



# 2025/2026 Exchange Student Fact Sheet

Welcome to the University of Prince Edward Island!

At the University of Prince Edward Island, we pride ourselves on quality education, hands-on learning opportunities through experiential education, caring staff & faculty that make a difference, small class sizes and a beautiful environment where you can truly thrive.

The inbound exchange program at UPEI offers students from partner schools an opportunity for you to integrate an excellent learning abroad experience with your academic background at your home institution. Visiting Prince Edward Island provides students from around the world the chance to learn about the Canadian social, cultural, and environmental landscape while gaining course credit that transfers to your home school.

Our university campus is home to over 4,600 students from over 100 different countries. With an international student population of almost 30%, we pride ourselves on having a diverse, vibrant, inviting, and safe campus.

UPEI is located in Canada's smallest province, Prince Edward Island (PEI). PEI is internationally recognized for its beautiful beaches, world-class cuisine, red soil, vibrant arts community, and of course, the famous. Anne of Green Gables. We hope that you will explore everything that our beautiful island offers during your exchange.



## Contents

Contact Information2
Important Dates & Information3
Nomination & Application Deadlines4
Nomination & Application Process5
After You Are Accepted16
Visa/Study Permit Information16
Academic Information
English Language Requirements
Mandatory Course Load
Grading System
Transcript Request
Housing Options
Homestay
Residence
Off Campus Residence20
Cost of Living
Medical Insurance
Travel Information20
Orientation21
Emorgancy Contact

# **Contact Information**

Email: exchangein@upei.ca Phone: 902-566-6092

**Address**: 550 University Avenue, Charlottetown, PE C1A 4P3



#### **Important Dates & Information**

Students should review the Academic Calendar carefully.

It is found here: <a href="https://calendar.upei.ca/current/">https://calendar.upei.ca/current/</a>

For all important calendar information, please visit: <a href="https://calendar.upei.ca/current/chapter/4-the-university-of-prince-edward-island-dates/">https://calendar.upei.ca/current/chapter/4-the-university-of-prince-edward-island-dates/</a>

We are currently facing unprecedented global challenges. Both Canada and the province of Prince Edward Island have implemented various restrictions. On a federal level, travel restrictions are in place that classify exchange students as "non-essential travelers".

Please be advised that, due to recent changes in immigration policies, there are specific procedures and requirements for travel, as well as for entering both Canada and Prince Edward Island. It is essential that you remain in communication with the UPEI Exchange Coordinator, Sarah Cheng (<a href="mailto:sacheng@upei.ca">sacheng@upei.ca</a>), and comply with all the guidelines provided by Immigration, Refugees and Citizenship Canada (IRCC) on their website, please visit <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html</a>. Additionally, students should regularly check the Prince Edward Island government's websites for further updates.

Students are also encouraged to monitor the University of Prince Edward Island's website for important updates and information, including their responsibilities in contributing to a safe and healthy campus environment. Additional information is available here: https://www.upei.ca/safety-security.



# **Nomination & Application Deadlines**

**Semester 1 (September - December)** 

Nomination: March 3th, 2025

Application Period: March 10 - April 18th, 2025

Semester 2 (January -April) Nomination: July 11, 2025

**Application Period**: July 14 - August 8, 2025

	Semester 1	Semester 2
Classes Begin	September 8,2025	January 5, 2026
Last Day of Exams	December 19, 2025	April 24, 2026
Orientation Session	August 30 - September 6, 2025	January 4, 2026
On-Campus Residence Application Deadline	July 30, 2025	December 15, 2026



#### **Nomination & Application Process**

Coordinators from the partner school will first nominate their students to UPEI Exchange Office by emailing exchangein@upei.ca.

Please ensure that your nomination includes the following information about the student:

- their full name
- major & year of study
- English proficiency scores.

Once the nomination has been accepted, the students will go through the online application process.

#### **Creating an Application as a UPEI Exchange Student**

#### Step #1: Creating an Account

To get started, go to this website: <a href="https://www.upei.ca/apply">https://www.upei.ca/apply</a>

Once you have clicked the "Create a UPEI account" it will take you to the login page, as seen below. If you are applying for the first time, you will need to create a username and password.

To do this, go to the top of the page and click "Create Account".

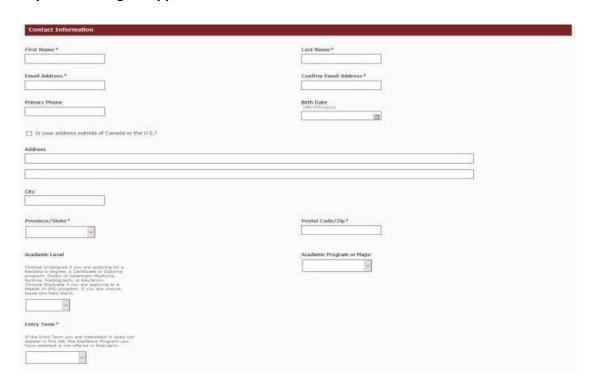
"Create Account" will bring you to the following page. Please fill out all necessary information. Once done, you will be prompted to create a password. Once you have created a password, click "Create Account" at the bottom of the page.



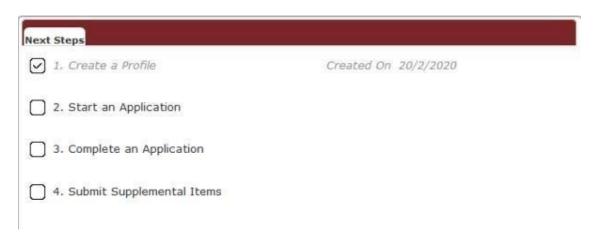
You have now created your profile for your account, and you can begin your application!



**Step #2: Starting an Application** 



After creating your profile, scroll down to the bottom of the page and click "2. Start an Application".





This will lead you to the Application Listing page. Click "Start a new Undergraduate Application".

# Application Listing Start a new Doctor of Veterinary Medicine (DVM) Application Start a new Undergraduate Application Start a new Graduate Application My Applications

When you begin your application, you will be prompted to state the semester of entry you would like to be admitted too.



If you would like to choose a different entry date other than the one previously stated, click "Start a New Opportunity Here" and choose the desired semester. If not, click "Next".





The application will take you through six different sections in which you will be prompted to fill out all relevant and necessary information.

Personal
Demographics
Plans
Accommodations and Accessibility
Academics
Family
Certification

At the bottom of each page there is a "Save & Continue" button, please click to save your progress. If you would like to save and exit, click "Save Application".





### Section #1: Personal

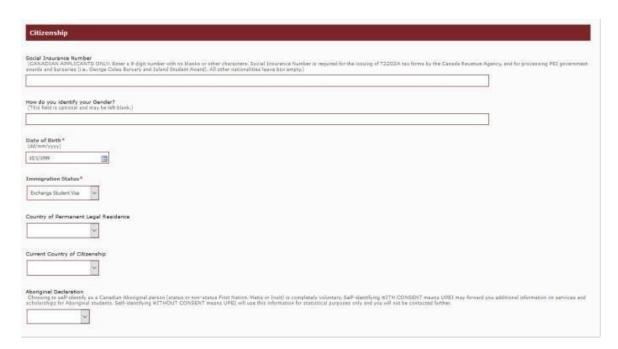
You will be prompted to review your previous personal information i.e. Name, Address, Date of Birth, etc. The information filled out, cannot be edited once submitted, therefore, please review carefully before saving.

	Please enter your information in each of the following sections. Pields with a red asterials (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.  Name  Name				
rsonal					
mographics	Fired Marror	Middle Name			
975	UPEI				
commodations Accessibility	Last Barrer 1	Birthogaron. [24 oldbrown, or if an administratorial area unales a different accord.]			
ademics	Exchange	and the same of th			
nily	Freel Address *	Drafaroud Narra			
rtification	nnourad@ups.ca	Personal Name			
	Hame Phone*	Call Phone			
	Homse Priorie	Carl Strone			
	Is your permanent address outside Canada or the U.S.?				
	○ Van ® No	mr/ *			
		50G)*			
	○ Ven ® No Street Address (Disease type year town/city in the Town/Gity field belo	500)*			
	O Yes: 10 he  Street Address (Disease type year bown/sity is the Town/Sity field belo  500 to See				
	○ Ven ® No Street Address (Disease type year town/city in the Town/Gity field belo	Providence of Hiladon *			
	O Yes ® No  Street Address (Disease type year fown/city in the Town/City field hale  100 inc i.us  Town/City*				
	O Yes ® he  Street Address (Disease type year fown/city in the Town/City field hale  100 int i.us  Town/City*  Osrlottetorn  Postal/Ety Code*	Providence of Hiladon *			
	O Yes ® he  Street Address (Diseas type year hown/city is the Town/City field bek  500 to: 2 cs  Tawan/City*  Chafeletors	Providence of Hiladon *			
	O Yes ® he  Street Address (Disease type year fown/city in the Town/City field hale  100 int i.us  Town/City*  Osrlottetorn  Postal/Ety Code*	Providence of Hiladon *			



# **Section #2: Demographics**

Once done it will bring you to the following page (Demographics). Please DO NOT fill out any Social Insurance Number.





#### Section #3: Plans

As an exchange student it is extremely important that for both the "Intended Major and Program" and the "Second Program of Interest" section, you scroll to the final choice and pick "Visiting Student through Formal Exchange Program". At the bottom of this page (hidden in photo), you can state whether you are interested or not interested in on-campus housing, please make sure to indicate your preference.

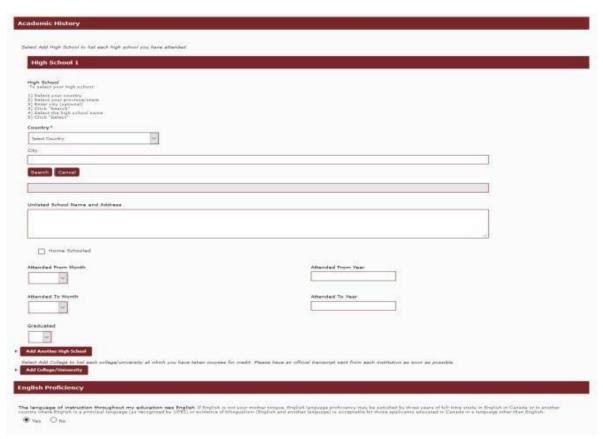




#### **Section #4: Academics**

The next section is "Academics". Here you will be asked to list the names of ALL the schools that you have previously attended. If your High School is not listed, please write the name and the address in the "Unlisted School Name and Address" section.

You will also be asked about your English Proficiency. Make sure to answer "No" if English is not your first language. Please make sure that you also list all universities that you have attended, including your current one





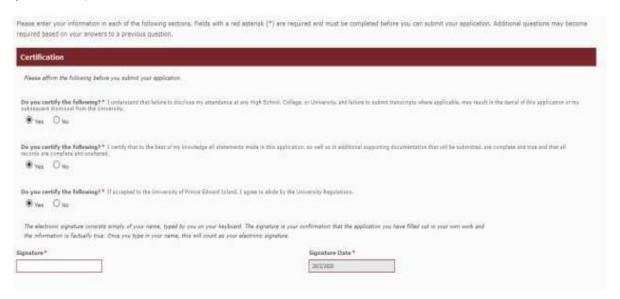
#### Section #5: Family

The "Family" section does not have any required fields, but you may fill it out if you wish.



#### Section #6: Certification

The final section of the Online Application is the "Certification" section. Please read each statement carefully and select the appropriate answer. Also, please add your signature (type your name) at the bottom of the sheet.





#### **IMPORTANT INFORMATION!**

Below your signature it will inform you of this:



You may submit the application now, but as an exchange student, you do not have to pay an application fee. Please follow the next steps carefully.

Please send an email to exchangein@upei.ca and confirm that you are an exchange student. Once you have done so, you will be given a Promo Code, which you can insert here to bypass the payment page!







#### Step #3: Submitting Your Supplemental Items:

In order to view the necessary supplemental items you must upload, please click "Click to check your application status".



By doing so, you will be brought to the page shown below:



If you would like to review your application, please click on the "Visiting Student through Formal Exchange Program/UPEI Campus/Undergraduate". However, as your application has already been submitted, you will not be able to edit any information.

To see what items are missing from your application, please click "View". The picture below shows the listing of Supplemental Items you need to submit:





As an exchange student, we only require that you upload your Post-Secondary official transcripts and English Proficiency results (if required). Once you submit all the necessary documents, please email your full name, date of birth, and the school you are from to exchangein@upei.ca.

#### **After You Are Accepted**

Students will be issued acceptance packages which will include their UPEI campus ID number and PIN number. The UPEI campus ID number allows students to apply for residence which is done directly through Residence Services. A security deposit of \$300 is required to secure housing. The residence application form can be found here:

https://www.upei.ca/residence/prospective-residents

On-Campus Residence Application Deadline

Fall Semester-July 30, 2025

Winter Semester- December 15, 2025

Students must also submit an airport pick-up form to ensure they are met at the airport upon arrival. The airport pick-up form can be found here: <a href="https://www.upei.ca/international-students/incoming-exchange-students">https://www.upei.ca/international-students/incoming-exchange-students</a>

Please continue to communicate with your exchange coordinator and fill out preparation materials to ensure that you are prepared when you arrive on campus.

#### **Visa/Study Permit Information**

Please consult the Immigration, Refugees and Citizenship Canada (IRCC) website to find out if you require a study permit or temporary resident visa or an Electronic Travel Authorization (eTA): <a href="http://www.cic.gc.ca/english/study/index.asp">http://www.cic.gc.ca/english/study/index.asp</a>

A study permit is **required** for all exchange students planning to stay for a duration of two semesters at UPEI, regardless of their nationality. Please note that as an exchange student, you are exempt from the Provincial Attestation Letter (PAL) requirements when applying for the study permit from outside Canada.

NOTE: It is more convenient to fly to one of Canada's hub airports (usually Montreal or Toronto) and transit to the Charlottetown airport from there.



#### **Academic Information**

Courses in Nursing, Veterinary Medicine, eMBA, Kinesiology, and Engineering are NOT open to exchange students; however, applications are reviewed on a case-by-case basis.

Students must refer to the official timetable and the available course information on MyUPEI to complete the Course Request Form (CRF). See CRF at the bottom of this document.

The course calendar is updated every February and registration will be in early May. CRFs are requested to be submitted by April 22<sup>nd</sup>.

Course syllabuses are available by individual course request to the professor.

UPEI will work to have students registered in their first choice of courses but cannot guarantee students will be registered in their top choices. Coordinators from the partner school must sign off on each course request form. This ensures UPEI that all exchange students have the necessary prerequisites to take the courses they have listed.

For full course listings, please visit: <a href="https://www.upei.ca/course-catalogue">https://www.upei.ca/course-catalogue</a>

The language of instruction is English.

#### **English Language Requirements**

Test	Minimum Score
IELTS (Academic)	Overall score of 6.5 with a 6.5 in writing no other band below 6
TOEFL paper-based test	550 with minimum TWE of 5.5
TOEFL internet-based test	80 with minimum of 20 in each category
MELAB	80
CanTEST	4.5
CAEL	60
Pearson Test of English	58
Cambridge Advanced English	CAE A-C: 176-184 after Jan. 1/15
GTEC CBT	1176-1250



#### **Mandatory Course Load**

Students must take a minimum of three (3) courses per semester and a maximum of five (5) courses per semester.

#### **Grading System**

Letter Grade	%	GPA	Verbal Descriptor
A+	91-100	4.3	Exceptional
Α	85-90	4.0	Excellent
A-	80-84	3.7	Extremely Good
B+	77-79	3.3	Very Good
В	74-76	3.0	Good
B-	70-73	2.7	Fairly Good
C+	67-69	2.3	More than Adequate
С	64-66	2.0	Adequate
C-	60-63	1.7	Minimum for Good Academic Standing
D+	57-59	1.3	Below Good Academic Standing
D	54-56	1.0	Minimally Acceptable
D-	50-53	.7	Barely Acceptable
F	0-49	0.0	Below University Requirements

#### **Transcript Request**

Once the semester has come to an end, students must request their own official transcripts to be sent to their home institution by submitting the 'Transcript Request Form' on MyUPEI. Due to privacy laws, UPEI cannot request the transcripts on behalf of any student. It is up to the student to request their own. This can be done through the student's MyUPEI account portal under student planning after their final grades have been posted. Students should request one copy to be mailed to their home institution and in the comments section, ask for the transcript to also be emailed to a specific address (their home institution and their own, if desired). This way schools will receive their transcript immediately and directly from UPEI.



#### **Housing Options**

There are several housing options on and off campus. Please see different options below.

#### Homestay

Homestay provides students with housing close to campus and in a family environment. There may be other students living there too! It is all inclusive and all meals provided by the host family.

Homestay allows for greater immersion into the culture as well as greater cultural experience and exchange. Families will often include students in their day-to-day plans and experiences-family games nights, sightseeing, etc. Students who are interested in UPEI's Homestay Program may find information here: <a href="https://www.upei.ca/english-language-centre/homestay">https://www.upei.ca/english-language-centre/homestay</a>

#### Residence

UPEI's on-campus residence provides students with a great immersion into the campus culture. Residence is located on the edge of our small campus, so classes are just a short walk away. Residence provides a safe and comfortable atmosphere with a great deal of programming available during the week, including movie nights, painting nights, tutoring ,etc. It's a great way to make lots of friends and be close to the hub of what campus services are offered!

UPEI's on-campus residences include:

- Blanchard Hall: https://www.upei.ca/residence/buildings/blanchard-hall
- Bill and Denise Andrew Hall: <a href="https://www.upei.ca/residence/buildings/andrew-hall">https://www.upei.ca/residence/buildings/andrew-hall</a>
- Bernadine Hall: <a href="https://www.upei.ca/residence/buildings/bernardine-hall">https://www.upei.ca/residence/buildings/bernardine-hall</a>
- New Residence: https://www.upei.ca/residence/buildings/new-residence

Students are encouraged to apply as soon as the residence registration is open.

<sup>\*</sup>Blanchard Hall is recommended for exchange students as there is a small kitchenette provided; therefore no meal plan is required for the short stay.



#### Off Campus Residence

Students wishing to live off-campus should contact exchangein@upei.ca before making arrangements to live off-campus. Living in residence or in a homestay is strongly recommended for the short stay. Students can also visit <a href="https://www.upei.ca/off-campus-housing">https://www.upei.ca/off-campus-housing</a> for more information on off-campus housing options, including the Dutch Inn Off-Campus Residence. The website also includes apartment and/or room rental information. Students must use their UPEI ID and pin to log in and view the available properties list.

Note: Students must keep their UPEI exchange coordinator updated on their living arrangements.

\* Students should never sign a lease or send money to landlords off-campus before first checking with their exchange coordinator.

#### **Cost of Living**

Living costs amount to approximately \$1,500 CAD per month.

The breakdown for meal plans can be found here: https://www.upei.ca/residence/meal-plans

#### **Medical Insurance**

Non-fee paying exchange students are NOT eligible for coverage under the UPEI insurance plan. Each exchange student must purchase mandatory emergency medical coverage through Guard Me International Insurance using the UPEI access code of 2456 to secure the UPEI preferred rate and must provide proof of this to the UPEI exchange coordinator prior to arrival.

More information can be found here: <a href="https://www.guard.me/">https://www.guard.me/</a>

**Please note:** Students should ensure that their medical insurance covers travel during the pandemic and will cover any potential costs which may incur as a result of contracting COVID-19 during their travels.

#### **Travel Information**

The closest airport is the Charlottetown Airport. The UPEI campus is a 5 minute drive by taxi from the airport. The closest international airport is the Halifax International Airport. Shuttles and buses arrive several times per week from the Halifax airport to Charlottetown.

For costs and other information, please see the following link: https://maritimebus.com/halifax-airport-shuttle



Please note that due to the pandemic, there are specific procedures and requirements for travel. Ensure that you communicate with the UPEI Exchange Coordinator and adhere to all requirements and instructions in the UPEI COVID-19 Travel Guide. Students should also be monitoring the Immigration Canada and Prince Edward Island government websites.

#### Orientation

Orientation takes place the first weekend of each semester. Exact dates are provided at the time of application. Students are encouraged to sign up for orientation – new links to do so will be provided.

#### **Emergency Contact**

UPEI International Student Advisor & Incoming Exchange Coordinator

**Phone**: 902-566-6092

Email: exchangein@upei.ca



# International Student Office Incoming Exchange Student Course Request Form (CRF)

Name:		UPEI Student ID #:	
Email Address:		Telephone Number:	
Home Institution Na	me:		
	Semester:_	Fall (September) Winter/Sp	oring (January)
Using the UPEI Cours	e Catalog – list	the courses your wish to pursue at l	JPEI.
How to search the ca		, ,	
1. Choose cour	se subject.		
2. Filter by:			
a. Ope	n Courses Only	,	
	n Campus,		
		e term for exchange (Fall 2023 or Win	iter 2023),
d. Und	ler Academic Le	evel - choose Undergraduate.	
We will do our hest t	o grant you th	e courses you choose, however, <b>we</b>	cannot guarantee your selection
	•	r first choice is unavailable. "CLOSED	-
means the course is	•	This choice is unavailable.	or roll on the inhetaste list
Exchange students m	ust take a <b>min</b>	imum of 3 courses and no more thar	<b>5</b> courses per semester while
attending UPEI. The	first digit indica	ates the level of the course:	
• 1000's – are	first year level,	2000's are second year level etc	
<ul> <li>5000's and b</li> </ul>	eyond are <b>not</b>	available to undergraduate students	
Course Dept. & N	umber	Course Name	Day & Time
Example: BUS 287	70A	Intro to International Business	W - 6:00 - 9:00 pm
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
**The signature of	the Home Inst	itution Advisor (below) indicates tl	hat they have approved all courses
listed above and is	also indicating	that the student named above ha	is all the pre-requisites required to
enroll in their cours	e selections a	t UPEI. Please refer to upei.ca/pro	grams for course descriptions and
pre-requisites. ***			
Home Institution A	Advisor Name	:	(Print)
Signature:		Date:	