

# Inbound Exchange Application Process

## Faculty of Arts, Ryerson University

### Nominations

All nominations of incoming exchange students to be submitted [online](#) by the students' coordinator at the home university by the following deadlines

**MARCH 30** for Fall Semester (September through December)  
**SEPT 30** for Winter Semester (January through April)

### Applications

The exchange application for inbound students includes:

- Signed copy of the online [application form](#)
- Official Transcript
- Scan of the Photo page of passport with students signature
- Proposed Study Plan

This should be sent as a single PDF file for each student to the [Faculty of Arts Exchange Coordinator](#) by the following deadlines:

**APRIL 1** for Fall Semester (September through December)  
**OCT 1** for Winter Semester (January through April)

We will begin processing applications once all supporting documents are received. Applications are reviewed by the relevant academic department. Upon approval, students will be provided with:

- **Offer of Acceptance:** This letter will be sent as a PDF to the student. They should print and keep this document since they may require it to obtain a visa or to enter Canada.
- **Pre-Arrival Guides and Checklists:** These PDF guides contain the information on finding accommodations, cost of living, living in Toronto, insurance, etc...
- **On-going email contact** with their exchange coordinator, academic advisor and with Ryerson International centrally.

### Creating a Study Plan

- A normal full-time course load in the Faculty of Arts is 4 to 5 courses per semester. Students can take fewer, but not more than 5 courses.
- So long as transcripts demonstrate that the student has suitable pre-requisites, they are permitted take any available course offered through a [Faculty of Arts](#) Program.
- We require that students select an equal number of first choice and back up course options to allow flexibility with enrolment. We do our best to enroll students in their first choice courses, but if there are timetable conflicts, if the course is not being offered or if it fills up, they need to be prepared to be enrolled in their second choice courses.
- The majority of courses selected must be from the host Academic Program *i.e. for an inbound Sociology student, 3 of their 5 courses would be Sociology courses.*
- Create your Study Plan by selecting courses from the [Course Calendar](#). Once the Study Plan is submitted along with the complete Exchange Application it will be forwarded to the relevant academic program department for review by the [Program Advisor](#), who will provide advising on their selections.
- If required to revise the Study Plan this form will be returned to the student with instructions and a deadline to resubmit.

**Contact** Please contact the **Faculty of Arts, Exchange Office** if you have any other questions:

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