

National Student Exchange

PROCEDURES FOR EXCHANGE BETWEEN THE UNITED STATES AND CANADA

The basic process for arranging an exchange between U.S. and Canadian colleges and universities is the same as any other NSE exchange. There are, however, several considerations that require special attention including financial aid, language proficiency, and entry process. Those items are described below.

PARTICIPATING U.S. CAMPUSES

Not all U.S. member campuses exchange with members in Canada. Those that do so are identified by a maple leaf adjacent to their campus narrative in the NSE *Directory*.

COSTS

The side bar information (in the NSE *Directory*) for institutions in the United States and its territories lists tuition and fees, room, and meals in U.S. dollars. The side bar information for the Canadian universities lists tuition and fees, room, and meals in Canadian dollars. All cost figures are current at the time of publication; however, you should anticipate an increase of 5-15% for the period of your actual exchange. Use the Universal Currency Converter at www.xe.com/ucc/ to calculate the rate of exchange. Because of the fluctuating values of currency, the actual cost is subject to change as you come closer to your planned period of exchange.

FINANCIAL AID

Whether you are exchanging from the United States to Canada or from Canada to the United States, all financial aid must be applied for, and disbursed from, your home institution regardless of whether the exchange is made on Plan A (host campus payment) or Plan B (home campus payment).

EXCHANGING FROM THE UNITED STATES TO CANADA

LANGUAGE PROFICIENCY

Canada has two official languages: English and French. All NSE members in Canada, with the exception of the Universite de Sherbrooke and the Universite du Quebec a' Montreal, are English-speaking. Students for whom English is not their first language may be asked to demonstrate English proficiency through submission of TOEFL or other test scores.

The language of instruction at the Universite de Sherbrooke and the Universite du Quebec a' Montreal is French. Prior to placement, you must demonstrate French proficiency at your home institution preferably through an interview with a faculty member or administrator whose native language is French. Additional testing may be administered by the university.

PROCESS

Students exchanging from a U.S. university to one in Canada will receive a letter of acceptance from their host Canadian university along with detailed instructions regarding the Canadian entry process. Timely completion of forms is essential.

PROCESS, continued

A Study Permit is required if you plan to exchange to Canada for more than six months and/or intend to seek employment while on exchange. U.S. citizens and permanent U.S. residents apply for a Study Permit either through a Canadian visa office or at a Port of Entry upon arrival at the Canadian border. If the application is made through the Visa Office, and is approved, a letter of introduction is issued which you must then present at the Port of Entry in order to receive the Study Permit. International students studying in the U.S. who wish to study in Canada must apply to a Canadian Immigration representative in the U.S. for a Study Permit and, in many cases, an entry visa.

U.S. citizens and permanent U.S. residents must provide a valid passport. Students from anywhere else will need additional documentation and should check with the consulate for information. Required of all students is your original letter of acceptance from your host university, two recent photographs, proof that you have sufficient money to live and study while in Canada, and proof of health insurance coverage which is applicable in Canada. At the Canadian Port of Entry you will receive a Canadian Study Permit with dates that match the university's letter of acceptance. At that time, it is your responsibility to ensure that the Study Permit you receive does not contain any errors. The current cost for this document is \$125 Canadian. For additional information see <http://www.cic.gc.ca/english/study.asp>.

STUDY IN QUEBEC

If you are exchanging to NSE members in the province of Quebec, you must first obtain the Certificat d'acceptation du Quebec/Quebec Certificate of Admission (CAQ) prior to applying for the Canadian Student Permit. The current fee for the CAQ is \$100 in Canadian dollars. Follow directions provided by your Quebec host university regarding applying for the CAQ. Plan on at least six weeks following application to obtain the CAQ. Upon arrival at Bishop's University in Quebec, exchange students are required to provide a certified copy or original birth certificate. For additional information see <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/index.html>.

AGE OF MAJORITY

In Canada, each province and territory decides the age of majority; in some cases it is 18, and others 19. Anyone under the age of majority is considered a "minor child." If you are planning an exchange to Canada and would be considered a minor by Canadian law, you will need to have a custodian in Canada. See <http://www.cic.gc.ca/english/study/study-minors.asp> for age of majority by province and further details governing this matter.

HEALTH INSURANCE

You must provide proof of health insurance coverage in order to study in Canada. If your health insurance is not applicable in Canada, your host Canadian university will require that you purchase health insurance either through their institution or a private carrier. See the side bar information in the Canadian campus narratives for health insurance costs.

WORKING WHILE STUDYING IN CANADA

You must go to Canada with enough money to live and pay your bills while you are studying, without needing to work. In certain situations, you may be able to work while studying to earn additional expense money. A Study Permit is required (see above) as is full-time enrollment if you intend to seek on-campus employment while on exchange. It is unlikely that exchange students will be able to work off campus due to Canadian regulations governing eligibility for work permits which require that you have been a full-time student for at least six of the twelve months preceding your application for a work permit. See <http://www.cic.gc.ca/english/study/work.asp>.

EXCHANGING FROM CANADA TO THE UNITED STATES

LANGUAGE PROFICIENCY

All NSE members in the United States and its territories, with the exception of the colleges and universities in Puerto Rico, are English-speaking. Students for whom English is not their first language may be asked to demonstrate English proficiency through submission of TOEFL or other test scores.

The language of instruction at all NSE members in Puerto Rico is Spanish. Students exchanging to NSE campuses in Puerto Rico must demonstrate Spanish proficiency on their home campus preferably through an interview with a faculty member or administrator whose first language is Spanish.

SEVIS FEE

You will pay a SEVIS (Student and Exchange Visitor Information System) fee of \$180 for J-1 status or \$200 for F-1 status. Universities have the option of paying the SEVIS I-90 fee for their exchange visitors or requiring that the exchange student pay the fee directly to SEVP (Student and Exchange Visitor Program). Ask your NSE designated international contact the payment procedure which will be required of you. Payment directly to SEVP can be made at <https://www.fmjfee.com/index.jhtml>.

Some NSE member institutions may assess an institutional SEVIS administrative fee. This is not the same as the SEVIS I-901 fee as their campus fee may be used to support their own institution's student exchange visitor office and automated reporting systems.

PROCESS

In most cases, Canadian citizens exchanging from a university in Canada to an NSE member in the United States will be processed by their host U.S. campus using the J-1 exchange visitor status. Some NSE campuses, however, may utilize the F-1 student status. Applications for the J-1 status will be processed on Form DS-2019. Applications for the F-1 status will be processed on Form I-20. The appropriate form will be supplied by your NSE host university in the United States. Completed forms, along with documentation listed below, must be taken to the U.S./Canadian border or Port of Entry where the J-1 or F-1 status will be issued.

Required documentation for processing either the J-1 or F-1 status will include Forms DS-156 and DS-158. Some applicants will also be required to complete Form DS-157. You must provide financial evidence (e.g., tax records, bank books, income documents) which show that you, your parents or sponsor have sufficient funds to cover your tuition and living expenses during the period of your intended study in the U.S. You will also be asked for a non-refundable \$100 application fee, a passport valid for travel to the United States with a validity date at least six months beyond the intended period of U.S. stay, one (1) 2x2 photograph, a completed Form DS-2019 (J-1 status) or Form I-20 (F-1 status), proof of permanent residence outside the United States, and evidence that you intend to leave the U.S. at the completion of your exchange studies.

You may also be asked for evidence of your student status (e.g., recent tuition receipt and transcripts), a letter of acceptance from your host university, and the name and contact information for your Designated School Official (DSO), including a 24-hour emergency contact number at your host campus. Most NSE member colleges and universities will require that you purchase health insurance from their institutions.

At the U.S./Canadian border or at the Port of Entry, the Customs official will affix an admissions stamp on your passport, the Departure Entry Record, Form I-94, and on either the DS-2019 (J-1) or the I-20 (F-1). The stamp will show the date of admission, status, and the length of stay permitted. At that time, it is your responsibility to ensure that the information does not contain any errors.

For additional information, refer to <http://www.educationusa.state.gov>.

HEALTH INSURANCE

Exchange visitors are required to have health insurance for the duration of their exchange program. At minimum, insurance coverage must include medical benefits of at least \$50,000 USD per person, per accident or illness; repatriation of remains in the amount of \$7500 USD; and expenses associated with medical evacuation in the amount of \$10,000 USD. Per accident or illness deductibles cannot exceed \$500 USD. Contact the NSE coordinator or designated international programs contact at the NSE host campus prior to purchasing insurance as some NSE member campuses will require that you purchase through their institutions.

WORKING WHILE STUDYING IN THE UNITED STATES

You must come to the United States with enough money to live and pay your bills while you are studying, without needing to work. In certain situations, you may be able to work while studying to earn additional expense money. Students entering the United States under a J-1 status will not be able to work. Those entering under an F-1 status may be able to work on campus or in an off-campus location that is educationally affiliated with their host university. For further information see http://www.ice.gov/sevis/employment/faq_f_on1.htm.

CROSSING THE BORDER

Whether you are exchanging to or from Canada, to limit potential for delay at the U.S./Canadian border or Port of Entry, NSE strongly encourages that you schedule your arrival during weekday business hours. Prior to departure, request the names and contact information for both the NSE coordinator and the international contact (if different from your NSE coordinator) at your host university and a phone number where these individuals can be reached 24 hours a day, seven days a week. If coming from Canada to the United States, make sure you have the emergency contact number for your host university's Designated School Official (DSO) or designee.