



CONCORDIA STUDENT EXCHANGE (CSEP) APPLICATION AND PORTAL GUIDE

Outbound exchange 2021-2022

Concordia International

This document is meant to help current Concordia students complete their on-line application for the CSEP 2021-2022 academic year and use the Concordia International Mobility Programs Portal. Should you still have further questions or issues while trying to apply, please contact us at studyaway@concordia.ca.

Contents

Setting Up Your Account For Your Portal	2
Step 1: Register	2
Step 2: Create Password	2
Step 3: Login	2
Completing The Application Form	3
Step 1: Start New Application	3
Step 2: Fill Out Each Section	3
Step 3: Submit Your Application	4
Completing Your Faculty Requirements	4
Accepting Or Refusing Your Placement	5
Submitting Your Confirmation Of Arrival Form	5
Submitting Your Student Report	5

SETTING UP YOUR ACCOUNT FOR YOUR PORTAL

Step 1: Register

If it is your first time accessing the Concordia International Mobility Programs portal you will need to register on the right-hand side of the page. Simply input your first name, last name, and email. The email can be your personal or your Concordia email, just make sure you use one that you check frequently


Authentication

Login

Email*

Password*

Please type the characters shown in the picture*



[Show another picture](#)
[Play audio](#)

Captcha is required to avoid spam login.

[Forgot your password?](#)


Registration

First name*

Surname*

Email*

Please type the characters shown in the picture*



[Show another picture](#)
[Play audio](#)

Captcha is required to avoid spam login.

Step 2: Create Password

Once you click register, you will be asked to activate your account by clicking on a link sent to your email. This link will bring you to a page where you can create your password to access your account on the portal. **Your password should contain 8 characters with at least one letter, one digit and one special character.**

✓ A confirmation email has been sent to this address. Please click on the link in that email in order to activate your account.

Authentication

Registration confirmation

Email

Password*

Password confirmation*

Step 3: Login

Finally, you will be prompted to login to the portal on the left-hand side by using your email and the password you just created. This is how you will access the portal from now on.

Authentication


✓ Your account has been activated successfully. Please log in.

Login

Email*

Password*

Please type the characters shown in the picture*



[Show another picture](#)
[Play audio](#)

Captcha is required to avoid spam login.

[Forgot your password?](#)

Registration

First name*

Surname*

Email*

COMPLETING THE APPLICATION FORM

Step 1: Start New Application

Once logged in, you will be able to see the portal. This portal is where you will submit and complete most of your forms and applications for Concordia's mobility programs. To apply for the CSEP, go to the "Available Applications and Forms" section and click on "start new application."

Step 2: Fill out Each Section

After clicking on 'Start new application' you will be re-directed to the application form. There are 8 sections in this form. Please be sure to read the instructions on each section carefully. The first section "Introduction" requires no action but is important to read through to make sure you complete the rest of the sections correctly.

Useful Notes

Personal details: you will need information located in your passport for this section so make sure you have that on hand.

Host Selection: please remember that we will only be placing you in one of the choices you enter in your application. You can add up to 3 choices by clicking on the "+choice" button. If you did not enter a destination under any of the 3 choices in your application, we cannot place you there.

Form	Status
Concordia Student Exchange Program Application	Start new application
Student Exchange Report	(Not available)

Introduction

Welcome to the Online Application for Concordia Student Exchange Program!

Application Deadlines

February 1st for full Academic Year, Fall or Winter semesters
June 1st for Winter Semester

Practical Information

Choice (1)

Expected Start Date at Host* Month / Year

Expected End Date at Host* Month / Year

Start Semester* Please select

Exchange Program* Please select

Country*

Institution*

Stay Opportunity*

Type of courses to be taken Electives Major Minor Core Specialization

Language of Instruction* Please select

What is your primary reason for choosing this institution?*

+ Choice

Step 3: Submit your Application

As you fill out each section, make sure that you click the box next to “mark page as complete” otherwise the portal won’t allow you to submit your application. You can only submit your application once all the sections are complete (i.e., have a green checkmark next to them).

Once all your sections are complete, click on “Submit” on the last page. A yellow banner will appear indicating that your application is being processed. **Do not close the window until the banner turns green.** The green banner indicates that your application was successfully submitted and gives you the option to download a PDF version for your records.

Note: viewing your application

You can always view your application by logging into the portal and clicking “View application” under “Your applications and forms”.

host university.*

I acknowledge that I have read and understood International's website to take part in an acad

I hereby confirm that Concordia University has exchange.*

Mark page as complete

Save progress Back Next

Introduction

Personal Details ✓

Emergency Contact Information ✓

Academic Profile ✓

Host Selection ✓

Bursary Information ✓

Disclaimer ✓

Submission

Concordia Student Exchange Program Application 2/5

Introduction ✓ Your file is being generated. This can take a few minutes. Please wait a moment!

Personal Details ✓

Emergency Contact Information ✓

Academic Profile ✓

Submission

After submitting, your application PDF will be generated. Make sure you save a copy for your reference.

Concordia Student Exchange Program Application 2/5

Introduction ✓

Personal Details ✓

Emergency Contact Information ✓

Academic Profile ✓

Submission

Download Application PDF

Form	Status
Concordia Student Exchange Program Application	Maximum application reached
Student Exchange Report	(Not available)

YOUR APPLICATIONS AND FORMS

Your current or submitted applications and forms.

Form	Status	Started on	Last changed on	Link
Concordia Student Exchange Program Application	Submitted	03/11/2020 22:32	03/11/2020 22:32	View application

⚠ But wait, you're not done yet!

COMPLETING YOUR FACULTY REQUIREMENTS

While you have completed Concordia International on-line application, you must also complete your faculty's procedures. You can find the links to your Faculty's website containing further information on the portal. If you have any questions with this step, contact your Faculty Academic Advisor. Concordia International is unable to assess your application if do not have your faculty's official approval to participate in the program.

FACULTY REQUIREMENTS AND PROCEDURES

Student Exchange Application submission: Your faculty has specific eligibility requirements and approval processes that you must meet in order to get permission to go on exchange. Carefully review your faculty's website by clicking the appropriate link below to find out what those requirements are.

[JMSB](#) [GCSECS](#) [Faculty of FA](#) [Faculty of A&S](#) [SGS](#)

ACCEPTING OR REFUSING YOUR PLACEMENT

Concordia International will inform you through the portal which of the choices indicated on your CSEP application you have been selected for. You will find your placement under “Your Placement Offers”. You must select to either “Accept Offer” or “Refuse Offer”.

YOUR PLACEMENT OFFERS

Below are your host placement offers you have been selected for. Please choose either to “Accept Offer” or “Refuse Offer”. If you select “Refuse Offer”, you will be prompted to provide a reason for refusing.

SUBMITTING YOUR CONFIRMATION OF ARRIVAL FORM

In order for you to receive your mobility funds, you are required to complete and submit your Confirmation of Arrival form (COA) once you have arrived at your host university and have registered for your courses. This form can be found and submitted in the portal under “Confirmation of Arrival” and must be stamped and signed by the international office at your host university.

CONFIRMATION OF ARRIVAL

Your Confirmation of Arrival Form is to be completed upon arrival at your host institution. Only after you have submitted your form, your bursary will be processed.

SUBMITTING YOUR STUDENT REPORT

Your Student Report Form is to be completed at the end of your mobility program. It is only after you have submitted this form that your [International Liaison Officer](#) will request your credit transfers, provided they received your official transcript of marks from your host university. Your Student Report Form can be found and submitted in the portal under the “Student Report Form”

STUDENT REPORT FORM

Your Student Report Form is to be completed at the end of your mobility program. Only after you have submitted your student report will your [International Liaison Officer](#) request your credit transfers if and when they receive your official transcript of marks from your host university. You can find the Student Report Form under the “Forms” section above.

If you have any other questions, please do not hesitate to contact us at studyaway@concordia.ca.

The Concordia International Team



CONCORDIA INTERNATIONAL