

Information about UQTR	
Information about UQTR	Established in 1969. French public university. Over 14,500 students. Official website: <a href="http://www.uqtr.ca">www.uqtr.ca</a>
International and Recruiting Office (BIR)	Website for exchange students: <a href="http://www.uqtr.ca/bir/echanges">www.uqtr.ca/bir/echanges</a> BIR website: <a href="http://www.uqtr.ca/bir">www.uqtr.ca/bir</a> BIR Facebook page: <a href="https://www.facebook.com/biruqtr">https://www.facebook.com/biruqtr</a>
Student Mobility Coordinator	Marie-Claude Trépanier 3351, boul. des Forges C.P. 500 Pavillon Suzor Coté, Local 0020 Trois-Rivières, Québec, Canada G9A 5H7
Email address	<a href="mailto:echange.bir@uqtr.ca">echange.bir@uqtr.ca</a>
Telephone	819-376-5011, extension 2522
Office hours	Monday to Friday from 8:30 a.m. to noon and 1:30 to 5:00 p.m.
Learn more about UQTR	Video: " <a href="#">Bienvenue à l'UQTR</a> " [Welcome to UQTR] Video: " <a href="#">Ma vie à l'UQTR</a> " [My life at UQTR] Map of the <a href="#">campus</a> and virtual tour

Programs, admission requirements and calendar	
Programs available to exchange students	Students must choose one of the following programs : <ul style="list-style-type: none"> <li>- For BCI/CREPUQ: See the BCI/CREPUQ website for the criteria corresponding to the <a href="#">program list</a> or see the attached list.</li> <li>- For a bilateral agreement: see the agreement.</li> </ul> <p>Students must ensure that they have thoroughly read the specific admission requirements for each program. For example, some programs may require a higher GPA, or some courses may be unavailable.</p>
Quebec university system	The Quebec university system includes three levels. The first level is available after 13 years of schooling. Program length varies according to the chosen discipline and level, but in general represents: <ul style="list-style-type: none"> <li>➤ Level 1: Bachelor's program (3 to 4 years)</li> <li>➤ Level 2: Master's program (2 years) and Graduate Diploma (1 year)</li> <li>➤ Level 3: Doctorate program (3 to 5 years)</li> </ul>
Admission requirements	At the time they submit their application form to UQTR, students must: <ul style="list-style-type: none"> <li>• be selected and nominated by their home institution before the deadlines established by UQTR;</li> <li>• be enrolled in one of the BCI/CREPUQ <a href="#">partner institutions</a> or an institution with a bilateral agreement;</li> <li>• have completed the equivalent of at least one year of full-time study in the program in which they are enrolled, as well as a total of 13 years of schooling for a Bachelor's program (at least 16 years for a Master's program and 18 years for a Doctorate program)</li> <li>• have found a program at UQTR which corresponds to their current studies, from the BCI/CREPUQ <a href="#">list of programs available</a> or those listed in a bilateral agreement;</li> </ul>

	<ul style="list-style-type: none"> <li>• remain enrolled full-time in this same program during their stay at UQTR (12 to 15 credits for Bachelor’s program, 9 credits for Master’s or Doctorate program);</li> <li>• obtain from the home institution approval of the course program they intend to take at UQTR (Form BIR-10 or study contract from the home institution);</li> <li>• have an excellent academic record (GPA of 12/20 in France, 7/10 in Brazil and 80/100 in Mexico). Some UQTR departments may require a higher GPA;</li> <li>• be proficient in French (Level B2);</li> <li>• meet the specific admission requirements of the chosen program, if applicable. <ul style="list-style-type: none"> <li>- For BCI/CREPUQ: See the BCI/CREPUQ website for the criteria corresponding to the <a href="#">list of available programs and requirements</a>.</li> <li>- For a bilateral agreement: see the agreement.</li> </ul> </li> </ul>
Language of instruction and language proficiency	<p>At UQTR, courses are taught in <b>French</b>. Students must therefore be able to speak, read and write French.</p> <p>The minimum acceptable level is intermediate/advanced or the <b>equivalent of Level B2</b> according to the Common European Framework of Reference for Languages.</p> <p>The following attestations are accepted:</p> <ul style="list-style-type: none"> <li>- Letter from the sending university verifying the student’s proficiency in French;</li> <li>- DELF (Diploma in French Studies);</li> <li>- DALF (Diploma in Advanced French).</li> </ul>
Choice of courses	<p>Program information is available in the <a href="#">list of programs</a> or on the UQTR website (<a href="http://www.uqtr.ca/programme">http://www.uqtr.ca/programme</a>). By clicking on the program name, students can view the program description, progression chart and list of courses. Students can indicate their chosen courses on Form BIR-10 or in their study contract.</p> <p>Student must be enrolled in:</p> <ul style="list-style-type: none"> <li>➤ Bachelor’s program: <b>12 to 15 credits</b> (4 or 5 courses of 3 credits each)</li> <li>➤ Master’s program, graduate diploma, Doctorate program : <b>9 credits</b> (3 courses of 3 credits each)</li> </ul> <p>Face-to-face classes only. Online courses (for exemption) technology fee will be charge to the student (\$25 / courses).</p> <p>By clicking on the alphanumeric code of the chosen course (ex. ADM-1010), students can obtain more information, including the course description and the number of credits connected to the course. <b>Please note that the course codes for internships are not available to exchange students.</b></p> <p>The teaching timetable for the current academic year is posted until mid-February. However, timetables are similar from one year to another. We recommend that students pay particular attention to the timetable of their chosen courses in order to avoid scheduling conflicts.</p> <p>Generally, students choose courses from the 1<sup>st</sup> or 2<sup>nd</sup> year of the chosen program. If students choose a course requiring a prerequisite, they must show that they have acquired the skills of this prerequisite by adding a note to their application which includes the title and description of the equivalent course taken (ex. course plan), as well as their transcript.</p>

	Students may choose a maximum of one course in another program.  Note: One three-hour course (3 credits) = 3 hours of class attendance + 6 hours of homework each week, over a period of 15 weeks.
Credit recognition	UQTR acknowledges that 2 European credits equal 1 credit in Quebec.
Academic calendar	Semester 1 (Fall): September to December Semester 2 (Winter): January to April For exact dates, see the website <a href="http://www.UQTR.ca">www.UQTR.ca</a> under the Information tab, or click <a href="#">here</a> .  Note: The exam period is included in each semester (generally the last two weeks of the semester).

Application form		
Deadlines and submission of application form	<b>Nomination</b> of selected candidates by the sending university, by email	From <b>January 1 to March 15</b> each year
	<b>Receipt</b> of application forms, by regular mail:	
	Fall semester	before <b>April 1</b> each year
	Fall/winter semester	before <b>April 1</b> each year
	Winter semester	before <b>April 1 or October 1</b> each year
	All documentation must be submitted in <b>duplicate</b> (1 original and 1 photocopy) <b>by regular mail or courier</b> to the following address:	
<b>Regular Mail</b>	<b>Courier Service</b>	
Marie-Claude Trépanier Bureau de l'international et du recrutement Université du Québec à Trois-Rivières (UQTR) 3351 boul. des Forges C.P. 500 Trois-Rivières (Québec) Canada G9A 5H7	Marie-Claude Trépanier Bureau de l'international et du recrutement Université du Québec à Trois-Rivières (UQTR) 3351 boul. des Forges Trois-Rivières (Québec) Canada G9A 5H7	
Note: Documentation that is incomplete or arrives after the deadline will be refused. The postmarked date will not be taken into account.		
Required documents	<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• French or English documents will be accepted. Documents written in another language must be translated by a certified translator, and must have the translator's seal affixed to them.</li> <li>• Only good quality photocopies (text and image) will be accepted.</li> <li>• Please send two copies of each document (1 original and 1 photocopy).</li> </ul> <hr style="width: 20%; margin: 10px auto;"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BCI application</b> signed by the student or Form BIR-9 (for bilateral agreements)</li> <li><input type="checkbox"/> <b>Presentation letter</b> describing the student's objectives while participating in the exchange program.</li> <li><input type="checkbox"/> <b>Curriculum vitae</b>.</li> <li><input type="checkbox"/> All official <b>transcripts</b> for each completed year of university (Bachelor, Master), including the current year or semester, accompanied by an official translation if applicable.</li> <li><input type="checkbox"/> Copy of a valid <b>passport</b> (If not available, send a copy of the student card until the reception of a copy of a valid passport).</li> <li><input type="checkbox"/> UQTR <b>Course Choices</b> form (BIR-10) or another document from the home institution (study contract, etc.) approved and signed by the director of the home institution.</li> </ul>	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Recommendation letter</b> from a professor at the sending university, accompanied by an official translation if applicable.</li> <li><input type="checkbox"/> Attestation of <b>language proficiency</b>, if the language of instruction at the sending university is other than French (see the section regarding Language of Instruction).</li> <li><input type="checkbox"/> Photocopy of <b>birth certificate</b> displaying the surnames and given names of the father and mother of the applicant, accompanied by an official translation if applicable. (A birth record is acceptable; please make copies of all pages which indicate the names of the child and parents.)</li> <li><input type="checkbox"/> A printed <b>portfolio</b> or electronic version on a USB key for the following programs: <i>arts visuels</i> (programs 7211 and 7212).</li> </ul>
Official response	<p><b>Applicants who have been accepted</b> into the exchange program will receive an official response (<b>acceptance letter</b>) by mail to their home address from the UQTR Registrar, after mid-May. The applicant will also receive a document indicating the courses which have been approved by UQTR. If the number of available courses is less than expected, the student will be asked to modify course choices and must then submit any new course chosen for approval by the two institutions.</p> <p>For <b>refused applicants</b>, we will send an email to the sending university and forward the application form to the next university on the priority list.</p>
Acceptance letter	Accepted applicants will receive an acceptance letter from UQTR by mail. Upon receipt, students are requested to activate their <a href="#">personal access code</a> (CPA) in order to access their student portal. Students should regularly check their email coming to this portal from UQTR.
Postponement of admission	Applicants who are unable to begin their studies in the Fall semester may request a <a href="#">report d'admission</a> [postponement of admission] to the Winter semester. In this case, the coordinator of the home institution must advise the Student Mobility Coordinator at UQTR in order to be informed of the steps required to proceed with a postponement of admission.

Transcript and grading system				
Grading system	A+ = 4.3	A = 4.0	A- = 3.7	Excellent
	B+ = 3.3	B = 3.0	B- = 2.7	Very good
	C+ = 2.3	C = 2.0	C- = 1.7	Good
	D+ = 1.3	D = 1.0		Acceptable
	E = 0			Failure
	Explanatory sheet for <a href="#">transcript</a>			
Transcript	<p>The UQTR Registrar's office sends transcripts to students by mail (to their home address), as well as to their home institution, approximately one month after the semester ends. Postal delivery times may vary from one country to another.</p> <p>Students who attend UQTR for two semesters will receive a transcript each semester.</p> <p><b>IMPORTANT:</b> Students must ensure that the address appearing in their student portal at the end of the semester is their address in their home country.</p>			

## Preparation for your stay

Helpful information	<p>The <a href="#">Service aux étudiants</a> [Student Services] website includes information to help students prepare for their stay at UQTR.</p> <p>Students may also consult the <a href="#">Accueil et le soutien aux étudiants internationaux and click on the passport image</a> [Passport for International Students], although some sections are specifically intended for regular students</p>		
Important dates		Semester 1 (Fall)	Semester 2 (Winter)
	Suggestion for arrival date at campus	1 week before classes begin	January 2
	Registration/Orientation Day	Last week of August (to be confirmed)	January 5 or thereabouts
	First day of classes	Beginning of September. See the calendar.	Beginning of January. See the calendar.
	End of classes and exams	Before December 24	Before April 30
	Vacation/Holidays	See the <a href="#">calendar</a>	See the <a href="#">calendar</a>
	Suggestion for departure date at end of semester	December 24	April 30
Arrival at UQTR	<p>Students can consult the link regarding <a href="#">étapes à suivre à l'arrivée</a> [steps to follow upon arrival] and note the date of Orientation Day for exchange students.</p> <p><a href="https://oraprdnt.uqtr.quebec.ca/pls/public/gscw031?owa_no_site=3746&amp;owa_no_fiche=188">https://oraprdnt.uqtr.quebec.ca/pls/public/gscw031?owa_no_site=3746&amp;owa_no_fiche=188</a></p>		
Registration certificate	<p>If the home institution requires confirmation of arrival or full-time registration (learning agreement, study contract, etc.), students may visit the Registrar's Office (Room 1221, Albert-Tessier building) approximately 3 weeks after classes begin so that the coordinator can sign the required document.</p>		
Health insurance	Mandatory health coverage (unless there is an existing reciprocal agreement)	<p>Pursuant to the regulations of the <i>Ministère de l'Immigration</i>, all international students who stay temporarily in Quebec must maintain health and hospitalization insurance for themselves and any dependents who accompany them. Therefore, students participating in an exchange program at UQTR must subscribe to the <a href="#">régime d'assurance maladie et hospitalisation</a> [health and hospitalization plan] for foreign students offered by UQTR and pay the associated fees to the UQTR Registrar's office upon their arrival. Fees are approximately \$324 CAD per semester.</p> <p><b>Beginning of coverage:</b> Any new student who arrives from abroad for a study period in Quebec is covered by this insurance plan from the time of arrival in the country so long as this occurs on or after August 15 (Fall semester) or December 15 (Winter semester).</p> <p><b>Note: No health insurance acquired in a home country will exempt students from health coverage fees at UQTR.</b></p>	
	Reciprocal agreement	<p>If students participating in an exchange at UQTR are citizens or nationals of another country having entered into an <a href="#">entente de réciprocité en matière de sécurité sociale</a> [reciprocal agreement for social security] with Quebec (<b>Belgium, Greece, Finland, France, Denmark, Luxembourg, Norway, Portugal, Sweden</b>) they must obtain a certificate of membership from the social security organization in their home country before they leave, and upon their arrival in Quebec, enroll in the <i>Régime d'assurance maladie du Québec</i> at a</p>	

	<p><i>Régie d'assurance maladie du Québec (RAMQ) office.</i></p> <p>Students must obtain the request for a certificate of membership in social security form mandated by the agreement. For more information and to obtain the required forms, see the <a href="#">RAMQ</a> website.</p> <p>Students must provide proof of this enrolment to the UQTR Registrar's office. This proof must be submitted no later than September 30 for the Fall semester and January 30 for the Winter semester.</p> <p><b>Attention:</b> to obtain the required authorizations and complete the paperwork regarding the reciprocal agreement with RAMQ, the student will need to travel to the RAMQ office either in Montreal or Quebec City. Please allow enough time and funds for this trip.</p> <p>Note: If students plan to travel outside of Quebec, they will need complementary insurance. They can enroll under the section <i>Soins de santé</i> [health care] of the supplementary insurance protection offered by the AGEUQTR.</p>
Health services at UQTR	<ul style="list-style-type: none"> <li>• <a href="#">Medical consultations</a> at UQTR</li> <li>• <a href="#">Info Santé 8-1-1</a> [Health Info 8-1-1] (24 hours, 7 days a week, service in French or English)</li> <li>• UQTR also has various clinics (fees apply): <a href="#">podiatry</a>, <a href="#">physiotherapy</a>, <a href="#">kinesiology</a>, <a href="#">ergotherapy</a>, <a href="#">chiropractic</a>.</li> </ul>
Residence permits/Visa	<p><b>The information below is provided for reference only and must be confirmed at <a href="#">IRCC</a> or at the Canadian Embassy in the student's home country.</b></p> <p>See the section <a href="#">autorisation de séjour</a> [residence permits] on the Student Services website.</p> <p>It is mandatory that all students planning a study period of more than six months (2 semesters) obtain the following documents before their stay:</p> <ul style="list-style-type: none"> <li>• <a href="#">Certificat d'acceptation du Québec</a> [Quebec Acceptance Certificate]</li> <li>• <a href="#">Permis d'études</a> [Study Permit]</li> </ul> <p>Depending on the country of origin, it may take several weeks to obtain these documents. Please click here to check <a href="#">processing times</a>.</p> <p>Nationals of certain countries must also obtain a temporary resident Visa in order to enter Canada (see <a href="#">Visa</a>).</p> <p>As of March 15, 2016, citizens of countries that are not subject to a Visa requirement must obtain an <a href="#">Electronic Travel Authorization</a> (eTA) in order to fly into or pass through Canada. Certain persons are <a href="#">exempt</a>, including US citizens and travellers with a valid Canadian Visa.</p> <p>We recommend that students inquire at the Canadian Embassy in their home country.</p> <p>Québec government website: <a href="#">Studying in Québec – Your 7-step procedure</a>  Canadian government website: <a href="#">Application to Study in Canada</a></p>
Lodging	<p>See the section <a href="#">logement et résidence</a> [Housing and residences] and pages 20-22 of the <a href="#">Passeport pour l'UQTR</a> [UQTR Passport].</p>

	<p>Also see the Student Services website for temporary lodging in <a href="#">Montreal</a> or <a href="#">Trois-Rivières</a> (youth hostel, hotel, etc.).</p> <p>When renting accommodations, students may need to sign a <a href="#">lease</a>.</p> <p>For UQTR residences, students must make an appointment to obtain keys, especially if they arrive during a weekend or outside of business hours.</p>
Budget	See the chart concerning <a href="#">frais de séjour</a> [living expenses].
Food service on campus	<p>The main food service is offered by <a href="#">Sodexo</a>.</p> <p>There is also a student café called <a href="#">Chasse-Galerie</a>.</p>
Travelling to UQTR from Montreal	<p>Some <a href="#">Orléans Express</a> coach leave directly from the Montreal airport for Trois-Rivières.</p> <p>Otherwise from the <b>Pierre-Elliott-Trudeau International Airport in Montreal</b>, you can use the <a href="#">747 Express Bus</a> 24-hour <b>shuttle service</b> to the <b>Gare d'autocars de Montréal</b> (about 45 minutes). From the Gare d'autocars de Montréal, you can take an Orléans Express coach to the <b>Gare d'autobus de Trois-Rivières</b> (approximately a two-hour trip). From the <b>Gare d'autobus de Trois-Rivières</b>, <a href="#">taxis</a> are available to take you directly to UQTR. Allow about 10 minutes for this trip.</p>
Transportation in Trois-Rivières	UQTR students have access to the <a href="#">STTR</a> bus service for only \$20 per semester. To take advantage of this student rate, they must obtain the STTR bus pass sticker once they arrive at UQTR, and affix it to their student card.
Internships and research studies	<p>In the context of BCI/CREPUQ exchange, work activities, off-campus internships and courses containing the word “stage” [internship] are not available.</p> <p>UQTR is not responsible for students who complete an internship in Quebec during their studies. It is mandatory that students who plan to do an internship while studying obtain a <a href="#">work permit</a>.</p>
Employment on campus	Students with a valid study permit and full-time student status can <a href="#">work on campus</a> . A Social Insurance Number (SIN) may be required.
Other websites or internet sites	<p>Tourisme Trois-Rivières [Trois-Rivières Tourism]  <a href="http://www.tourismetroisrivieres.com/en">http://www.tourismetroisrivieres.com/en</a></p> <p>Association générale des étudiant(e)s de l'UQTR [UQTR General Students Association]  <a href="http://www.ageuqtr.org/">http://www.ageuqtr.org/</a></p> <p>Québec government website  <a href="#">Studying in Québec – Your 7-step procedure</a></p> <p>Canadian government website  <a href="#">Application to Study in Canada</a></p>