

The following link provides an overview of the exchange program at Université de Montréal:

<http://www.international.umontreal.ca/echange/cap-udem/guide-eng.html>

Only applications that include all of the following documents will be evaluated by Faculty and Departmental Academic Advisors:

1. The summary of your online application. This link will be sent to you once you have been selected by your Home University;
2. The [study plan](#)* (*plan d'études, which includes course names and codes*) duly signed and dated by the student and the home university's Academic Advisor;
3. A letter of intent, written in French, with the academic objectives that the student wishes to achieve by participating in the exchange program;
4. A copy of the student's academic transcripts, which must include all the courses taken to date as well as the marks obtained during the last study year, and the grading system used by the home university. If transcripts are in a language other than French or English, please send the originals with a translation in one of the two languages;
5. The list of courses for which the student is currently registered at the home institution (with the name and a short description);
6. For students for whom French is not the first language, a French language proficiency certificate must be provided. This certificate must be delivered by an accredited institution (home university's Department of Languages, French Alliance, School of Languages, etc.);
7. A letter of recommendation from the home university's Academic Head, Advisor or other appropriate authority;
8. A copy of these two (2) official identification documents :
 - a. Passport ;
 - b. Document listing names of the student and the student's parents (e.g. birth certificate or family record book).
9. Applicants to architecture, industrial design and interior design must also include a portfolio of their work with their application.

* **Undergraduate students** must be registered for a minimum of 12 credits (approximately 4 courses) per semester and a maximum of 15 credits (approximately 5 courses).

Undergraduate course codes begin by 1, 2, 3 or 4.

* **Graduate students** must be registered for a minimum of 6 credits (2 courses) per semester and a maximum of 9 credits (3 courses).

Graduate course codes begin by 5, 6 or 7.

Academic programs available at Université de Montréal : <http://www.etudes.umontreal.ca/programme/>

Deadlines for receipt of applications at the International Relations Office:

- Fall term (September to December): **May 1st**
- Winter term (January to April): **September 1st**

Due to the high number of applications received every year and given restrictions on the number of places reserved for the exchange programs, we highly recommend that all applications be sent **before April 1st**.

Partner institutions must send their student's applications by mail or express mail to the following address:

Express mail (FEDEX, DHL) :	Regular mail :
Direction des relations internationales, Université de Montréal 3744, rue Jean-Brillant, bureau 581 Montréal (Québec) H3T 1P1 CANADA	Université de Montréal, Direction des relations internationales Pavillon 3744 rue Jean-Brillant C.P. 6128, succursale Centre-ville Montréal (Québec) H3C 3J7 CANADA

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