

University of Toronto: 2018-2019

Exchange Application Instructions for Students

Thank You!

Thank you for your interest in studying at the University of Toronto! Congratulations on being nominated for exchange! Please read this entire document for important application instructions.

Deadlines

You must complete your exchange application by:

Graduate Studies: **March 1, 2018**

Undergraduate Studies: **April 1, 2018**

Please Note: These deadlines are for Fall (Sept. – Dec.) term, Winter (Jan. – Apr.) term, and full year nominations. We **do not** have a separate deadline for the Winter term.

Required Documents

When applying for exchange, students are responsible for uploading/submitting the following documents:

ALL faculties require:

- ☐ Statement of Interest (1-2 pages)
- ☐ A typed list of all courses you have completed *and* are currently enrolled in for your current degree, with a short description of the main topics covered in each course (this document will be used to assess the pre-requisites for courses you request to take at UofT).

The following faculties require these additional documents:

UNDERGRADUATE

John H. Daniels Faculty of Architecture, Landscape & Design

- ☐ Students interested in taking undergraduate studio courses (JAV101H1, ARC201H1, ARC221H1, ARC313H1, ARC314H1, ARC321H1, and/or any VIS course) must submit a portfolio/sample of work

Faculty of Music

- ☐ Please see our [website](#) for additional music requirements.

iROP (UTM – Mississauga campus) – [Submit the following document to your home institution's exchange office](#)

- ☐ One academic reference letter (include English translation if required)

GRADUATE

Graduate Programs (School of Graduate Studies – SGS) – [Submit the following documents to your home institution's exchange office](#)

- ☐ Confirmation that Bachelor's degree has been conferred or proof of acceptance into a graduate program (include English translation if required)
- ☐ Two academic reference letters (include English translation if required)

Faculty of Law – [Submit the following documents to your home institution's exchange office](#)

- ☐ One academic reference letter (include English translation if required)
- ☐ Document from your Faculty of Law detailing student's class rank in relation to the student's law class (e.g. 12th among the entire class of second year law students)

University of Toronto: 2018-2019

Exchange Application Instructions for Students

Online Portal Application Submission

Step ONE

Login to the [Centre for International Experience Student Portal](#). You will first need to click on “**Confirm**” and enter your **home institutional email address**. This email address has been submitted into the system when your home institution nominated you. After choosing a password and selecting “**Confirm Eligibility**,” you will be prompted to enter a validation key that was sent to your email (check Junk/filtered mail if you do not receive the key).

Step TWO

Once you have logged in to the portal, **create your student profile** by filling out the appropriate information. Once complete, you can view your profile by selecting “**My Profile**” in the menu on the left. To make edits, select the “**General Info**” tab.

Step THREE

After you have completed your profile, select “**My Applications**” and then “**Add New Application**”.

You will be guided through six sections: **Academic, Courses, Documents, Transcript, Housing, and Health Insurance**. We strongly encourage you to read everything carefully before you submit your application.

Once you have completed your application, read and agree to the Terms and Conditions, and select “**Finish**”.

Step FOUR

For immigration purposes, it is very important that your **first name, last name, and date of birth (MONTH/DAY/YEAR)** is correct. Please review this information in your profile. Be sure to add a photo and fill out the “**Emergency Contact**” information as well.

University of Toronto Students:

Please log in using your UTORid and password. New users will be required to create a profile.

UTORid:

Password:

Login

Students from Other Institutions:

STEP 1: Confirm your eligibility for the CIE Student Exchange Program here.
(Your home institution must submit your student profile to CIE before you can be confirmed.)

STEP 2: Log in below using your institutional e-mail account and the password you created in Step 1. New users will be required to update their profile.

E-mail:

Password:

Login

Please Note...

Courses: The courses you list in your application are simply for us to get a sense of the *types* of courses you are interested in taking. Admitted students will select their *actual* courses based on the upcoming academic year’s calendar and timetable in June/July. We do NOT guarantee enrolment into any course you list or request.

Documents: Please refer to the list of required documents on page 1 – requirements vary by faculty, so read carefully! **Some documents you need to upload yourself and some may need to be given to your home institution’s exchange office for them to upload for you** (ex. reference letters).

What Happens Next...

Admission Timeline: Your home institution will approve your application once all required documents have been uploaded. Approved applications will be reviewed between April and June. Admission packages will be electronically sent out to your home institutional email address in May/June. 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.