

## DEPARTMENT OF MODERN LANGUAGES

### Application Procedures for Off-Campus Study in French

#### 1. INTRODUCTION:

As most students tend to pursue off-campus studies in French either in Canada or in France, the application procedures that follow refer chiefly to those countries. For study in other francophone regions, students should consult the French Off-Campus Coordinator in the Department of Modern Languages. To obtain information on housing, see Section 7. of this handout.

Once they have identified a university that suits their needs, students should set about arranging their off-campus studies program. When writing to an institution in Canada, France or elsewhere, all students should mention in their letters of application that they are currently registered (**inscrit(e)**) at the University of Lethbridge. They should also state their citizenship and indicate how long they intend to study at the host university (**give month(s) and year(s)**). If studying in a country of which they are **not** a citizen, students should also enquire about the possibility of obtaining a visa (**visa**) and work permit (**permis de travail**), if the latter is desired. Applicants should be aware, however, that foreign students' participation in the paid workforce of the host country will quite likely be very restricted, if not prohibited.

#### 2. TO PARTICIPATE IN A PROGRAM SET UP ESPECIALLY FOR NON-FRANCOPHONES:

The Department of Modern Languages receives on a regular basis much information describing such programs - promotional literature is displayed by B-592. Students should follow the application guidelines given in the brochures. An additional source of information on such courses in France is the French Cultural Service. Students wishing to improve their French language skills should state in their letters to the Cultural Service that they are interested in immersion French (**cours d'immersion**) or French as a Second Language (**cours de français langue seconde**). If possible, mention should also be made of the university desired.

- In composing correspondence in French, students are encouraged to use the Collins-Robert, French-English, English-French Dictionary: Senior, 4<sup>th</sup> ed. (Scarborough: Harper Collins, 1995).

3. **TO PARTICIPATE IN A REGULAR PROGRAM AT A FRANCOPHONE UNIVERSITY IN CANADA:**

1. **For study at the undergraduate level** - Some details which prospective visiting students should mention in their letters to the Registrar's office (**bureau du registraire**) at the host university include:
  1. the fact that they wish to apply for visiting student status (to have visiting student status) **participer au programme d'échange**,
  2. the approximate number of courses they plan to take,
  3. a request for an application form (**une formule de demande d'admission**),
  4. a request for a calendar for the appropriate faculty (**un annuaire de l'université décrivant les cours offerts par la faculté de(s) \_\_\_\_\_** en \_\_\_\_\_ (semester), \_\_\_\_\_ (year). (The Career Resources Centre at the University of Lethbridge has calendars available from some francophone institutions in Canada. Students should consult the appropriate calendar for correct names of semesters and faculties).
2. **For study at the graduate level** - To enquire about the possibility of undertaking studies toward a master's degree (**programme de deuxième cycle**) or doctorate (**programme de troisième cycle**), students should write to the director of the appropriate graduate school for details.

4. **TO PARTICIPATE IN A REGULAR PROGRAM AT A UNIVERSITY IN FRANCE:**

1. **For study at the undergraduate level** - Anyone wishing to undertake full-time study in a **programme de premier cycle** (the French Bachelor's program) should request from the French Cultural Service **une demande d'admission préalable** (for address, see Section 8. of this document).
2. **Graduate programs** - For studies at the level of the **deuxième cycle** (master's) or **troisième cycle** (doctorate), students should write directly to the universities to enquire about deadlines and application procedures.
3. **Students wishing to audit** one or more of the courses from the programs mentioned in 4.a. and b. should write directly to the university of their choice (to audit courses - **suivre un/des cours en auditrice/auditeur libre**). Addresses of universities may be obtained from the French Cultural Service ([www.ambafrance.ca.org](http://www.ambafrance.ca.org)). Students should be aware that auditors are not permitted to submit work to the instructor for evaluation, nor are they allowed to write examinations. Such courses are **not** eligible for transfer credit at the University of Lethbridge.

5. **TO PARTICIPATE IN THE DEPARTMENT OF MODERN LANGUAGES FRENCH VISITING STUDENT PROGRAM:**

1. Students should obtain a copy of the **French Visiting Student Program Policy and Application Form** from the French Off-Campus Studies Coordinator.
2. Students should follow the instructions given in 1. and in either 2. or 3.a. above.
3. Students applying to Laval may also wish to request a calendar detailing FNF courses (**Français pour Non-Francophones**), (**un annuaire de l'université détaillant les cours offerts dans le "Programme d'études françaises et québécoises pour non-francophones" en \_\_\_\_\_ (semester), \_\_\_\_\_ (year).**)

Address of the Registrar at the Université Laval:

Bureau du registraire  
Pavillon Jean-Charles-Bonenfant (2440)  
Université Laval  
(Québec) G1K 7P4  
(418) 656-3080  
[reg@reg.ulaval.ca](mailto:reg@reg.ulaval.ca)  
<http://www.ulaval.ca>

6. **SUMMER LANGUAGE BURSARY PROGRAM:**

To obtain an application form for the **Summer Language Bursary Program**, students should download it from: [www.cmec.ca/olp/](http://www.cmec.ca/olp/)

Students are advised to contact the above office as soon as possible in order to have their name entered on the mailing list for the Summer Language Bursary. Applicants will receive the necessary forms as soon as they become available (usually in January). Once the application form has been received, it should be completed and returned **by the stated deadline.**

Application forms for the Summer Language Bursary Program **may** also be available in the New Year at Financial Aid and Awards (SU-047) and the Department of Modern Languages. Watch for announcements.

7. **TO OBTAIN INFORMATION ON HOUSING:**

1. Students participating in programs designed for non-francophones should contact program organizers for information on housing.
2. Applicants planning to participate in a regular university program at a francophone university in Canada should send their request for **une formule de logement** to the **Directeur des Résidences**. They should state whether they wish to live in a university residence or with a French-speaking family. In their letters applicants should mention that they are currently registered at the University of Lethbridge. They should also indicate the program for which they are applying, the approximate number of courses that they plan to take, the month and year in which study is to commence and, if appropriate, the month and year of their expected return to the University of Lethbridge.
3. Applicants planning to undertake a regular university program in France should request information on housing in their letter of application.
4. Applicants for the **Summer Language Bursary Program** will arrange housing by filling out the appropriate section of the program application form.