How to apply for a research exchange through the student exchange program

1. Please send us by email (according to the email addresses below) this letter of invitation completed by the professor/researcher from Université de Montréal who has agreed to supervise your research exchange.

   Please note that the duration of the research exchange must be less than 6 months.

<table>
<thead>
<tr>
<th>Miguel Codes Alberola</th>
<th>Sarah Gu</th>
<th>Caroline Téhard</th>
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<tr>
<td>Student Mobility Advisor</td>
<td>Student Mobility Advisor</td>
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<td>Francophone Europe, Australia, Canada and Africa</td>
<td>Americas and Asia Pacific</td>
<td>Non-Francophone Europe and Middle East</td>
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<tr>
<td><a href="mailto:ma.codes.alberola@umontreal.ca">ma.codes.alberola@umontreal.ca</a></td>
<td><a href="mailto:sarah.gu@umontreal.ca">sarah.gu@umontreal.ca</a></td>
<td><a href="mailto:caroline.tehard@umontreal.ca">caroline.tehard@umontreal.ca</a></td>
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</tbody>
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2. Submit our online application (this link will be sent to you once we receive your letter of invitation).

   **Attention:** you must choose the session corresponding to the beginning of your stay and the following sessions if your stay overlaps more than one session.

   - Fall session : September to December
   - Winter session : January to April
   - Summer session : May to August

3. Upon your arrival, you must present the following document to the Registrar's Office:

   A certified copy of a single document listing your name and your parents' names (e.g. birth certificate or family record book). **IMPORTANT:** an official translation, issued by a competent authority, in French or English if the document is in another language, is compulsory. Your admission will not be processed if the translation is not official.

   Please note that no financial assistance is associated with this program.

**AUTORISATION AND SIGNATURE**

I authorize the universities to release information to the appropriate authorities, if applicable, where such information may be required for or may facilitate the issuing of permits required to enter and stay in the host country, in accordance with applicable laws.

I agree to abide by the rules and respect any decision taken by the university.

I declare that the information provided above is complete and accurate.

________________________________________  ______________________________________
Signature                                      Date