

## Fact Sheet – International Credit Mobility

**Partner University:**

**York University**

**Website:**

<https://www.yorku.ca/>

**Contact person at the International Office:**

Clara(Sijin) Yang, Global Learning Coordinator,  
York International

Email partner institution to York:  
[exchange@yorku.ca](mailto:exchange@yorku.ca) and York to partner  
institution: [goglobal@yorku.ca](mailto:goglobal@yorku.ca).

### SELECTION PROCEDURE, CRITERIA, DEADLINES FOR APPLICATION

*Please list here your selection criteria for applicants (based on grading, recommendation, overall application etc.) as well as your application deadlines for different calls*

**Selection is based on:**

- Academic Performance (i.e. GPA)
- Letter of Intent
- Academic references
- Suitability of the partner institution's program/course for your degree requirements
- GPA requirements at the partner institution - some partners will require a higher GPA than YorkU's 5.5
- Spaces available at the partner institution
- Inclusion/fewer opportunities

### WEBSITE TO PUBLISH YOUR ERASMUS+ CALL

*Please share the link to the website, where you usually published open calls for Erasmus+*

<https://www.yorku.ca/international/global-learning/global-learning-funding/outgoing-global-learning-funding/>

### DOCUMENTS TO HAND IN WITH THE APPLICATION

*Please list the documents, that students have to hand in when applying for the Erasmus+ scholarship.*

- **Letter of Intent** - similar to a one page cover letter that describes why the student wishes to go on an academic exchange, why they are choosing the partner institution, what their personal, professional and academic goals are for participating in the program.
- **Draft budget** - it's important to think about the costs associated with an exchange program. The budget is meant as a tool to help students prepare financially for their exchange program.
- **Academic Letter of Reference** - this can be from a TA or professor at YorkU.
- **Language Assessment Form** - this form is only required if students are taking courses abroad in the language of the partner institution or advanced language classes.

### RECOGNITION PROCEDURE FOR CREDITS COMPLETED ABROAD

*Please describe, if and how credits completed abroad are recognized at your university and who is in charge of recognition (International Office or the individual Departments).*

This process is completed through the [Course Assessment Form](#)

The course assessment form is used upon the completion of the student's exchange program to facilitate the credit transfer process. It is required that students submit a completed course assessment form prior to their exchange program.

**Step 1:** visit partner institution website and review the courses that are available to exchange students. Note that students must maintain a full-time student status at their host institution, which could range from 3-6 courses in total.

**Step 2:** collect any information available from the host institution about the courses. Find the syllabus, course outlines, and course descriptions that can help the academic department at York review the course content.

**Step 3:** complete the course assessment form and submit it to your academic department. Be sure to include as much supporting information as possible (see step 2). To find the undergraduate program director (UPD) or Department Chair, you may use [York Atlas](#) and search by Department.

**Step 4:** Wait to hear from your academic department. Assessing course credit equivalency can take some time. The earlier you submit the form to your academic department, the better. Please allow for a minimum 4-6 weeks processing period.

- When are signatures required? Great question! We included some guiding principles below:
  - If a student wants to fulfill a lower-level elective (1000/2000) outside of their major, no academic signature is required. Students must sign to confirm that they acknowledge credit transfer at this level.
    - For example: If a student is a Science major and takes a Science course on an exchange through INEX without academic sign-off, they will only receive lower-level non-major (elective) credits toward their degree.
  - If a student wants to fulfill an upper-level elective (3000/4000) outside of their major, signature is required by the department (UPD, UPA, Chair, or faculty member) in the subject area
  - If a student wants to fulfill a course to count toward their major, sign off is required at all levels (1000/2000/3000/4000) – by the department (UPD, UPA, Chair, or faculty member) in the subject area
  - All other courses (major/minor) need sign off at all levels (1000/2000/3000/4000) – by department (UPD, UPA, Chair, or faculty member) in the subject area.

**Step 5:** Submit the completed [form online](#).

#### DOCUMENTS TO HAND IN AFTER COMPLETING THE MOBILITY

*Please list, if required, which documents students have to hand in after completing the mobility within the Erasmus+ programme.*

- Complete a [Returning Student Report](#) and share your experiences with other YorkU students interesting in going abroad
- York International will receive the transcript from the host institution
- York International will send the transcript and your Course Assessment Form to the Registrar's Office on your behalf.
- The Registrar's Office updates the student's academic record with credits obtained abroad (these appear as Pass / Fail on the York transcript)
- It is the student's responsibility to ensure that the host institution provides them with a copy of their transcript. Graduate and professional schools often require all transcripts of courses taken.