

International Student FAQ

Every year, the Master of Industrial Relations (MIR) Program at Queen's trains a modest group of students with a variety of academic backgrounds for careers in human resources and labour relations. As the program has limited capacity and funding, we are only able to offer up to ONE international placement per academic year in our full-time 10 month MIR program.

This means that competition for acceptance into the program can be quite high; there has historically been an average of 40 international applicants competing for the single available placement in the program. As such, **BEFORE APPLYING**, it is in an applicant's best interest to make an informed decision regarding their competitive chances for acceptance into the program. While the minimum academic requirement is a 4 year Canadian honours bachelor degree with a **minimum** of a B+/GPA 3.3/77–80%, the academic averages of the successful applicant is typically far higher than the minimum eligibility requirement. This decision may involve some research into how international academic credentials convert to a 4 year Canadian honours bachelor degree. There are several internet resources that should be able to provide you with enough information on global academic conversions.

It is essential that applicants complete the online application in full, upload appropriate copies of all of their academic transcripts, ensure that their references complete the online referrals and submit their English Language testing. Files will not be considered if they are incomplete.

The MIR program will not advise on or consider transcripts, prior to application submission. Applicants should also note that references need to be academic references.

Finally, due to restrictions on student study visa requirements at Queen's University, applicants should be aware that there are NO international placements available for the part time Professional Master of Industrial Relations.

Students are encouraged to read all the information on the School of Graduate Studies website, specific to International Students [here](#).

Language Requirements

At Queen's University, English is the language of instruction and communication. Proficiency in English is, therefore, a prerequisite for admission. Applicants whose first language is not English or who have not recently studied for at least one complete year at a post-secondary institution where English is the official language of instruction, will be

required to obtain satisfactory results in an English language proficiency test, as part of the application process, and before their application will be considered complete.

The following English Language Proficiency tests are accepted by the School of Graduate Studies at Queen's University:

- [Test of English as a Foreign Language \(TOEFL\)](#)
- [Michigan English Language Assessment Battery \(MELAB\)](#)
- [International English Language Testing System \(IELTS\)](#)
- [Pearson Test of English Academic \(PTE Academic\)](#)

In these tests, the School of Graduate Studies at Queen's University requires the following minimum scores:

1. TOEFL Internet-based Test (TOEFL iBT): The minimum overall score is 88, made up of the minimum scores in each component test as follows:

Writing test: 24/30

Speaking test: 22/30

Reading test: 22/30

Listening test: 20/30

Applicants must have the minimum score in each test, as well as the minimum overall score. Note that some departments/programs have higher minimum TOEFL iBT requirements.

2. MELAB: 80 (minimum overall score)

3. IELTS: 7 (minimum score, academic module)

4. PTE Academic: 65 (minimum overall score)

These tests are offered widely around the world. International students applying to Queen's should arrange to take one of these tests in sufficient time for the results to be available at the time of application. It is the applicant's responsibility to consult the department/programs, and the Application Procedures documentation, for more details.

OTHER NOTES on English language proficiency for international applicants and students:

1. Any applicant whose first language is not English, but who, within the 12 month period prior to the month of application, has studied for at least one complete year at a post-secondary institution where English is the official language of instruction, may submit with

their application a request to be exempted from the English language proficiency test requirement.

Proof will be required that it has not been more than one year since the applicant was a student at the post-secondary institution and also that English is the language of instruction there. Acceptable proof of this is the original, official transcript, received from the issuing post-secondary institution or uploaded by the applicant as part of the application for admission. If it is not stated on or evident from the transcript that English is the language of instruction, the applicant must make arrangements for a separate, official letter that confirms this to be sent to the School of Graduate Studies from the issuing post-secondary institution.

When the official original transcript or other official letter is received by the School of Graduate Studies, the request for exemption will be reviewed. The applicant will be informed of the decision.

A request for an exemption from this requirement will not be considered prior to submission of the application.

A request for an exemption from this requirement will not normally be considered for any applicant who, at the time of application to graduate studies, has a passing score in one of the accepted tests of English language proficiency listed above which is still valid (not expired).

A request for an exemption from this requirement will not normally be considered for any applicant who, at the time of application to graduate studies, has taken one of the accepted test of English language proficiency listed above but failed to get the minimum score required.

2. If a final grade of A- (A minus) or more in ESLA 140 or ESLA 150 from Queen's University's English for Academic Purposes (EAP) Program is achieved at the time of application, an English language test score may not be required. See [Queen's University School of English](#) for details.

3. Students may be required to take a remedial course in English and may be required to fulfill additional requirements if accepted into a graduate program.

Application Procedures

While the application procedures for international students are no different than those for Canadian applicants, generally more time is required to receive the necessary documentation and to evaluate the academic record. Two letters of reference are required

from professors under whom the applicant has recently studied. Official transcripts for all undergraduate programs and subsequent graduate work must also accompany the application. Given that many international students who apply to Queen's do so from a great distance, it is recommended that sufficient time be allowed for these materials to be received. January to March are heavy months for processing applications for admission in September. It is suggested that the application process begin as early as September of the year preceding the year in which you wish to enter the program. See also the Application for Admission section above for details.

Study Permit

International applicants who have been accepted into the School of Graduate Studies must obtain a Study Permit and visa (if required) and complete any required immigration procedures.

Information about applying for Canadian immigration documents is available through the [Queen's University International Centre \(QUIC\)](#).

Fees

For complete information about tuition fees and ancillary fees information, please review the information on the website of the Office of the University Registrar, here: [Graduate Fee Information](#).

Health Insurance

International students must have health insurance coverage by enrolling in the University Health Insurance Plan (UHIP). This mandatory health plan provides basic medical coverage for most doctor and hospital services in Ontario.

The following individuals are required to have UHIP coverage each year:

- All international members (student or non-student) and their dependents.

- All students, non-students and their dependants who do not have valid Canadian provincial/territorial health insurance (such as: Alberta Health, OHIP, etc.).

More information is available from the Queen's University International Centre (QUIC):

Telephone: 613-533-2604

Fax: 613-533-3159

Email: uhip@queensu.ca

[UHIP Website](#)

Student Support

The School of Graduate Studies attempts to ensure that as many international graduate students as possible who require tuition assistance receive one of several types of tuition awards. International students should inquire of the department/program about their eligibility and needs for tuition awards.

Queen's University International Centre

The Queen's University International Centre (QUIC) is an international education support service for students, faculty and staff at Queen's. Through its activities the Centre promotes an internationally informed and cross culturally sensitive university community.

QUIC has been working to promote cross-cultural understanding for more than 50 years through a wide range of services and programs. The Centre's history dates back to 1961, when the International Club was established at Queen's to help international students adjust to life at Queen's and in Kingston. QUIC provides support for international students and their families throughout their stay at Queen's. The International Student Advisor will provide guidance to students on issues including immigration, travel, housing, finances, academic and personal matters. During the academic year, services and programs offered include on-site orientation programs for the fall and winter terms, a host-family program, and practical information sessions on topics of interest to all students. QUIC is located in the John Deutsch University Centre.

Telephone: 613-533-2604

Fax: 613-533-3159

[QUIC Website](#)