

Complete Policy Title:  
**Procedures For Offering Admission To  
International Students On Faculty-Based  
Contracts**

Policy Number (if applicable):

Approved by:  
**Senate**

Date of Most Recent Approval:  
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Responsible Executive :  
**Provost and Vice-President (Academic)**

Enquiries:  
**[University Secretariat](#)**

**DISCLAIMER:** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

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## **PREAMBLE**

The normal recruitment/application/admissions process for international applicants is outlined in the Undergraduate Calendar (Other International Secondary School Qualifications) and involves applying through the Ontario Universities Application Centre (Form 105F) on an individual basis.

If, in special circumstances, a Faculty wants to arrange a specific contractual agreement that permits groups of eligible students to attend McMaster in advance of being formally assessed for admission, they should follow the guidelines below for Faculty-based Contracts.

## **PRINCIPLES**

McMaster University actively supports international partnerships that provide a rich cultural environment for members of the McMaster community and opportunities to develop a variety of different world views and perspectives. As an international destination for students, we encourage and support applicants from other countries. In addition to regular application/admission procedures for individual international applicants which are outlined in the Undergraduate Calendar, McMaster encourages inquiries from governments who wish to arrange contracts for education involving groups of students, if these proposed contracts are consistent with the promotion of educational excellence and build on the international strengths of McMaster University programs.

Potential students must meet all McMaster criteria for admission and are governed by the regulations of the University as outlined in the University Calendar.

1. For Faculty-based Contracts, a formal agreement must be completed between McMaster University and the international institution or country and signed by the appropriate university officers who normally include the President, Provost and Dean of the relevant Faculty. Agreements must be filed by the Faculty with the University through the Office of the Provost and copies sent by the Faculty to the Chair of the Enrolment Management Team, the University Registrar and the Office of International Affairs.
2. Prior to signing Faculty-based Contracts involving groups of students, approval for admitting students must be given by the Provost, in consultation with the Enrolment Management Team to ensure that the University can provide space for these students without exceeding the enrolment capacity of the University.
3. The conditions of admission to the University must be clearly outlined in the Contract, including the fact that successful completion of the Test of English as a Foreign Language or the equivalent on another recognized test is required.
4. If the Contract stipulates that students will arrive prior to being assessed for admission in order to learn English and/or other pre-university subjects, the University will register these students as “International Non-Degree”. Students may retain this status for a period not to exceed one year and, upon successful completion of admission requirements including TOEFL, students will be transferred and registered in the appropriate degree program.
5. These International students, during the period they attend prior to being assessed for admission and following transfer and registration in degree programs, will be treated in the same manner as regular visa students for university revenue sharing purposes. All fees will be collected centrally. Ancillary fees will be deducted and the regular Revenue Sharing Policy will apply to the normal published visa fee for that program regardless of the contracted fee charged to the students. Faculties will retain the full amount of revenue collected above the published visa fee. The Faculty must report the status of these students to Financial Services on an annual basis.