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## APPLICATION PROCEDURE: STUDENT EXCHANGES AT MCGILL'S FACULTY OF LAW 2017-2018

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### Exchange Application Due Date

#### Fall 2016 and Full-year exchange deadlines:

- Nomination deadline: April 15, 2017
- Student application deadline: April 15, 2017
- Student supporting document deadline: May 1, 2017

#### Winter 2017 exchange deadlines\*:

- Nomination deadline: September 15, 2017
- Student application deadline: September 15, 2017
- Student supporting document deadline: October 1, 2017

We cannot guarantee that applications will be accepted beyond these dates. If you encounter difficulties in submitting the applications within the deadline, please contact [sao.law@mcgill.ca](mailto:sao.law@mcgill.ca) prior to April 15, 2017 for Fall 2017 and Full-year exchanges, and prior to September 15, 2017 for Winter 2018 exchanges.

**\*Note about Winter 2018 exchange deadlines:** registration for Fall 2017 and Winter 2018 courses opens on **July 4, 2017 at 9:00am Eastern time** for all newly-admitted Fall 2017, Full-year and Winter 2018 exchange students. Therefore, *if possible*, we recommend that Winter 2018 applications are submitted before that date so that Winter term exchange students will be able to start registering for their courses along with other newly-admitted exchange students in July.

### Online Application

Students must fill out the University's online [application form](#). A list of instructions explaining how to apply online can be found here: <http://www.mcgill.ca/applying/apply/step-step-guide>. There are **no application fees** for exchange students. Applicants should choose the following categories:

- Application type: undergraduate
- Education category: refers to student's **home** university (ex.: Univ./College outside Canada/US)
- Faculty/School/Centre: Faculty of Law
- Program: Exchange/Special/Visiting Law
- Major or Subject: Exchange
- Referee information: Reference letters are **not required** for exchange, but the online application will prompt applicants to fill in the referee information section. Applicants should enter the following:
  - Indicate "NA" in all of the required fields.
  - In the "Country" field, select any country from the drop-down menu. The "Pick Country" field should not be left blank as the system will not let the applicant move forward unless a country is selected.

Once the application is submitted, an automatic confirmation email will be sent to your personal email within 48 hours with your ID and pin number so that you may then log into Minerva to upload your documents. If you have not received the confirmation email after 48 hours, please contact the Minerva help desk – <https://www.mcgill.ca/it/get-started-it/need-help>.

## Application File

Exchange students must upload the following supporting documents via the online application system by **May 1, 2017** for Fall 2017 and Full-year exchanges and by **October 1, 2017** for Winter 2018 term exchanges:

- ✓ Personal Statement (where the student explains his/her reasons for applying)
- ✓ Curriculum Vitae
- ✓ Official transcript of university law grades
- ✓ Letter of Permission/Nomination on the home university's letterhead, for each student's file. The nomination letter should include the student's name, the faculty where the student wishes to study and the semester(s) of the exchange
- ✓ Copy of passport

**Reference letters and proof of proficiency in the English or French language are *not* required.**

For instructions on how to upload one's documents, please visit: <https://www.mcgill.ca/applying/ive-applied-now-what/submit-your-supporting-documents>

Students can track their application status on Minerva: Applicant Menu → View Application Status

A decision will be rendered by mid-May 2017 for Fall 2017 and Full-year exchanges, and by mid-October 2017 for Winter 2018 exchanges. Once a decision is rendered, students will be emailed at the email they provided on their application. They will be prompted to accept the offer of admission on Minerva. The decision letter can be downloaded and printed from Minerva.

## Key dates for 2017-2018

Fall semester classes: Tuesday, September 5 to Thursday, December 7, 2017\*  
Fall semester examinations: Friday, December 8 to Thursday, December 21, 2017

\*Thursday, December 7 will follow a **Monday** schedule.

Winter semester classes: Monday, January 8 to Monday, April 16, 2018  
Winter reading week (no classes): Monday, March 5 – Friday, March 9, 2018  
Winter semester examinations: Tuesday, April 17 to Monday, April 30, 2018

McGill is closed on the following days:

Labour Day:	Monday, September 4, 2017	Good Friday:	Friday, March 30, 2018
Thanksgiving:	Monday, October 9, 2017	Easter Monday:	Monday, April 2, 2018
McGill closed:	Saturday, December 23, 2017- Tuesday, January 2, 2018, inclusive		

A list of Faculty-specific dates and deadlines can be found here: <http://www.mcgill.ca/law-studies/courses-registration-exams/deadlines>.

**\*Students must be in Montreal as of the first day of courses, or sooner\***

## Course registration

Exchange students may start registering for courses on Minerva, for both terms, on **July 4, 2017 at 9:00am Eastern time**.

Law course information, including course offerings and examination timetables, can be found on the Faculty of Law's website <http://www.mcgill.ca/law-studies/courses-registration-exams/courses> (updated each year in April/May). To maintain full-time status, students are required to take **12-15 credits per term**.

Students may register in most upper-year undergraduate law courses, as long as there is space and they have taken the equivalent of the prerequisite(s) for the course. Incoming exchange students are also permitted to register for **graduate level law courses**, and a maximum of **1 non-law course per term**, upon approval and availability.

## Bilingual Language Policy

McGill's Law program is offered in a bilingual, English & French, environment. The majority of courses at McGill are offered in English, thus the ability to communicate in English is a requirement.

At the Faculty of Law, reading of complex substantive texts in French and English are assigned in many upper-year law courses, irrespective of the language of instruction of the course. In certain courses in particular, such as private law courses, students will be assigned readings in French. While examination questions are set in the language in which a course is given, any examination may contain extensive passages in either French or English. Students should take this into account when selecting courses and are welcome to contact Faculty advisors if they have any questions or concerns.

In order to communicate fully with all law students at McGill, and to understand all course materials, the ability to speak and read French is an asset.

## Housing

Information about on-campus student housing can be found on the [McGill Student Housing website](#). Students may submit a request for on-campus housing via their online exchange application form, however, space is not guaranteed:

- Fall 2017 or Full-year exchange: Indicate "Yes" under "Residence Accommodation" section.
- Winter 2018 exchange: students must verify available space by emailing [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)

Students unable to receive on-campus housing are encouraged to visit the [Off-Campus Housing website](#) for information on finding housing in Montreal.

## International Health Insurance (Compulsory)

Students should consult the [McGill International Student Services website](#) for all the details about the **compulsory** International Health Insurance plan (coverage, fees, possibility of exemption).

## Immigration Requirements

Please consult the [McGill International Student Services website](#) for details on which documents will be needed for exchange.

## Orientation

**Faculty of Law:** The Law Faculty organizes orientation information sessions for all newly-admitted exchange students. The session for Fall term and full-year exchange students takes place in late August/early September. The session for newly-admitted Winter term exchange students will take place in January.

**International Student Services Office:** McGill's International Student Services Office hosts webinar information sessions on their website prior to arrival at McGill so that students can learn more about McGill, Montreal, Study Permits, Health Insurance, Housing, Banking, Cell phone plans, Orientation, and more. The webinars can be accessed here:

<https://www.mcgill.ca/internationalstudents/pre-arrival>

## Other Information

More information regarding housing, expenses, Compulsory International Health Insurance, Immigration requirements and transcripts can all be found on the McGill International Education website:

[www.mcgill.ca/students/international/incoming/exchange](http://www.mcgill.ca/students/international/incoming/exchange).

Please visit the Faculty of Law page for [incoming exchange students](#) for additional information.

## Contact Information

### Faculty of Law

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