Instructions for Students

2017-2018 Exchange Application
Log-In Information

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

• You can log in once you have been nominated by your home institution.
Deadlines

• Deadlines for Fall (Sept to Dec), Full Year (Sept to Apr) & Winter (Jan to Apr) applicants to submit completed applications:

• Graduate Studies: March 1, 2017

• Undergraduate Studies: April 1, 2017

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

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)
- List of courses you are currently enrolled in and expected to complete before attending U of T
- Short description of the main topics covered in each of the above courses

* please visit our website for additional required documents that you must submit in addition to the above documents*
Required Documents for Graduate, Law, and iROP at UTM Students to Upload

- Statement of Interest (1-2 pages)
- Resume or CV
- List of courses you are currently enrolled in and expected to complete before attending U of T
- Short description of the main topics covered in each of the above courses
Instructions Step 1

- 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 Junk Mail.
Instructions Step 2

• Once you have logged in to the online exchange application, select “My Profile” and fill out the appropriate information.
Instructions Step 3

• After you have completed your profile, please select “My Applications”. Then click “Add New Application”.

Centre for International Experience

Centre for International Experience Student Portal

Hello Barbara. Welcome to the Centre for International Experience Student Portal.

With this portal, you can edit your student profile and submit an application to the University of Toronto Centre for International Experience office to participate in an exchange program. Find below the exchange program that your Student Exchange office has submitted to the University of Toronto.

Exchange Program

<table>
<thead>
<tr>
<th>Home university:</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange program:</td>
<td>Exchange Program</td>
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</table>

Academic Year: 2013-2014

Terms:
Instructions Step 4

• In the following sections, in the online application, you will be guided through the exchange application process. We strongly encourage you to read everything carefully before you submit your application.
Instructions Step 4 Continued

• Choosing your courses: These are your preliminary course requests based on the previous year’s academic calendar. Admitted students will select their final courses based on the 2017-2018 calendar and timetable in June-July.

• Housing: On-campus housing is not necessarily guaranteed. Please refer to our website for full details. Very few on-campus housing spots are available. Most exchange students live off-campus.
Instructions Step 5

• Upload all required documents (refer to the checklist on page 1)
Instructions Step 6

1. Complete all the pages of the application.
2. Read and agree to the Terms and Conditions.
3. Select “Finish” and your online exchange application will be complete.
Next Steps

• Please review and verify that your personal information is correct.

• It is especially important that your first name, last name, and especially your date of birth (MONTH/DAY/YEAR) are correct for immigration purposes.

• Update your emergency contact information and upload your photograph on the Student Profile tab.
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 indicated on the first page.

• **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

• April Hoy - Inbound Exchange Officer

• Email: inbound.exchange@utoronto.ca

• Phone Number: 416-946-3739