

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.

Centre for International Experience Student Portal

Welcome to the University of Toronto Centre for International Experience (CIE).

Please Register / Log In by selecting your home institution:

University of Toronto Students:	Students from Other Institutions:
Please log in using your UTORid and password. New users will be required to create a profile. UTORid: Password: Login	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 I forgot my password



Instructions Step 2

- Once you have logged in to the online exchange application, select **“My Profile”** and fill out the appropriate information.



The screenshot shows the 'Centre for International Experience Student Portal'. On the left is a navigation menu with links: Home, My Profile (circled in red), My Applications, Terms And Conditions, FAQ, My Password, and Logout. Above the menu is a text size selector. The main content area on the right has a green header bar with the text 'Centre for International Experience'. Below this, the title 'Centre for International Experience Student Portal' is followed by a welcome message to 'Barbara'. A paragraph explains the portal's purpose. Below that is a section titled 'Exchange Program' containing a form with fields for 'Home university:', 'Exchange program:', 'Academic Year:' (set to '2013-2014'), and 'Terms:'. The 'Program' field is currently empty, and the 'Exchange Program' field contains the text 'Exchange Program'.

Size: A | A | A | A

Home

My Profile

My Applications

Terms And Conditions

FAQ

My Password

Logout

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

Home university:	Program
Exchange program:	Exchange Program
Academic Year:	2013-2014
Terms:	



Instructions Step 3

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

Centre for International Experience

Size: A | A | A | A

[Home](#)

[My Profile](#)

[My Applications](#)

[Terms And Conditions](#)

[FAQ](#)

[My Password](#)

[Logout](#)

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Exchange Program

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Exchange program:	Exchange Program
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)

1. Academic > 2. Courses > **3. Documents** > Transcript > 5. Housing > 6. Health Insurance

Document

Document Name	Document Type	Upload Date	Action
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Upload Document

Before you upload your document, please ensure the following:

- Max. file size is 10MB
- File formats supported: *doc, docx, pdf, txt, rtf*

Document Type:

Upload Document:

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.

Declaration by Applicant

1. I declare that I have read the above application, have a good comprehension of the requirements indicated, and that to the best of my knowledge the information supplied is correct and complete.
2. I recognize that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies, and experience and hereby authorize U of T to obtain further information where necessary.
3. I agree to present the original copies of my academic results and transcripts for verification by U of T.
4. The University of Toronto reserves the right to withdraw any offer to me or cease my enrollment at any stage during my course of study where false or misleading information has been provided.
5. I understand that I will be admitted as a **non-degree** student to the University of Toronto.
6. I understand that the University of Toronto **cannot guarantee** that any or all courses required for my academic program will be offered during the period of my exchange, and that individual faculties and departments at the University of Toronto have the right to refuse access to courses to exchange students.
7. I accept the condition that with my admittance to the University of Toronto and not being a Canadian citizen or Permanent Residence, **I must enrol in the University Health Insurance Plan (UHIP) and am responsible for paying** either prior to or immediately upon my arrival.
8. For Canadian citizens and Permanent Residence ONLY: I recognize that if I am coming back from an absence outside of Canada, I am required to apply for UHIP until the Ontario Health Insurance Plan (OHIP) becomes effective.
9. I agree to abide by all the rules and regulations of the University of Toronto, including but not limited to [Code of Student Behaviour](#) and [Code of Behaviour on Academic Matters](#).
10. I agree that the Student Exchange Office can share information regarding academic and non-academic behavior with your home institution. This includes transcripts, academic and health issues.

I have read and agree to the above Terms and Conditions: * ☒ Yes ☐ No

Finish Previous



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

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