships and community connections, our programs support international students' transition, integration and academic success.

*Website:* [UVic Global Community](#)

**UVic Global Community Facebook Group:** Regular updates about programs, services, volunteer opportunities, important dates, informative articles and events! Students are encouraged to subscribe in advance of arriving in Canada.

*Join the GC Facebook Group:* [UVic Global Community Facebook Group](#)

**UVic Global Community Newsletter:** This bi-weekly on-line publication is designed to provide important, interesting and useful information for all international and exchange students. Students are encouraged to subscribe in advance of arriving in Canada.

*Here is an example:* [UVic Global Community Newsletter](#)

*Subscribe to the GC Newsletter:* [Newsletter Subscription](#)

*(No need to create a password – simply enter email address and click subscribe!)*

**UVic Global Community Mentorship Program:** The UVic Global Community Mentorship Program offers friendship and guidance for international and exchange students as they navigate their social and academic transition to UVic. Students are encouraged to apply to be matched with a GC Mentor before arriving in Canada.

*To be matched with a GC Mentor, complete the online application form:* [Mentorship Program Application](#)

**UVic Global Community Conversation Partners Program:** The Global Community Conversation Partners Program provides students, who have English as an additional language, with opportunities to practice, build confidence and improve their conversational English skills.

Students are encouraged to apply to be matched with a GC Conversation Partner before arriving in Canada.

*To be matched with a GC Conversation Partner, complete the online application form:* [Conversation Partner Program Application](#)

**Presentations, Workshops and Events:** GC partnerships, connections and collaborations create many opportunities for students to engage with the campus community!

*Luncheon at the First Peoples House 2014:* [Check out this great video!](#)

*International Students find a home at UVic:* [Check out another great video](#)



## Going Home

After the final exam period and once all final grades have been submitted, official transcripts will be mailed to the international office at the student's home university. An electronic scan will also be emailed to the students and the home adviser. Depending on the mail system, the document should arrive within 4 weeks of email notification. Students can view their grades and unofficial transcript by logging on to their [My Page account](#).

## About UVic

UVic is more than a top-ranked university on the West Coast. We are Canada's most extraordinary environment for discovery and innovation, with an edge that combines dynamic, hands-on learning and research that's vital to people, places and the planet. Learn more about UVic's [areas of research strength](#)

**UVic's Virtual Tour:** [Virtual Tour](#)

**Find out what the University of Victoria offers:** [About UVic](#)

**UVic's academic environment:** [Discover your Edge at UVic](#)

**A Top-ranked Canadian University:** In early 2013, UVic was ranked number 20 globally and first in Canada among universities less than 50 years old by Times Higher Education (THE). It also ranks in THE's elite global list of the top 200 universities, which includes approximately one per cent of the world's best institutions. UVic is also consistently ranked among the top Canadian comprehensive universities by *Maclean's* magazine, rising to second place in their 2018 rankings. Learn more about [our rankings](#)

### Connect with UVic:

- [UVic on Facebook](#)
- [UVic on Instagram](#)
- [UVic on Weibo](#)

## About Victoria, British Columbia, Canada

Canada is renowned for its vast natural landscapes and diverse culture. British Columbia (BC), on the West Coast, is home to iconic mountains and stunning coastlines. Victoria is the capital city of British Columbia, situated on the southern tip of Vancouver Island. The climate is mild year-round, with the warmest winters in Canada, and more sunshine than many areas of coastal BC. It is a beautiful and welcoming city offering outdoor activities, an engaged community, a vibrant social scene, and a rich history that combines First Nations, British, European and Asian traditions.

**Attractions:** Victoria is home to the world famous Butchart Gardens, the Royal BC Museum, the BC Parliament Buildings and other historical buildings, sightseeing, whale watching, theatre and entertainment, and a broad array of cuisines.

Victoria was rated as the #1 destination to visit in Canada by the 2010 TripAdvisor Travelers' Choice Awards, and continues to attract visitors and students from across Canada and the world.

**More information:** Learn more about Victoria and British Columbia:

- [Tourism Victoria](#)
- [Victoria Destination British Columbia](#)
- [UVic Future Students: About Victoria](#)