

Visiting Students

APPLICATION PERIOD

Semester	Deadline to apply
Fall	July 1
Winter	December 1
Summer	March 31

APPLICATION PROCEDURE

Students from other universities in Canada

1. Submit all of the following to the Admissions Office by e-mail (admissions@ubishops.ca):
 - a. PDF [application form](#)
 - b. Letter of intent that clearly identifies the course being applied for and describes the student's motivation for taking the course
 - c. Copy of birth certificate
 - d. Copy of passport (showing expiry date at least 6 months after the date of departure for the course)*
 - e. Copy of the Letter of Permission issued by the student's home university's Registrar's Office showing that the course has been approved for transfer credit
2. Pay the application fee (\$65 for Canadian citizens/permanent residents; \$100 for international students) by cheque or by calling a credit card payment to the Business Office (819-822-9600 x2655)

ADMISSION PROCESS

1. Once all required documents have been received, the Admissions Office will forward the letter of intent (and application, if applicable) to the course instructor; incomplete submissions will not be processed
2. The course instructor will approve or decline the request and communicate this decision to the Admissions Office and to the prospective
 - a. The course instructor may require an interview before approving or declining an application
3. The course instructor will provide a follow-up information package by e-mail to students who have been accepted for the course

* Only required for students traveling outside of Canada for a course and for International students coming to study in Canada

** Payment schedule may vary, contact instructor of course for details

DEPOSIT AND COURSE PAYMENTS

1. Trip fees (airfare, and other fees, not including visa and insurance) must be paid in full prior to the start of the course**
2. Tuition fees will be charged to the student's tuition account with the University and must be paid separately from the other course fees by:
 - a. Cheque payable to Bishop's University with the student ID clearly indicated
 - b. Online payment via personal banking using the student ID number as the reference number

Questions regarding course fee and tuition payments should be directed to the Business Office at 819-822-9600 ext. 2655.

COURSE REGISTRATION

Upon receipt of all required fees, the Business Office will request that the Registrar's Office register the student into the appropriate course, copying the student and the course instructor on the request. The Registrar's Office will confirm with the student and the course instructor once registration is complete.

Students from institutions other than Bishop's University will receive individual Bishop's University electronic services (myBU) account information by e-mail after being accepted to the course. Account information may be found on myBU under the financial tab. Statements / invoices are only available electronically.

TRAVEL CONSIDERATIONS

Passport*

All course participants must have a passport that is valid for at least six months after departure for the destination country

Visa

Depending upon the destination country, students may be required to obtain a tourist visa:

- Brazil – students must apply for a tourist visa to Brazil via the Brazilian consulate in Montreal (or Ottawa or Toronto); for instructions, consult: www.consbrasmontreal.org
- Malawi – Canadians travelling to Malawi for 30 days or less are not required to apply for a tourist visa

Medical Insurance*

All students must purchase international medical insurance (i.e., RSA) that will cover each and every day of travel outside of Canada. Students have the option to apply for extended medical coverage through Bishop's University. A group policy can be purchased through the University if more than 10 students require additional insurance. If there are fewer than 10 students, each student must obtain a personal policy by calling RSA (1-800-680-3837). Insurance quotes are available from RSA's website: <https://secure.etsinc.com/b2c.etsinc.com/b2c1/index-msa.html>

Questions regarding insurance should be directed to the Registrar's Office (records@ubishops.ca or 819-822-9600 ext 2205).

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VISITING STUDENT APPLICATION PROCESS

Air Travel

Flights will be purchased in bulk, so students must submit their return date to the course instructor upon registration in the course. Any fees resulting from changes to the return date made after the purchase of the airline tickets are the responsibility of the student.

COURSE CREDIT TRANSFER (STUDENTS FROM UNIVERSITIES OTHER THAN BISHOP'S)

Upon completion of the course and receipt of a final course grade, the student must request that Bishop's University send an official transcript to his/her home institution in order to complete the credit transfer

Transcript request information is found at: www.ubishops.ca/registrarial-services/transcript.html

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