Instructions for Students

2020-2021

Exchange Application
Log-In Information

• Before you follow the instructions, please make sure that you have been nominated by your home institution.
• You can log in once you have been nominated by your home institution. If you have not been nominated, please contact your home institution.
Deadlines

• **Deadlines for Fall** (September to December), **Full Year** (September to April) & **Winter** (January to April) applicants to submit their completed applications:

• Graduate Studies: **March 1, 2020** (all Faculties)

• Undergraduate Studies: **April 1, 2020** (Faculty of Art and Science, Law, Architecture, Music, Kinesiology & Physical Education)

Note: We do **not** have a separate deadline for winter.
Required Documents for Undergraduate Students

Faculty of Arts and Science (Including: Rotman Commerce/Management), Applied Science and Engineering, Kinesiology & Physical Education, Music** and Architecture**

☐ Statement of Interest (1-2 pages)

☐ Course descriptions: A typed chart/list that briefly details all post-secondary courses you have/will complete before coming to the University of Toronto. The chart/list should include course titles and a short description or list of the main topics covered in each course (copying and pasting from a course calendar/syllabus is fine).

** please visit your institution page for additional required documents that you must submit in addition to the above documents*
Required Documents for **Graduate Studies** and **Law** Students to Upload

- Statement of Interest (1-2 pages)
- Resume or CV
- Course descriptions: A typed chart/list that briefly details all post-secondary courses you have/will complete before coming to the University of Toronto. The chart/list should include course titles and a short description or list of the main topics covered in each course (copying and pasting from a course calendar/syllabus is fine).
Step 1

• The online exchange application is available on the Centre for International Experience Student Portal.

• Under Students from Other Institutions, click “Confirm your eligibility” and follow the instructions to enter the validation key (which will be emailed to you automatically). If it doesn’t appear, check your Junk Mail.
Enter Eligibility Confirmation

- The validation key (which will be emailed to you automatically). If it doesn’t appear, check your Junk Mail.
Step 2

• Once you have logged in, you will fill out the appropriate information.
• Click “Create Profile”
Step 3

- After you have completed your profile, please select “My Applications”. Then click “Add New Application”.
Step 3 - Create Your Student Profile

- Click “Next” to fill out the information.
- When you log in for the second time, select “My Profile” and fill out the information.
- **Make sure that the information that you see is correct.**
• In the following sections, you will be guided through the exchange application process.
  - Courses
  - Documents
  - Transcript
  - Housing
  - Health Insurance

• We strongly encourage you to read everything carefully before you submit your application.
Step 4 - Courses

• Right now, you are choosing your courses to help the University of Toronto assess your application.

• If you are admitted, you will be choosing the courses that you will actually be taking from the 2020-2021 academic calendar and timetable when it becomes available.

• Click here for instructions on how to choose your courses.
Step 4 - Courses

- Enter your proposed courses in the text box before you can click “Next”
Step 5 - Documents

• Please upload all required documents according to the Faculty to which you are applying. For details, refer to our Eligibility & Application on your institution’s page.
Step 6 – Transcript

• Complete this page and click “Next”.

• Please refer to your institution page on our website for the specific English language requirements.
Step 7 - Housing

- This is general information about how housing works for exchange students at the University of Toronto.
- Please review this information and click “Next”.
Final reminders before you submit your application:

- Make sure that your first name, last name, and especially your date of birth (MONTH/DAY/YEAR) are correct for immigration purposes.
- Review and verify that your personal information is correct.
- Update your emergency contact information
Step 8 – Health Insurance

• Complete all the pages of the application.
• Read and agree to the Terms and Conditions.
• Select “Finish” and your online exchange application will be complete.
Final Notes

• **Please Note:** Your application will be considered incomplete until **all** required documents have been submitted by you and your home institution by the deadline.
  
  Graduate Studies: **March 1, 2020** (all Faculties)
  Undergraduate Studies: **April 1, 2020** (Faculty of Art and Science, Law, Architecture, Music, Kinesiology & Physical Education)
  **We do not have a separate deadline for winter.**

• **Admission Timeline:** Completed applications will be reviewed between **April-June**. Admission packages will be electronically sent out to your institutional email address in **May-June**. Incomplete applications will take longer to review.

• No paper documents will be mailed to admitted students. If you are admitted, you will receive an email in **June-July** with full details and information about course selection.
Contact Information

Hyojin Cho – Learning Abroad Coordinator
April Hoy -- Learning Abroad Advisor
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Phone Number: 416-978-3900

**Make sure that you indicate your home institution when you contact our office**
Thank you for submitting your application.

Good luck!