Student Exchange Fact Sheet 2016-2017
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THE UNIVERSITY
Since 1957, the University of Waterloo (UWaterloo) has been producing some of Canada’s most innovative leaders and has created an outstanding educational reputation recognized around the world.

UWaterloo offers a variety of programs within its six faculties – Applied Health Sciences, Arts, Engineering, Environment, Mathematics, and Science – and is home to over 30,000 undergraduate students and more than 5,000 graduate students. Our international student community includes 34% of our graduate students and 12% of our undergraduate students from countries around the world. Our campus is a friendly, supportive, and multicultural environment.

The main campus is located in Waterloo. UWaterloo’s other campuses include Cambridge, for the School of Architecture, downtown Kitchener, home of the School of Pharmacy, and Stratford, for the Global Business and Digital Arts program.

Also located on the main campus and affiliated with UWaterloo are four other institutions - St. Jerome’s University, Conrad Grebel University College, Renison University College, and St. Paul’s University College. These institutions share in the delivery and administration of academic programs at UWaterloo.

THE COMMUNITY
Waterloo region is a student-friendly place with lots of interesting restaurants, music stores, shops, clothing stores, cafes, cinemas, and theatres. There are plenty of things to see and do, such as skating or playing hockey at public outdoor skating rinks, skiing at Chicopee Ski Club, attending local festivals including Oktoberfest, taking the bus to Toronto for the weekend – it is only 1 hour away, canoeing along the Grand River, or taking a day trip to the beach at Grand Bend on Lake Huron.

Facts about the Region of Waterloo:

- Population over 560,000
- 45 minute-drive from Toronto’s Pearson Airport
- 1 hour-flight to New York City
- 45 minute-drive to Stratford, home of the largest classical theatre in North America
- 1 hour-drive to Toronto, site of the CN Tower
- 2 hour-flight to Halifax (east coast)
- 2 hour-drive to Niagara Falls, a natural wonder
- 5 hour-flight to Vancouver (west coast)
- 6 hour-drive to Ottawa, Canada’s national capital
- 7 hour-drive to Montreal

ACADEMICS
UWaterloo operates on trimester system (4-month intervals per year offering full academic programs), which we call terms. As such, please note that each term counts as a 0.5 FTE for number allocation. Most exchange students study here for one or two terms.

- **Fall Term**
  September to December

- **Winter Term**
  January to April

- **Spring Term**
  May to August
Undergraduate Student Applications

Please review the complete undergraduate application instructions online. Nominations from the home institution should be directed to the appropriate Global Learning Coordinator at UWWaterloo.

Undergraduate exchange students must maintain enrollment in a minimum of 1.5 credits, generally equivalent to 3 undergraduate course, with a maximum of 2.5 credits, general equivalent to 5 undergraduate courses per term. In addition to maintaining full-time status in undergraduate level courses, a student may enroll in a maximum of 1 graduate course per term.

Graduate Student Applications

Please review the complete graduate application instructions online. Nominations from the home institution should be directed to the appropriate Global Learning Coordinator at UWWaterloo.

To meet the eligibility requirements, students applying for the graduate exchange program must have completed a minimum of 4 years Honours Bachelors’ degree or equivalent (8 semesters of studies at their home institution) prior to the commencement of the exchange.

Graduate exchange students must maintain enrollment in a minimum of 1 graduate course with a maximum of 3-4 graduate courses (depending on the discipline) per term. In addition to maintaining full-time status in graduate level courses, a student may enroll in a maximum of one undergraduate course per term.

Course Selections

In order for the application to be processed, exchange students are required to prepare their courses at UWWaterloo when completing their UWWaterloo on-line exchange application. Generally, exchange students are not able to self-enroll in courses, even though the “course add/drop” option will appear on their Quest account (student registration system), since exchange students are registered as "non-degree" students and their previous academics are not recorded in the system.

To ensure that students’ schedules are processed in a timely manner with minimal scheduling conflicts, please advise your students of the following 3 steps before they make their initial course selections on their on-line exchange application form:

- View course descriptions at http://ugradcalendar.uwaterloo.ca/ (undergraduate) or http://gradcalendar.uwaterloo.ca (graduate) and have courses pre-approved for credit transfers at their home institution prior to applying for the exchange.
- Review the Schedule of Classes at http://www.adm.uwaterloo.ca/infocour/CIR/SA/under.html (undergraduate) or http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html (graduate)
  - for course offerings during each term
  - to avoid scheduling/timetable conflicts with course selections
  - NOTE: Some courses may include supplementary tutorials (TUT) or labs (LAB) in addition to the lectures (LEC). When reviewing the schedule of classes and evaluating time conflicts, students should consider these items as well (if applicable).
- Select 5-7 courses per term allowing for a couple of “back-up” courses in the event that restrictions or scheduling conflicts arise.

Please note that some courses may be restricted to exchange students. These restrictions are determined by the respective academic department/faculty. Students will be informed of their course approvals once their application has been processed. See undergraduate course restrictions.

Credit System

The full-time undergraduate course load at UWWaterloo is 5 courses per term (equivalent to 2.5 credits) with a minimum of 3 courses per term (equivalent to 1.5 credits). Most of our courses are assessed as a credit of 0.5 and are approximately 39 teaching hours per term. Some courses may include supplementary tutorials (TUT) or labs (LAB) in addition to lectures (LEC). One undergraduate course at 0.5 credits is equivalent to 6 ECTS and one graduate course at 0.5 credits would be equivalent to approximately 9-10 ECTS. Details of specific credit weights and teaching hours per course are available via our Schedule of Classes.
UNDERGRADUATE APPLICATION PROCESS & DEADLINES

<table>
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<tr>
<th>Admission Term</th>
<th>Application Opens</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Fall: September – December 2016</td>
<td>January 1, 2016</td>
<td>March 1, 2016</td>
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<tr>
<td>Full academic year: September 2016 – April 2017</td>
<td>January 1, 2016</td>
<td>March 1, 2016</td>
</tr>
<tr>
<td>Winter: January – April 2017</td>
<td>May 1, 2016</td>
<td>October 1, 2016</td>
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<tr>
<td>Spring: May – August 2017</td>
<td>May 1, 2016</td>
<td>November 1, 2016</td>
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NOTE: Graduate applications must be received by the respective graduate department deadline or the University of Waterloo central deadline noted above, whichever comes first.

Please allow up to 8 weeks for the processing of applications and notification results.
For applicants residing in countries that require added time to process immigration/visa applications, we strongly encourage our partners to submit the applications with this time frame in mind.

English Language Requirements

All incoming exchange students must have sufficient English language skills to be successful in their exchange program of study and should fulfill UWaterloo's English language requirements:

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>IELTS</th>
<th>MELAB</th>
<th>CAEL</th>
<th>New Test PTE (Academic)</th>
<th>EFAS</th>
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<tbody>
<tr>
<td>90: writing 25; speaking 25</td>
<td>7.0</td>
<td>85; 80 per section</td>
<td>70; 60 per band; writing 70; speaking 70</td>
<td>63; writing 65; speaking 65</td>
<td>75% overall in level 400</td>
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Students can also improve their English language skills through the English Language Institute (ELI) at Renison University College, which is UWaterloo's home for English language classes.

Fees, Expenses, and Living Costs

There is no application fee for students applying as incoming non-degree exchange students. Tuition fees for the majority of exchange programs are paid to the student’s home institution. However, other fees, including mandatory health insurance and residence, if applicable, are paid to UWaterloo. All applicable fees will be posted on the student’s Quest (student information system) account by UWaterloo’s Student Accounts Office.

Details regarding fee payments will be provided to students along with their admission documents.

A summary of living costs and expenses is available on the Waterloo International website:

- Undergraduate program fees
- Graduate program fees

Health Insurance

Please review all the details concerning health insurance online.

Once accepted to UWaterloo, international students are required to purchase medical and hospital insurance through the University Health Insurance Plan (UHIP) and the Health & Dental Plan (formerly called the Student Supplementary Health Insurance Plan or SSHIP) administered through UWaterloo’s FEDS/GSA Health & Dental Plan Office. The applicable health insurance fees will be posted on the students’ Quest account approximately one month prior to the beginning of the respective term.

Approximate rates per term are as follows and are subject to change:

- UHIP – $204
- FEDS/GSA Health & Dental – $182
UHIP coverage is compulsory. However, students may be able to opt out of the supplementary FEDS/GSA Health and Dental Plan if they have adequate coverage through another insurance provider. Students may visit the FEDS/GSA Health and Dental Plan office (located in Health Services rm. 1106) once they are at UWaterloo. If they provide the office with proof of their insurance coverage, including the health coverage details, the office will verify if the student can opt out or not. Students who can opt out will receive a cheque with the refund amount closer to the end of the term.

### 2016-2017 IMPORTANT DATES

Please refer to the important dates term calendar for details.

<table>
<thead>
<tr>
<th>Undergraduate Term Deadlines</th>
<th>Fall September – December</th>
<th>Winter January – April</th>
<th>Spring May – August</th>
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<tr>
<td>Orientation Program</td>
<td>An orientation program is organized each term for inbound exchange students. The program details will be made available to students upon admission to UWaterloo’s exchange program.</td>
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<tr>
<td>Classes begin</td>
<td>early to mid-September</td>
<td>early January</td>
<td>early May</td>
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<tr>
<td>Classes end</td>
<td>early December</td>
<td>early April</td>
<td>late July</td>
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<tr>
<td>Examination period</td>
<td>December</td>
<td>April</td>
<td>August</td>
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<tr>
<td>Holidays</td>
<td>UW will be closed for the holidays from December 24, 2016 to January 1, 2017</td>
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<td>Official transcripts released</td>
<td>late February</td>
<td>late June</td>
<td>late October</td>
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NOTE: Graduate studies term deadlines are available at gradcalendar.uwaterloo.ca under “Academic Deadlines & Events”

### HOUSING

Please refer to our website for details regarding housing options for incoming exchange students.

Please note that a non-refundable deposit is required when students accept their offer of residence. Without this deposit, the housing unit cannot be secured.

### CANADIAN IMMIGRATION

The Government of Canada regulates international study permits and visas through Citizenship and Immigration Canada. Before students are permitted entry into Canada, they must present certain documents to immigration officials. These documents include a valid passport, Confirmation of Study Permit, Temporary Resident Visa (TRV) (if applicable), and admission letter.

Further information about applying for these documents is available in the International Student Guidebook.

It is the student’s responsibility to find out the immigration requirements and to process the necessary documents for travel to Canada. Students can find this information by contacting the Canadian Consular Office nearest to them.

### Study Permits

All international exchange students studying in Canada must have a valid Study Permit, except in cases where the duration of the program of study is 6 months or less. However, we strongly encourage all exchange students to apply for a Study Permit (even if the duration of study is less than 6 months) since generally it is not possible to apply for an initial Study Permit from within Canada, should they decide to remain in Canada for another academic term.

In addition, international students who hold a valid Study Permit may be eligible to work part-time on campus for up to 20 hours per week while they are registered students. International students who do not hold a valid Study Permit are not eligible to work in Canada at all.

### Temporary Resident Visas (TRV)

Citizens of certain countries require a Temporary Resident Visa (TRV) to enter Canada. A TRV is not the same as a Study Permit; a TRV gives the student permission to enter Canada, whereas a Study Permit gives him/her permission to study in Canada. See the Citizenship and Immigration Canada website for a list of countries that require a TRV.

Temporary Resident Visas cannot be issued within Canada. They are available only at a Canadian embassy, consulate, or high commission outside of Canada; students must apply for a TRV (if required) before entering Canada.