

## FACT SHEET

### For Incoming Exchange Students

**Institution:** Royal Roads University  
**Location:** Victoria, British Columbia, Canada

#### GENERAL CONTACT INFORMATION

Exchange Office	Global Partnerships and Business Development
Address	Royal Roads University Global Partnerships and Business Development Sherman Jen Bldg. 201, 2005 Sooke Road, Victoria, British Columbia V9B 5Y2 Canada
Email Telephone Website	<a href="mailto:Go.Global@RoyalRoads.ca">Go.Global@RoyalRoads.ca</a> 250.391.2514 or toll-free 1.800.788.8028 <a href="https://www.royalroads.ca/current-students/study-abroad">https://www.royalroads.ca/current-students/study-abroad</a>
University Website	<a href="http://www.royalroads.ca">www.royalroads.ca</a>
Dean, Partnerships and Professional Learning	Zoë MacLeod <a href="mailto:Zoe.Macleod@royalroads.ca">Zoe.Macleod@royalroads.ca</a> 250.391.2600 ext. 4201
Manager, Global Partnerships	Harry Nakayama <a href="mailto:Harry.Nakayama@royalroads.ca">Harry.Nakayama@royalroads.ca</a> 250.391.2600 ext. 4011
Global Education Coordinator	Fei Gao <a href="mailto:Fei.1gao@royalroads.ca">Fei.1gao@royalroads.ca</a> 250.391.2600 ext. 4462

#### SEMESTER INFORMATION

Academic Calendar	<p>Contact <a href="mailto:go.global@royalroads.ca">go.global@royalroads.ca</a> for detailed program schedules of each stream.</p> <p><b>Bachelor of Hospitality and Tourism Management</b></p> <ul style="list-style-type: none"> <li>Term 1: September - December 2026</li> <li>Term 2: January - April 2027</li> <li>Term 3: September - December 2027</li> <li>Term 4: January - April 2028</li> </ul> <p><b>Bachelor of Business Administration (BBA): Sustainability and Innovation</b></p> <ul style="list-style-type: none"> <li>Term 1: September - December 2026</li> <li>Term 2: January - April, 2027</li> <li>Term 3: May - August, 2027</li> <li>Term 4: September - December, 2027 <i>*not open for exchange</i></li> <li>Term 5: January-April, 2028 (Internship) <i>*not open for exchange</i></li> </ul> <p>*Our BBA is unique and it uses the <a href="#">project-based learning model</a> to teach. Please be well informed about this way of learning before you decide to take this program.</p> <p><b>Bachelor of Professional Communication (BAPC)</b></p> <ul style="list-style-type: none"> <li>Term 1: September - December 2026</li> <li>Term 2: January - March 2027</li> </ul>
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	<ul style="list-style-type: none"> <li>• Term 3: March - June 2027</li> <li>• Term 4: June- August 2027</li> </ul> <p><b>Bachelor of Science in Environmental Science</b></p> <ul style="list-style-type: none"> <li>• Term 1: September - December 2026</li> <li>• Term 2: January - March 2027</li> <li>• Term 3: March - June 2027</li> <li>• Term 4: June- September 2027</li> </ul> <p><b>Bachelor of Arts in Justice Studies <u>*not open for exchange</u></b></p> <ul style="list-style-type: none"> <li>• Term 1: September - November 2026</li> <li>• Term 2: November 2026 - February/April 2027</li> <li>• Term 3: March - May 2027</li> <li>• Term 4: June- August 2027</li> </ul> <p><b>Master of Arts in Tourism Management (December intake)</b></p> <p><b>*There is also April and August intakes</b></p> <ul style="list-style-type: none"> <li>• Term 1: December 2026 - April 2027</li> <li>• Term 2: April - July 2027</li> <li>• Term 3: September - November 2027</li> </ul> <p><b>Master of Global Management (September intake)</b></p> <p><b>*There are also January and May intakes</b></p> <ul style="list-style-type: none"> <li>• Term 1: September - December 2026</li> <li>• Term 2: January - March 2027</li> <li>• Term 3: April - June 2027</li> <li>• Term 4: July - September 2027</li> </ul> <p><b>Master of Arts in Intercultural and International Communication</b></p> <ul style="list-style-type: none"> <li>• Term 1: September - November 2026</li> <li>• Term 2: February- April 2027</li> <li>• Term 3: May - July 2027</li> <li>• Term 4: July- October 2027</li> </ul> <p><b>Master of Arts in Global Leadership</b></p> <ul style="list-style-type: none"> <li>• Term 1: October - December 2026 <u>*online</u></li> <li>• Term 2: December 2026 - March 2027</li> <li>• Term 3: March 2027 <u>*residency</u></li> <li>• Term 4: March- November 2027<u>*electives</u></li> </ul>
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## APPLICATION INFORMATION

<b>Nomination Procedure</b>	<p>Students must be nominated by their home university's International Office <u>before</u> submitting their application package. The following details are required and must be sent to us through our <a href="#">online form</a> by the exchange coordinator at the home institution.</p> <ul style="list-style-type: none"> <li>• Student's full name</li> <li>• Email address</li> </ul>
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	<ul style="list-style-type: none"> <li>• Field/program of study at home institution</li> <li>• Interested program at Royal Roads University</li> <li>• Study level (i.e. 3<sup>rd</sup> year, 4<sup>th</sup> year, etc.)</li> <li>• Start date and duration of exchange</li> </ul>
<b>Application Form</b>	Exchange applications cannot be submitted online. A fillable PDF application form must be submitted. Please contact <a href="mailto:go.global@royalroads.ca">go.global@royalroads.ca</a> for a copy of the application form.
<b>Nomination Deadlines</b>	<p>Fall Term (Sept-Dec): April 30<sup>th</sup>            *If students want to study for two terms (Fall and Winter) or require a study permit, the deadline is March 31.</p> <p>Winter Term (Jan/Feb-March/Apr) and Spring Term (May/June to July/August): September 30<sup>th</sup></p>
<b>Application Deadlines</b>	<p>Fall Term: May 15<sup>th</sup>            *If students want to study for two terms (Fall and Winter) or require a study permit, the deadline is April 15.</p> <p>Winter Term and Spring Term: October 15<sup>th</sup></p>
<b>Language Requirements</b>	<p>International English Language Testing System (IELTS)</p> <ul style="list-style-type: none"> <li>• IELTS Academic: 6.5 overall; minimum 6.5 in writing and speaking; minimum 6.0 in listening and reading</li> </ul> <p>Test of English as a Foreign Language (TOEFL)</p> <ul style="list-style-type: none"> <li>• Internet-based Test (IBT): 88 overall; minimum 24 in writing, minimum 20 in listening, reading and speaking</li> </ul> <p>Pearson Test of English - Academic (PTE-A)</p> <ul style="list-style-type: none"> <li>• 60 overall with a minimum 60 in writing and speaking and 58 minimum in listening and reading</li> </ul> <p>Duolingo English Test</p> <ul style="list-style-type: none"> <li>• Score of 115 overall with a minimum 110 for literacy, comprehension, and conversation and a minimum 115 for production</li> </ul> <p>Full list of accepted English Language proficiency score reports:  <a href="https://www.royalroads.ca/admission/english-language-requirements">https://www.royalroads.ca/admission/english-language-requirements</a></p>
<b>Admissions Requirements</b>	<p>Undergraduate:</p> <p>Applicants for undergraduate programs will have completed two full years or 60 credits of post-secondary education in an area relevant to the program for which they wish to apply. Applicants should have a <b>minimum “B” average (“B-” for BHTM)</b>, or equivalent grade point average of 3.0 (2.67) when on a 4.33 scale, and at least 24 of the credits at a second-year level are required.</p> <p>Applicants for undergraduate programs must meet the program-specific admission requirements: Please visit the program website for more information.</p> <p><b>**For tourism and hospitality program applicants:</b> Business-related work experience is essential for consideration and acceptance into the program. Applicants with the appropriate post-secondary background will also have a minimum of 420 hours tourism/hospitality related experience (reviewed on a case-by-case basis).</p> <p>Graduate:</p>

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	Applicants for graduate programs must meet the program-specific admission requirements: Please visit the program website for more information.
<b>Required Application Documents</b>	<ol style="list-style-type: none"> <li>1. Completed and signed application form</li> <li>2. Proof of English Proficiency (if required)</li> <li>3. Academic Transcripts (copy sent directly from applicant's home institution's international office)</li> <li>4. Statement of Intent (1-2 pages), if applicable</li> <li>5. Detailed Resume, if applicable</li> <li>6. Letters of reference, if applicable</li> </ol>
<b>Statement of Intent</b>	<p>The Statement of Intent should consist of (but is not limited to) a 1-2-page essay, addressing the following four questions:</p> <ul style="list-style-type: none"> <li>• What influenced your decision to apply to Royal Roads University?</li> <li>• What do you hope to gain from your experience as an exchange student?</li> <li>• How do you hope to contribute to the program and to the university?</li> <li>• In what ways do you believe this student exchange experience will contribute to your future as a student and a professional?</li> </ul>
<b>Detailed Resume</b>	<p>Your detailed resume should include the following:</p> <ul style="list-style-type: none"> <li>• Education: List all post-secondary education, degrees, diplomas, and certificates you have achieved.</li> <li>• Training and professional development</li> <li>• Work Experience: Please include name of the organization, length of service (documenting hours per week worked to ensure a minimum of 420 hours business related experience) and a brief description of duties.</li> <li>• Voluntary / Unpaid Work Experience: List and describe any voluntary/unpaid post-secondary employment and/or community service experience. Please include the name of the organization, length of service, and a brief description of the position and duties.</li> <li>• Information Technology Training and Experience: Briefly describe your level of training and experience in the use of information technology, including computers, software and telecommunications networks as tools for business, education, teaching and personal use.</li> <li>• Professional Memberships and Affiliations</li> <li>• International experience: Please include any international or intercultural experience you have, in the form of travel, work, education, or volunteer experience.</li> </ul>
<b>Fees</b>	<p>Incoming exchange students are responsible for paying the following mandatory student ancillary fees while at RRU. The rates quoted are rounded estimates based on a four-month period and are subject to annual increases.</p> <ul style="list-style-type: none"> <li>• Student Services Fee \$80.00 (Undergraduate), \$105.00 (Graduate)</li> <li>• Learning Support Fee \$73.00 (both Undergraduate and Graduate)</li> <li>• Student Association Fee \$67.00 (both Undergraduate and Graduate)</li> <li>• UPASS 4 months \$85 (\$21.25/month - both Undergraduate and Graduate)</li> </ul> <p>*UPASS is not applicable for virtual exchange students</p>
<b>Letter of Acceptance (LOA)</b>	<p>The LOA will be sent by email only if you are studying more than 6 months; application processing time is approximately 4-6 weeks from the time that a completed application is received (including supporting documents).</p>

## COURSE INFORMATION

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<b>University Departments Accepting Exchange Students</b>	School of Business School of Tourism and Hospitality School of Communication and Culture School of Leadership Studies School of Environment and Sustainability School of Humanitarian Studies
<b>Language of Instruction</b>	English
<b>Course Restrictions</b>	Incoming exchange students may only select courses being offered during the term/semester during which they intend to study at RRU (i.e. the course must start and finish during the term/semester during which the student is studying at RRU).
<b>Standard Full-time Workload</b>	In order to be considered a full-time student, students must complete a minimum of 9 credits within 24 weeks. A student enrolled in at least 60% of a normal course load is considered full-time.
<b>Course Schedules</b>	When completing the RRU exchange application, students must indicate which courses they wish to take during their time at RRU. Due to RRU's cohort learning model, <i>exchange students may only choose courses from their selected program stream</i> . For example, a student who has selected the Bachelor of Tourism and Hospitality Management - International Hotel Management stream may only select courses from the International Hotel Management stream schedule. Furthermore, they may only select courses that start and finish during the term(s) during which they intend to study at RRU.  Course availability will be confirmed with the student once the official nomination by the home institution has been received.
<b>Grading System</b>	Please find detailed information on RRU grading scales here: <a href="https://www.royalroads.ca/academic-regulations/grading-scales">https://www.royalroads.ca/academic-regulations/grading-scales</a>
<b>Transcript of Records</b>	Official transcripts will be sent to the home institution within four weeks following the announcement of final grades.

## PRE-ARRIVAL: THINGS TO CONSIDER

<b>Housing Options</b>	RRU currently offers limited on-campus housing. Please contact <a href="mailto:WelcomeDesk@RoyalRoads.ca">WelcomeDesk@RoyalRoads.ca</a> for more information. Although students are responsible for organizing their own accommodation in Victoria. Please visit our Off-campus housing website: <a href="https://www.royalroads.ca/current-students/student-life/where-stay/campus-housing-0">https://www.royalroads.ca/current-students/student-life/where-stay/campus-housing-0</a> Our staff in the international office will make every effort to assist incoming exchange students when in doubt or if they need further information or recommendations. Many private options such as studio apartments, rooms, or entire houses are close to campus. Alternatively, students may wish to live closer to downtown and commute to campus by bus.  Students who are interested in the option of living with a Homestay family can visit <a href="http://canadahomestaynetwork.ca/rru/">http://canadahomestaynetwork.ca/rru/</a> or <a href="https://gvenglish.com/royal-roads-homestay/">https://gvenglish.com/royal-roads-homestay/</a> for further details.
<b>Estimated Cost of Renting in Victoria</b>	Depending on whether students rent a room or an entire apartment, rent prices in Victoria can range from \$800/month to \$1,900/month. A safe estimate for monthly rental of shared accommodation (including utilities) is CAD \$1,000.
<b>Where to Live?</b>	Victoria is a smaller city and nothing is ever very far. Royal Roads University has two campuses located in Colwood and Langford, which is about a 20-30 minute drive from downtown Victoria, depending on traffic. Some neighbourhoods that provide easy access to the RRU campus: <ul style="list-style-type: none"><li>• <i>Colwood</i></li></ul>

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<b>Estimated Cost of Living in Victoria</b>	<p>Students can learn more about the cost of living here:</p> <p><a href="https://www.royalroads.ca/current-students/student-life/cost-living">https://www.royalroads.ca/current-students/student-life/cost-living</a>  <a href="https://studentaidbc.ca/help-centre/applying-loans/your-financial-need">https://studentaidbc.ca/help-centre/applying-loans/your-financial-need</a></p> <p>In general, students can expect to spend anywhere between CAD \$500 and \$1,000 a month on food, bills and entertainment, depending on lifestyle.</p>
<b>Visa Requirements</b>	<p>Depending on a student's country of origin and the duration of the exchange, incoming exchange students may require a visa to come to Canada. The easiest way to find out what immigration documents are required is by completing the Government of Canada's Come to Canada questionnaire. Please contact <a href="mailto:go.global@RoyalRoads.ca">go.global@RoyalRoads.ca</a> for assistance.</p>
<b>Medical Insurance</b>	<p>Come to Canada Questionnaire: <a href="http://www.cic.gc.ca/ctc-vac/cometocanada.asp">http://www.cic.gc.ca/ctc-vac/cometocanada.asp</a></p> <p>It is very important for incoming exchange students to have medical insurance when they arrive in Canada. Students can purchase it with <a href="#">guard.me International Insurance</a> at a cost of CAD \$1.45/day. Whether you arrange your own insurance or register with <a href="#">guard.me</a>, <i>students must provide confirmation of your enrolment to go.global@royalroads.ca before their arrival date.</i></p>
<b>RRU Buddy System for Incoming Exchange Students</b>	<p>All exchange students are offered the opportunity to be connected with a buddy (a current RRU student from their selected program) with whom they can connect over the months prior to their arrival in Victoria. To be connected with a buddy, please confirm by emailing <a href="mailto:go.global@RoyalRoads.ca">go.global@RoyalRoads.ca</a>.</p>

*\*This document was last updated in February 2026 and is subject to change.*