SUMMARY: HOW TO APPLY FOR A RESEARCH EXCHANGE THROUGH THE STUDENT EXCHANGE PROGRAM- WINTER/SUMMER 2018

Introduction

Research exchange

In principle, students who want to register for “research credits” are accepted into exchange programs (either at the Master’s or Doctoral level, and whether or not the student takes regular courses). However, before sending us your application for an exchange program, you must get one of our professor-researchers to agree to supervise your research. We automatically reject all "research" applications for which no such consent has been obtained. Each of the University’s departments has a web site where it is possible to find a professor’s research interests.

To submit an application for a research exchange, please consult the following document, which contains all needed information.

The International Relations Service at the student’s home institution must send application files by mail or express mail to Université de Montréal’s International Relations Office. Please visit our directory to send files to the appropriate advisor.

Internships

It is not possible to participate in an exchange program in order to do an internship abroad. Exchange programs are intended only to enable students to take courses (or do research) at another institution. Citizenship and Immigration Canada regulations are very clear: foreign students may only register for an internship (paid or unpaid) if it is essential to their program of studies in Canada. You should also know that, for various reasons, most employers are not interested in having foreign interns.

In some cases, departments allow students to register for internships that are part of the curriculum, but this is not usually the case. Contact those in charge of the relevant department or unit prior to finalizing your exchange program application.

Please note that Master’s programs offered by science departments within the Faculty of Arts and Sciences are research degrees and not course degrees with internships.
How to apply for a research exchange through the student exchange program

1. Please send us an invitation letter by email (according to the email addresses below) from your research supervisor, a professor/researcher from Université de Montréal must first agree to supervise your research. The letter must specify the exact dates of your research exchange which you will be registered with a fulltime status (12 credits minimum for undergraduate students and 6 credits minimum for graduate students). Registration to these credits does not entail any attendance to courses.

   Caroline Téhard
   Student Mobility Advisor
   Europe and Middle East
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   Sarah Gu
   Student Mobility Advisor
   Americas, Asia-Pacific and Africa
   sarahégu@umontreal.ca

2. Submit our online application (this link will be sent to you once we receive your letter of invitation).

3. Your application must contain all of the following documents in the order below:
   - This document duly signed;
   - The letter of invitation from your research supervisor at Université de Montréal;
   - A letter of intent with the academic objectives that you wish to achieve;
   - A copy of your official academic transcripts, which must include all the courses taken to date as well as your most recent grades;
   - A letter of recommendation from the home university’s Academic Head, Advisor or other appropriate authority;
   - A copy of a single document listing your name and your parents’ names (e.g. birth certificate or family record book).

Please send your application to one of the following addresses:

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<th>Express mail (FEDEX, DHL)</th>
<th>Regular mail</th>
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<tr>
<td>Université de Montréal</td>
<td>Université de Montréal</td>
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<tr>
<td>Direction des affaires internationales</td>
<td>Direction des affaires internationales</td>
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<tr>
<td>3744, rue Jean-Brillant, bureau 581</td>
<td>Pavillon 3744 rue Jean-Brillant</td>
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<tr>
<td>Montréal (Québec) H3T 1P1</td>
<td>C.P. 6128, succursale Centre-ville</td>
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<td>CANADA</td>
<td>Montréal (Québec) H3C 3J7</td>
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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

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