

**FOR SELECTING AND PREPARING  
EXCHANGE STUDENTS GOING  
TO UNIVERSITÉ LAVAL**



**UNIVERSITÉ  
LAVAL**

**Bureau international**

**This information guide is intended for International Office Coordinators and Faculty in charge of student agreements from Université Laval's partner institutions.**

Acceptance of students through a bilateral agreement **is conditional to adhering to the terms of the agreement**. It is of particular importance to verify the programs open to exchanges and the number of places agreed upon. Students must select the majority of their courses (2/4 or 3/5) in the chosen program of study.

### **IMPORTANT**

To ensure your students' success, non-Francophone institution's students are now **required to submit the results of a test (TFI 750, DELF B2, DALF) to confirm their level of French**. Alternatively, they may take an online test from the School of Languages at Université Laval. Your students will receive the test directly at the email address indicated on their form. We will wait for the results of this test before admitting your students.

Based on the test from Université Laval your students will be placed in one of three categories :

- **Category A** : Students have unrestricted access to courses in the chosen field. Their files will be forwarded to the program Director.
- **Category B** : Students who need French support classes in order to take the courses in their field without difficulty. Their files will be accepted by the chosen program, but you and the head of the program will be informed of the student's need to take French reinforcement classes.
- **Category C** : Students whose level of French is not sufficient to take courses in the chosen field and whose only option is to take French classes. You will be informed of the results and you will be asked to enroll them in the French as a foreign language program (FLE – *Français langue étrangère*). The files of students in this category who wish to enter another program at Université Laval under a general agreement will not be submitted to the program management, because of their level of French. **Please note : there are pedagogical fees for the FLE program.**

Exchange students wishing to study at the graduate level and work on a thesis, essay or laboratory project must obtain approval from a Université Laval professor before submitting their application to the International Office. **Under no circumstances shall a Université Laval professor be considered as thesis or essay co director.**

### **APPLICATION PROCEDURE**

Submission date : **March 1** for fall session (beginning of September–mid-December) and full year  
**October 1** for winter session only (beginning of January-end of April)

Delivery : Hard copy (**page format 21 cm x 29,7 cm or letter, no staples**) addressed to the International Office (address at the end of this document).  
**OR**  
PDF format in a single document per student

### The application must include :

- Application form, duly filled out and signed **by the person responsible for Student Exchanges and to whom the Registrar's Office should send the admission package**;
- All official transcripts (in French, English or Spanish);
- Proof of citizenship (copy of passport or ID card);
- List of courses authorized by your institution;
- Results of a French test (for non-Francophone students who are not taking the TFI (*Test de français international*)): minimum grade required : **750/990**.  
DELF – DALF: B 2  
Students who register in a French course will be tested by the School of Languages.
- A cover letter in the case of students participating in a General Student Exchange;
- A portfolio (Architecture, Visual Arts and Graphic Design students);
- A cover letter and a CV for Pharmacy students.

### SPECIFICATIONS FOR THE INTERNATIONAL PROFILE AND CANADA EXCHANGES PROGRAMS

If you nominate students for an exchange through the *International Profile* or *Canada Exchanges* program, **their admission is guaranteed providing that the terms of the agreement are adhered to** (number of places, program and level of study, etc.).

Université Laval offers students **in the International Profile program only** :

- An intensive 5-week immersion course for French language upgrading during the summer session exclusively. **Pedagogical fees will be charged to students (no tuition fees)**. Students must show their admission letter to the School of Languages upon arrival. Students must participate in the intensive French program during the summer preceding their stay.
- A room in the Residence halls (see Student Services section) provided they have applied for one by the deadline.

### SPECIFICATIONS FOR GENERAL STUDENT EXCHANGE AGREEMENTS

Students coming to Université Laval as part of a General Student Exchange Agreement **are not automatically admitted**. The admission decision is left to the Director of the program of study for which the student is applying. Students cannot appeal this decision.

**The following programs at Université Laval are not open to students with General Student Exchange Agreements :**

## Programs not available under General Agreements

- Psychology (all levels)
- Graphic Design and Multimedia (all levels)
- Education and Vocational Teaching (all levels)
- Translation (all levels)
- Musical instrument courses
- Health Sciences programs (Occupational Therapy, Medicine, Dentistry, Nutrition, Speech Therapy, Pharmacy, Physiotherapy, Nursing) except Kinesiology
- Jewish Theology
- Public Relations (graduate degree)
- Masters in Public Communication
- Masters in Agrifood Engineering
- Masters in Aerospace Engineering
- Masters and PhD in Anthropology
- Masters and PhD in Architecture
- Masters and PhD in Biochemistry
- Masters and PhD in Biology
- Masters and PhD in Economics
- Masters and PhD in Kinesiology
- Masters and PhD in Microbiology

Places are very limited in the ***Baccalauréat en architecture and Communication and Maîtrise en aménagement du territoire et développement régional*** (Land-use Planning and Regional Development) programs.

## ADMISSION DOCUMENTS

Upon receipt of complete applications, the International Office will see to it that the Registrar's Office sends to the person in charge of student exchanges at your institution an admission package containing all the necessary documents for your students' stay at Université Laval.

This package will include :

- An admission letter
- A Fact Sheet with useful information about :
  - ◇ Legal documents;
  - ◇ Room reservation in the Residence Halls;
  - ◇ Mandatory insurance.

## **IMPORTANT NOTICE**

The admission letter states in which program and at what level (undergraduate or graduate) your student is admitted. If an error has occurred, students must notify the Registrar's Office at once by writing at [mobilite@reg.ulaval.ca](mailto:mobilite@reg.ulaval.ca). **Changes to the level, session or program will no longer be accepted after students' arrival.**

Immigration procedures should be completed as soon as students receive their admission letter. They must have all their legal documents in hand upon their arrival.

## ACCOMMODATION

To reserve a room in the Residence Halls      Off-campus — apartments or rooms

[sres@sres.ulaval.ca](mailto:sres@sres.ulaval.ca)  
[www.residences.ulaval.ca](http://www.residences.ulaval.ca)

[http://www.residences.ulaval.ca/logement\\_hors\\_campus](http://www.residences.ulaval.ca/logement_hors_campus)

---

## LENGTH AND EXTENSION OF STAY

Exchange students and their academic advisors must agree on the length of the stay before students' departure.

Students who are already in Quebec and wish to extend their stay will need to obtain authorization from their home university and from Université Laval. Moreover, they will be responsible for obtaining the CAQ and Study Permit within the prescribed deadlines; otherwise, the Registrar's Office will not be authorized to register them in courses for the intended session of study.

Exchange students may not work on campus without the CAQ and Study Permit, and they may not work off campus.

## AFTER THEIR ARRIVAL

When they arrive at Université Laval, students must follow the procedure indicated in their admission letter :

- Go to the Registrar's Office (Jean-Charles-Bonenfant Building) with their admission letter and all required documents as indicated in the admission letter (passport is mandatory, CAQ and study permit where applicable);
- Go to the Academic Advisor's office to register for courses;
- If they wish to take French courses, go to the School of Languages with the results of their French test.

## TO CONTACT US

**International Office**

**2325, rue des Arts**

**Université Laval**

**Québec, QC, Canada G1V 0A6**

**Phone : 1-418-656-3994**

**Fax : 1-418-656-2531**

**[etudiantsentrants@bi.ulaval.ca](mailto:etudiantsentrants@bi.ulaval.ca)**