

Visiting Students/ Inter-University Transfer

APPLICATION PERIOD

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

APPLICATION PROCEDURE

Student from other universities in Quebec:

To apply as a visiting student from another Quebec institution, you will need to use the [AEHE-IUT form](#). Your application will be reviewed by your home institution (program advisor, Registrar's Office), and once it is approved, it will be sent to Bishop's University Registrar's Office for review and approval.

Prior to submitting your application, consult Bishop's University [timetable](#) for an up-to-date list of course offerings in a given semester.

Video Resource: <https://www.youtube.com/watch?v=kV23M5qtarY>

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**VISITING STUDENT APPLICATION PROCESS/
INTER-UNIVERSITY TRANSFER**

Students from other universities in Canada

1. Complete the General Interest [Application form](#)
2. 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 (if available)
3. Submit the documents which apply to your situation to the Admissions Office by e-mail (admissions@ubishops.ca):

Citizenship status	Place of Birth	Required document
Canadian citizen	Canada	Birth Certificate
	Outside Canada	Certificate of Canadian Citizenship
Permanent resident	Outside Canada	IMM5292 (permanent resident document) or both sides of the Permanent Resident of Canada card
International student	Outside Canada	Study period of 6 months or less: passport
		Study period of more than 6 months: Student authorization (study permit)
Refugee	Outside Canada	Document from Immigration Canada
Diplomatic status, special permit from Immigration Canada	Outside Canada	Document from Immigration Canada

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COURSE PAYMENTS

Student from other universities in Quebec:

Tuition fees are paid to your home university.

Students from other universities in Canada:

1. [Tuition fees](#) will be charged to your student account at Bishop's University and must be paid directly to Bishop's:
 - 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 Registrar's Office – Student Accounts by email: studentaccounts@ubishops.ca

COURSE REGISTRATION

Student from other universities in Quebec:

Shortly after approval of Bishop's University Registrar's Office, you will:

- be registered in the course
- receive your Bishop's email
- receive your Bishop's student number

Students from other universities in Canada:

Upon receipt of all documents, the Registrar's Office will proceed with reviewing your file. Successful applicants will be registered in the requested course(s).

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.

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