

## StFX ISEP - Inbound - Selection and Approval Process

The selection of inbound students for the StFX international student exchange program is done in two parts; nomination and application. To be eligible for the exchange program, students must:

1. Be nominated by the exchange coordinator at their home institution.
2. Have a 70% average in the most recent semester of study.
3. Have completed the equivalent of 30 credit hours at their home institution prior to coming to StFX on exchange.
4. Provide proof of English language proficiency (for students of non-English speaking countries).

The application for the program is due on May 15<sup>th</sup> for the fall semester and October 15<sup>th</sup> for the winter semester and consists of:

- Nomination by Home Coordinator (via email to [asheppar@stfx.ca](mailto:asheppar@stfx.ca))
- Completed Application Form
- Completed Confirmation of English Language Skills Form
- PDF Copy of Official University Transcripts (*If transcripts are not in English an Official English Certified Transcript Translation must be obtained and sent along with the original copy*).

After the application period is complete, applications will be reviewed by the Education Abroad Advisor (EAA). It is the EAA's responsibility to confirm that the exchange agreement with the nominating university is still in effect, and that the number of inbound and outbound exchange students between the two institutions is in balance (or within an acceptable range). After completing the review, recommendations will be submitted to the Director of Internationalization, who will give final approval.

Once approval has been received, the EAA will take the following actions:

1. Send all inbound applications to the registrar's office for admittance to StFX under exchange student status. (The registrar's office will then send an official letter of offer to the student directly via the email that was provided in the application.)
2. Contact the inbound students with information on how to register for: MesAmis/Banner, on-campus housing, and courses. (Inbound exchange students are eligible to take any level of course at StFX, so long as they have the pre-requisite knowledge to complete the course successfully.)
3. Provide the StFX Residence Office with a list of inbound exchange student names and contact information so that they can confirm receipt of students' residence applications.
4. Provide the International Student Advisor (ISA) with the list of inbound exchange student names and contact information so they can register the students for the International Student Orientation.

### PLEASE NOTE:

- If a student is found to have provided inaccurate information about themselves at any time during the application process, they forfeit the right to participate in the exchange program.
- If a student applies after the respective application deadlines, or fails to meet the eligibility requirements, the Office of Internationalization reserves the right to reject the application.