

## EXCHANGE FACT SHEET 2024-2025



### GUSTAVSON INTERNATIONAL TEAM

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**Take a tour of UVic:** <https://youvis.it/I7WbMN>

## IMPORTANT DATES\*

	Nomination/Application Deadlines	Semester Dates	Application Processing & Course Registration
<b>FALL SEMESTER</b>	<p><b>NOMINATION</b></p> <p><b>March 15:</b> Deadline for both Fall and Spring terms</p> <p><b>APPLICATION</b></p> <p><b>Stage 1</b></p> <p><b>April 15:</b> <b>Profile Submission</b> Detailed profile, photo, transcripts of grades etc. Deadline for both Fall and Spring terms.</p>	<p><b>August 30:</b> 2024 Fall Incoming Exchange Orientation (<i>mandatory</i>)</p> <p><b>September 4:</b> First term classes begin</p> <p><b>November 11 – 13:</b> Reading Break</p> <p><b>December 4:</b> Last day of classes</p> <p><b>December 7 – 20 (inclusive):</b> 2024 Fall term exam period*</p>	<p><b>End of April/Early May:</b> Admissions Letter and Letter of Acceptance (LOA) will be sent to students who were nominated by March 15 and submitted their profile by April 15. The documents will contain a UVic student number (V#).</p> <p><b>Middle of May:</b> Course information will be available.</p>
<b>SPRING SEMESTER</b>	<p><b>Stage 2</b></p> <p><b>June 3:</b> <b>Course Choice Submission</b> Deadline for submission of course choices for <b>both</b> Fall and Spring terms.</p>	<p><b>January 3:</b> 2025 Spring Incoming Exchange Orientation (<i>mandatory</i>)</p> <p><b>January 6:</b> First term classes begin</p> <p><b>February 17 – 21:</b> Reading Break</p> <p><b>April 4:</b> Last day of classes</p> <p><b>April 7 – 25 (inclusive):</b> 2025 Spring term exam period*</p>	<p><b>End of June:</b> Registration in business and non-business courses begins.</p> <p><b>Middle/End of July:</b> Communication to all students concerning course registration, orientation and more details about their exchange term.</p>

Please refer to our **Academic Calendar & Important Dates:** <https://www.uvic.ca/calendar/dates/>

**\*IMPORTANT:** Consider the Academic Calendar when booking your flights to and from Canada, your return to work or any vacation period. Please guarantee that you will be **on campus** until the completion of your exchange term (classes and final exams), and that you book your return flights for **after** the final exams period. **Kindly wait until the final exam schedule is published – which is usually at the mid-end of October (Fall) and February (Spring) – before booking your return flights as dates may change.**



## NOMINATION PROCEDURES FOR PARTNERS

Please nominate students by the deadline via the survey below and contact us if you have questions.

### **Nomination deadline:**

**March 15** (for both the 2024 Fall and 2025 Spring terms) via our online survey

<https://www.surveymonkey.ca/r/6H25LPM>

### **Nomination guidelines**

- **English Proficiency:**

We no longer require students to submit their English proficiency scores as we trust partners will nominate students who will succeed in our program. Students who succeed in our program have TOEFL scores of 575/90 or IELTS 6.5, so we request partners to nominate students in that range.

- **Completed a minimum of one year of business courses prior to exchange:**

Students who have taken Microeconomics, Statistics & Finite Math will have a larger course selection at Gustavson, including core courses that vary each term.

## APPLICATION PROCEDURES FOR STUDENTS

This cycle, we have streamlined our incoming exchange application process by separating our exchange application into **two stages**:

**STAGE 1:** Completing your profile and uploading required supporting documents

- **Deadline to submit profile and required supporting documents:** April 15<sup>th</sup>, 2024

**STAGE 2:** Selecting your courses

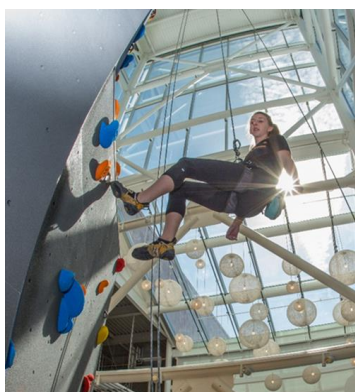
- **Deadline to submit course choices approved by your home institution:** June 3<sup>rd</sup>, 2024

**NOTE:** A detailed application guide will be sent out to all nominated incoming exchange students

during the third week of March for the first stage. This guide will provide instructions on how to submit an exchange application and information about what supporting documents are required.

**\*IMPORTANT:** Please do not purchase flights or secure accommodation until you have received your letters of acceptance from our institution and have the adequate immigration documentation needed to travel to Canada. Also, kindly do not purchase your return flights until you have the final exam schedule which usually happens at the end of the second month of classes: October (Fall) and February (Spring).

## ANTICIPATED COSTS



### Optional Fees (Undergraduate):

CAD \$251.05

**Universal Bus Pass:** CAD \$81.00  
**Wellness, Athletics & Recreation:**  
CAD \$96.20  
**UVSS Membership:** CAD \$73.85

### Optional Fees (Graduate):

CAD \$275.11

**Universal Bus Pass:** CAD \$81.00  
**Wellness, Athletics & Recreation:**  
CAD \$96.20  
**GSS Membership:** CAD \$97.91

*\*Exchange students are not automatically enrolled in these fees and must opt-in. These 3 fees cannot be unbundled.*

### Mandatory Fee:

**Mandatory Temporary Medical Insurance (MTMI):** CAD \$265.00

*\*Fees must be paid by the deadline which is usually the last day of the first month of classes.*

### Estimated Living Costs:

**On-campus housing:** CAD \$1044.12 (cluster room, no meal plan) – CAD \$1741.75 per month (New building, single dorm room with meal plan)

**Off-campus housing:** CAD \$900 - \$1500 per month

**Textbooks:** CAD \$250 - \$500

**Food:** CAD \$550 + per month

**NOTE:** All fees on this fact sheet are based on the 2023-2024 academic year and are subject to change during the 2024-2025 academic year.

## HOUSING INFORMATION

### ❖ Homestay Housing

Due to limited capacity, the UVic Homestay Program is regrettably not being offered to incoming exchange students during the 2024 Fall and 2025 Spring terms. If there happens to be a change in policy, we will be sure to update all students accordingly.

### ❖ On-Campus Housing

Applications are submitted via the [UVic Housing Portal](#). We ask **fall only** and **fall/spring term** students to apply for residence housing by **May 15<sup>th</sup>**. The 2025 Spring term portal will reopen on October 21<sup>st</sup> (Mon) at 9:00am PST.

There are very limited spaces for on-campus housing and preference is given to students who are studying for two terms. Students who apply for the fall term (September to December) only **will not** be included in the lottery. Fall term applicants will be placed on the waitlist *below* full academic year applicants.

**NOTE:** We are guaranteed 40 residence housing spaces for incoming exchange students per term. These limited spots are chosen by **random selection** in order to make the process fair and equitable for all incoming exchange students. **Requests from students to be on a priority list are not taken at any point as the selection is completely random.**



The cost for on-campus housing ranges from approximately CAD \$1044.12/month (cluster room, no meal plan) - CAD \$1741.75/month (single dorm room with starter meal plan). Please note, as the process for on-campus housing is extremely competitive, the likelihood of securing a spot on campus is low. For more information, please visit <https://www.uvic.ca/residence/>

### ❖ Off-Campus Housing

For more independence, students can search for off-campus accommodation through the following website: **UVic Off-Campus Housing** [www.UVic.ca/residence/home/home/off-campus/](http://www.UVic.ca/residence/home/home/off-campus/) Renting a shared apartment, basement suite or condo can range from \$900 - \$1500 CAD/month (not including food).

### Be aware of scams and fraud

It is often very hard to determine if a listing is legitimate without actually meeting the landlord or viewing the property. Never send personal information (bank account details, SIN# etc.) or money to someone you have not met and never pay a deposit before you have signed an agreement and viewed the accommodation. For more resources and information, please check

[here](#)

**Trust your instincts. Ask questions and do not send money to anyone you have not met. You can always consult with us when in doubt.**

## ENTRY INTO CANADA



Check the following Immigration, Refugees and Citizenship Canada (IRCC) webpage to determine what documents you will need to enter Canada [here](#) .

Please make sure you **apply in advance** via the IRCC website for your Canadian immigration document considering the current [processing times](#) .

Be aware you must receive the approval before you travel to Canada and start your program.

### Study Permit

A Study Permit is **required** for any student attending our institution for **longer** than 6 months. Students of some countries require a Temporary Resident Visa (TRV) in addition to a study permit, others need to apply for an Electronic Travel Authorization (eTA).

Please refer to the IRCC website for more information about the study permit application process [here](#)

### Electronic Travel Authorization (eTA)

Visa-exempt foreign nationals who fly or transit through Canada must have an eTA. Please refer to the following link in order to determine whether you require an eTA:

[www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html)

The cost of the document is CAD \$7.00 and is valid for five years or the duration of your passport, whichever comes first.

### Temporary Residence Visa (TRV)

Foreign nationals **who are not visa-exempt** must apply for a Temporary Residence Visa (TRV). What a visitor visa is, who is eligible and how to apply at:

[www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html)

## HEALTH INSURANCE



### Mandatory Temporary Medical Insurance (MTMI)

The University of Victoria has implemented a **mandatory** medical insurance plan, which will cover exchange students for one semester while studying at UVic. If your students are studying at our institution for two semesters, they would have to apply for the BC Medical Services Plan (MSP) upon arrival for medical coverage during the Spring semester.

**The cost of this mandatory plan is CAD \$265.00** for the semester and must be purchased once the student is in Victoria. For more information, please visit the website [here](#)

**NOTE: It is critical that students pay their MTMI fee as failure to do so will result in our institution being unable to issue a final transcript of grades upon the completion of their program.**

## COURSE, GRADING, AND TRANSCRIPT INFORMATION

### Course Information & Registration

Each undergraduate business course is worth 1.5 UVic units and approximately 39 contact hours. Please note, 1.5 UVic units is the equivalent to 6 ECTS credits. **During one term, the full-time course load is 7.5 units or five undergraduate business courses.** Kindly ensure you check with your home institution to verify how many credits you need to fulfill your exchange course credit requirement while studying at our institution.

Your course selection is completed in the second stage of your application. The course list will be sent to students the **middle of May**.

### Course considerations

- ✓ Please choose a **minimum of 10 business courses** (per term) and we will do our best to

register you in a **maximum** of five business courses.

- ✓ Kindly ensure you are choosing courses that are approved by your home institution and you are registered in the amount of credits required by your home university.
- ✓ Ensure you have met the pre-requisites for your chosen courses.
- ✓ We regrettably cannot guarantee registration in non-business courses (courses offered outside the Gustavson School of Business).

**\*NOTE:** We register Fall and Spring students in courses starting the **end of June**. Course changes can be made during the first week of term, but course selection will be **limited**.

### Grading

To view the University of Victoria grading legend, please see [here](#)

### Transcripts

Official transcript of grades for the fall term will be sent to partner institutions **late January/early February**. Spring term official transcripts will be sent to partner institutions **late May/early June**.

## UVIC'S CENTRE FOR ACCESSIBLE LEARNING

The **Centre for Accessible Learning** (CAL) is part of UVic's [Division of Student Affairs](#). Their office works with faculty and students to promote educational equity and accessibility for students with disabilities and chronic health conditions.

If you are a student who needs an academic accommodation to address barriers to your education, please look into the CAL services and consider registering [here](#)



[uvic.ca/gustavson](http://uvic.ca/gustavson)



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**Gustavson**  
School of Business  
University of Victoria