

About our university	
<p>Saint Mary's University (SMU) is one of Canada's top primary undergraduate universities known for its international collaborations, leadership in entrepreneurship, and research that benefits local and global communities. Our programs in Arts, Science, and the Sobey School of Business are among Canada's best and feature professors who are committed to the success of their students. Saint Mary's provides our 7,000 students with a place that fosters possibility, excellent research opportunities, and a caring community in the heart of Halifax, Nova Scotia, on Canada's east coast.</p>	
Address	923 Robie Street, Halifax, Nova Scotia Canada B3H 3C3
Website	Saint Mary's University ♦ Why SMU ♦ Social Media Directory
Exchange Program Contact	(Ms) Miyuki Arai, Global Learning and Intercultural Support Office Office location: Atrium Building Room106 (see campus map here) Office email: Global@smu.ca / Miyuki.arai@smu.ca

Eligibility and Requirements
Definition of Visiting (Exchange) Student
<p>In the context of exchange and study abroad programs, 'Visiting Student' is from a Saint Mary's partner institution and has obtained the home institution's approval (via a "Letter of Permission") to take courses at SMU for transfer of credit to their home institution.</p>
Language requirements
<p>Undergraduate students are expected to have English proficiency equivalent to the language requirements here. An official English test score is not required.</p>
Academic requirements
<p>There are no GPA requirements, but a grade of C or higher is required for pre-requisite courses.</p>
Other considerations
<ul style="list-style-type: none"> • Visiting exchange students must be nominated by the home institution. • The exchange program is not recommended for students who need a specific set of courses. Courses may not be available due to cancellation, schedule conflicts, lack of pre-requisites, enrollment limits, etc. Students are most successful when they take elective credits at SMU.
Note about graduate candidates
<p>SMU Exchange Program is best suited for students to take undergraduate courses. Due to specialized curricula as well as different admission requirements, schedule, and fee schemes, not all graduate programs are set up for visiting students. Email Miyuki.arai@smu.ca to inquire before nomination.</p>

Academic Information
General subject areas
<p>See https://smu-ca-public.courseleaf.com/undergraduate/programs/.</p>
Courses information
<p>See https://smu-ca-public.courseleaf.com/undergraduate/courses-az/.</p> <p>Note: Not all courses on this website are offered every year/semester. Check courses by term below.</p>
Course offerings by term
<ol style="list-style-type: none"> 1. Go to http://selfservice.smu.ca/ 2. Select "Class schedule" 3. Select a Term, e.g., September-December 2024, January-April 2025 (Available in Spring 2024) 4. Select Academic Level ("Undergraduate"), Course Subject, and Campus ("Main")
Course load per term
<p>Each course meets approx. 3 hrs/wk for 13 wks plus an exam period and is worth 3 credit hours. Visiting students must be full-time, i.e., min 3 courses (9ch) and max. 5 courses (15ch) per term.</p>
Course registration
<p>Course registration is completed online before arrival. Once courses fill up, they close for registration.</p>

- Course registration period for Fall term is open from May 2 2024 – September 13 2024.
- Course registration period for Winter term is open from May 2 2024 – January 17 2025.

Courses with pre-requisites are not open to visiting exchange students, unless the student obtains approval from a SMU academic advisor of the subject area (see list [here](#)) prior to registration.

Admission Process

For the international office of the partner institution – Nomination process

Email Miyuki.arai@smu.ca to confirm the number of available exchange places, if not determined yet.

For each selected student, the international office of the home institution should:

- Email Global@smu.ca -- include 1) student full name, 2) student email, 3) exchange duration, e.g., one/two semester, 4) exchange period, e.g., Fall2024/Winter2025, 5) confirmation that the student will take undergraduate/Bachelor-level courses at SMU and 6) email address to which an official transcript should be sent at the end of the exchange program.
- Provide the student an electronic copy of a Letter of Permission using the template [here](#).
- Email Global@smu.ca the nominated student's home university transcript in English.

For the nominated student from the partner institution - Admission application process

Following the receipt of an email from the home institution, the nominated student will receive instructions for an online application and on how to upload the Letter of Permission.

Nomination and application periods

For Fall 2024: Nomination from 1 March-17 April 2024; Application from 14 March-1 May 2024

For Winter 2025: Nomination from 1 March-18 August 2024; Application from 14 March-1 Sept 2024

Late nominations/applications will be accepted on a case-by-case basis. Email Miyuki.arai@smu.ca.

Student Fees and Tuition (See Appendix A)

All Visiting Exchange students will pay the following Student Fees

- Student fees (mandatory for ALL students): CAD\$176.50 charged per semester in AY2023-24
- Medical insurance fees (assessed for ALL students): CAD\$1285.00 charged per year in AY2023-24

Visiting Exchange students on "Full Tuition Waiver" will be waived the following fees

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Campus renewal fees • Copyright access fees • Sport and recreation fees • Student services fees | <ul style="list-style-type: none"> • Systems Technology fees • Rec Facilities renewal fees • Tuition Arts Resource fee • Tuition UG Arts Int'l | <ul style="list-style-type: none"> • Tuition-Sobey Career fees • Tuition – UG Sobey School of Business ("SSB") Int'l • Tuition Science Tech fee • Tuition UG Science |
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Students on partial tuition waiver/discount should refer to tuition information [here](#).

Other Information

Housing

On-campus housing is offered, but spaces are limited. Fall exchange students should apply for residence as soon as admission is confirmed. Winter exchange students apply in October. For information on online housing application, cost, housing types, and meal plans, please see [here](#).

For information on off-campus living, please see [here](#).

Insurance

Health and Dental plans are provided by the SMU Students' Association (SMUSA) and are mandatory*. See the basic health plan [here](#) and the extended health and dental plans [here](#).

*Opt-out requests are considered only for students with CAD\$2mill coverage through home institution

Immigration

Students coming for a program lasting 6 mo or less don't need a study permit ([source](#)). Check [here](#).

Students also need a visitor visa or an Electronic Travel Authorization to enter Canada. Check [here](#).

Contact the SMU International Student Services at International.centre@smu.ca to ask questions.

Helpful Information for Upon Arrival and First Week

[New to SMU](#) ♦ [The Fred Smithers Centre for Student Accessibility](#) ♦ [International Student Life](#)

APPENDIX A – BUDGET FOR VISITING STUDENTS (BASED ON ONE-SEMESTER EXCHANGE)

Instruction: Complete the below budget sheet to financially prepare for an exchange sojourn at SMU and in Canada. Use the information in the Note section (the farthest right column) to figure out an estimate.

Category	Description of expense	Amount (in CAD\$)	Note section and estimated amounts for one semester exchange
Immigration-related costs	Visa/E-Travel Authorization	\$ _____	<ul style="list-style-type: none"> • Immigration Application Fee List • Biometrics
	Study Permit	\$ _____	
	Biometrics	\$ _____	
	Travel for the above procurement	\$ _____	
Transportation costs	Airfare	\$ _____	Roundtrip plane ticket between the student's home country and Halifax
Tuition, mandatory ancillary fees, and study materials (per semester)	Tuition at SMU Mandatory for some students	\$ _____ *	<ul style="list-style-type: none"> • Full tuition-waiver students are waived undergraduate tuition for up to 5 courses per semester; enter \$0. ** • Partial tuition-waiver/discount students should check the rate here for International Students; enter estimated amount.
	Tuition at Home Institution	\$ _____	
	SMU Student Fees (per term) Mandatory for all students!	\$176.50+ *	<ul style="list-style-type: none"> • Full-time Students' Association Fees (CAD\$89.50 per semester in AY2023-24) • U-Pass SMUSA/Metro Transit Bus Pass (CAD\$87.00 per semester in AY2023-24)
	SMU Medical Insurance (per year) <ul style="list-style-type: none"> • Mandatory for all students! unless student has alternative coverage through the home institution for a min. of CAD\$2 million! • Partial refund may be available if plan remained unused throughout the exchange sojourn. 	\$1285.00+ *	SMUSA's medical insurance is one package consisting of 3 mandatory plans : <ul style="list-style-type: none"> • SMUSA Basic Health Plan International: CAD\$915.00 charged once in September for Fall-only & 1-year Exchange in AY2023-24 <ul style="list-style-type: none"> ○ CAD\$608.00 for Winter-only Exchange • SMUSA Extended Health Plan: CAD\$250.00 charged once in September for Fall-only & 1-year Exchange in AY2023-24 <ul style="list-style-type: none"> ○ CAD\$166 for Winter-only Exchange • SMUSA Dental Health Plan: CAD\$120.00 charged once in September for Fall-only & 1-year Exchange in AY2023-24 <ul style="list-style-type: none"> ○ CAD\$80 for Winter-only Exchange
	Books	\$900.00	Estimate CAD\$540 for 3 courses, CAD\$720 for 4 courses or CAD\$900 for 5 courses (i.e., CAD\$180 for textbooks per course) paid at SMU Bookstore.
Living costs (per semester)	SMU Residence and Meal Plan (per term)	\$7230.00+ *	CAD \$14460 in AY2023-24 for a single room with a mandatory meal plan per Academic Year -- approx. ½ for one semester, CAD\$7230.

			<ul style="list-style-type: none"> • See residence and meal plan fees here. • See meal plans explained here. <p>Tip: A Double room with a mandatory meal plan and a Double apartment with a mandatory flex dollar only meal plan are proportionally less expensive; however, students should use the most expensive option for budgeting purposes since not all times students are assigned cheaper options despite their preference.</p>
	Or Off-campus housing, utilities, food, groceries (per term)	\$9780.00+	\$1500-\$2000/month for off-campus apartment, \$362/m for utilities, \$340-400/m for food, total avg \$2445/m x 4mo. See: <ul style="list-style-type: none"> • Cost of Living in Halifax; • How much does it cost to live in Halifax <p>Note: Sales tax (the “HST”) of 15% is added to most purchases of goods and services.</p>
	Quarantine, if required	\$ _____	E.g., Testing requirements for entering Canada or taking COVID-19 test in Halifax for travel before returning home.
	Vaccinations	\$ _____	
	COVID tests	\$ _____	
	Clothing, entertainment, and personal expenses	\$ _____	Prepare your budget to study in Canada
Total expenses		\$ _____	

(The budget sheet is for student’s personal use)

*** Note 1: SMU Fees, payment methods and payment due dates**

The highlighted sections above indicate fees which are charged on the students’ SMU self-service “banner” account (see [here](#)). **The total of those amounts should be paid via “CIBC International Pay” (see [here](#)) in one lump sum for each semester by the payment due date of September 13 2024 (Fall term) and by January 17 2025 (Winter term).** See “How to check SMU account summary” [here](#).

****VERY IMPORTANT NOTE FOR FULL TUITION WAIVER STUDENTS**

On your SMU account, your SMU course fees will be added as you register in courses. This is normal & expected. Your tuition amount will be manually reversed for **up to 5 courses** per term **by the end of September 2024 (Fall Term) and by the end of January 2025 (Winter Term)**. Until this happens, it will appear as if you owe a large sum of tuition on your account even after you paid your SMU fees (see Note 1 above). You will even receive an email from SMU’s Service Centre, advising that you have an overdue account. **Don’t be alarmed!** Simply check your account at the end of September/ January to make sure the correct waiver has been applied. If you paid the right amount of SMU fees before the due date, your account should come to a zero balance after tuition waivers are applied.

To recap, full tuition waiver students will not be responsible for the following tuition-related fees:

<ul style="list-style-type: none"> • Campus renewal fees • Copyright access fees • Sport and recreation fees • Student services fees 	<ul style="list-style-type: none"> • Systems Technology fees • Rec Facilities renewal fees • Tuition Arts Resource fee • Tuition UG Arts Int'l 	<ul style="list-style-type: none"> • Tuition-Sobey Career fees • Tuition – UG Sobey School of Business “SSB” Int'l • Tuition Science Tech fee • Tuition UG Science
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APPENDIX B – IMPORTANT DATES IN THE ACADEMIC CALENDAR 2024/25

IMPORTANT DATES IN THE ACADEMIC CALENDAR 2024/25	
Fall semester extends from September to December, and Winter semester from January to April.	
2024	EVENT
May 2	Course registration starts online for both Fall and Winter Terms of 2024-25 academic year for Visiting students (Category C)
End of August- mid September	Welcome Weeks and New Student Orientation (To be confirmed)
September 2	Administrative Offices closed. No classes - Labour Day.
September 3	Academic year begins.
September 4	FALL TERM CLASSES BEGIN.
September 13	(a) Last day for registering and changing courses in the Fall Term (September-December). (b) Last day for dropping courses in the Fall Term (September – December). (c) Last day for final payment of Fall Term fees.
September 30	Administrative Offices closed. No classes- National Day for Truth and Reconciliation.
October 14	Administrative Offices closed. No classes - Thanksgiving Day
November 11	Administrative Offices closed. No classes – Remembrance Day.
November 11-17	Fall Break. No classes.
November 18	Last day for withdrawing, without academic penalty, from three (3) credit hour or six (6) credit hour courses taught only in the Fall Term.
December 4	Last day of regularly scheduled classes in Fall Term.
December 5	Monday classes make up day (in lieu of Remembrance Day)
December 6-7	Study days. No classes/No exams.
December 9	Start of formal final examinations in three (3) credit hour courses and formal mid-year examinations in six (6) credit hour courses.
December 19	End of final exams and end of the Fall Term.
December 23	Last day University Administrative Offices are open before the holiday break.
2025	EVENT
Early January	Welcome Weeks and New Student Orientation (to be confirmed)
January 6	Administrative Offices open. The academic year resumes.
January 8	WINTER TERM CLASSES BEGIN/RESUME.
January 17	(a) Last day for registering and changing courses in the Winter Term (January-April). (b) Last day for dropping courses in the Winter Term (January – April). (c) Last day for final payment of Winter Term tuition fees.
February 17	Administrative Offices closed. No classes - Heritage Day.
February 17-23	Winter Break. No classes.
February 24	Last day for withdrawing, without academic penalty, from six (6) credit hour courses taught from September to April.
March 11	Last day for withdrawing, without academic penalty, from three (3) credit hour courses or six (6) credit hour courses taught only in the Winter Term
April 8	Last day of classes in Winter Term
April 9-10	Study Days – No classes.
April 11	Start of formal final examinations.
April 18	Administrative Offices closed. No exams - Good Friday.
April 21	Administrative Offices closed. No exams - Easter Monday.
April 23	End of formal final examinations and end of the Winter Term.