

Dear Dalhousie Student,

Thank you for your interest in a university-wide exchange or study abroad program!

The International Centre (IC) encourages Dalhousie students to integrate an international academic experience into their degree through established linkages with a variety of universities overseas. Students wishing to be considered for any of the university-wide programs (including the Bader International Study Centre at Herstmonceux Castle) are required to submit the attached application form. If you have been nominated (in February) to study at a partner institution, you will be given the appropriate application for that specific university at a later date.

At this time, we would like to remind you that there are certain risks inherent in participating in international academic activities, and that international study is not appropriate for every student. You are encouraged to familiarize yourself with general and specific risks associated with travelling to the region(s) that interest you. Travel reports issued by the Department of Foreign Affairs and International Trade should be read for more information at: <http://www.travel.gc.ca/>.

Please note that the selection process for Dalhousie University's university-wide exchange programs is competitive. Not all applicants will receive a nomination to their first-choice institution. However, if you meet our eligibility criteria, and you are flexible about where you spend your term or year abroad, we will do our best to place you at one of our partner universities.

It is important that you conduct research about the universities which interest you. This research may be done online (www.dal.ca/international), in the IC Resource Library, by attending an Information Session, participating in a region-specific session, and by meeting with the Study Abroad & Exchange Advisor to discuss your top three university choices. We also encourage you to read Country Reports (available at the IC) submitted by previous Dalhousie exchange students, and to meet with former exchange students to learn about their experiences.

A number of factors should be considered when determining which institution might be the best match for you. These include:

- | | |
|--|---|
| * Academic program match | * Size of the institution or city |
| * Interest in courses available at that university | * Affordability/cost of living |
| * Health and safety concerns | * Commitments in Canada prior to leaving or upon return |
| * Interest in the country or city | |

I would like to remind you that participating in an international program will involve a significant amount of responsibility on your part. If nominated for one of our programs, you will be provided with direction and guidance by our department. However, you need to be prepared to take care of logistics independently. These include, but are not limited to: obtaining/renewing your passport, applying for any required study permits/visas, researching health and travel insurance options, booking your travels, arranging your accommodations, meeting with your academic advisor, and obtaining a Letter of Permission.

Do not leave any section blank. For help with completing the application, please email exchanges@dal.ca. Incomplete applications will not be reviewed.

If you have any questions or concerns, please do not hesitate to contact the International Centre(IC).

We look forward to reviewing your application.

Sincerely,
International Centre Staff

IMPORTANT INFORMATION ABOUT COMPLETING THE APPLICATION FORM

ELIGIBILITY CRITERIA

Students must meet the following eligibility criteria in order to be considered for a University-Wide Exchange or Study Abroad program:

- Be in an undergraduate or graduate program at Dalhousie University;
- Be in good academic standing with a cumulative GPA of 2.5 or above (undergraduate students);

Please note:

A GPA of 2.5 is the minimum required in order to be considered. Some partner universities require applicants to have a higher GPA. It is the responsibility of the student to ensure s/he meets these prior to applying.

- Have completed 4 full academic credit courses at Dalhousie University;
- Be eligible to register at Dalhousie for the period of the international experience.

ADDITIONAL APPLICATION INFORMATION

Academic Information (Section 3)

Please discuss plans to spend a term/year abroad with your departmental advisor to confirm that you will meet your Dalhousie program requirements. If you have not yet declared a major, please meet with an academic advisor to do so prior to completing the application.

Exchange/Study Abroad Information (Section 5)

Be sure you are familiar with the correct term/semester dates of the partner university, and that you select the correct corresponding Dalhousie term(s) for which you intend to be away. Summer programs are not available at all partner institutions, and, if they are, it may be on a study abroad (fee paying) basis. Not all partner universities will be available for full-year exchange programs.

Proposed Course Selection (Section 6)

The number of courses you list should be equal to a full-time course load at the host institution. Different universities have different full-time course loads: understanding what constitutes a full course load at the host institution is part of your research. After you have been nominated to a specific university, you will be required to finalize your course selection, and to complete a Letter of Permission. Instructions about this will be provided after the selection process is complete.

Cost of Living Worksheet (Section 7)

This worksheet will help you understand the potential financial requirements of a term abroad. The international offices at the partner institutions typically provide approximate costs of living on their websites. Students applying for exchange partner universities will pay their tuition (15 credit hours) directly to Dalhousie, where students applying to study abroad partner universities (with the exception of the International Study Centre, Herstmonceux Castle, St. Andrews where program fees are paid through Dalhousie University) will typically pay their tuition directly to the host university (in the local currency).

Cover Letter (Section 8)

Please write a cover letter, explaining the reasons why you would like to participate in an exchange/study abroad program. This letter should also illustrate how the courses you have proposed (first choice institution only) will complement your Dalhousie degree. You are encouraged to demonstrate that you have researched the potential host city and country.

Letter of Reference Form (Attachment)

This form must be completed by a Dalhousie University professor or instructor who is familiar with your academic work. This is a required component of the application.

Interviews and Selection

If you meet the minimum eligibility requirements, you will be invited to an Exchange/Study Abroad Interview. The Selection Committee will determine how serious you are about integrating an international experience into your degree, as well as your personal and academic fit with the program.

Following the interviews, students who have been selected as exchange/study abroad nominees will be asked to complete the partner university application, and to participate in Pre-Departure meetings and sessions. **Attendance is required at these sessions.**

APPLICATION CHECKLIST: PLEASE ENSURE THAT ALL DOCUMENTS ARE COMPLETED AND SUBMITTED TOGETHER

All application documents should be submitted together by **January 30**. Please check the following to confirm they are enclosed/completed:

☐ Application Form ☐ Cover Letter ☐ Letter of Reference Form ☐ Unofficial (Dal Online) Dalhousie Transcript

UNIVERSITY-WIDE EXCHANGE/STUDY ABROAD APPLICATION FORM

Please submit completed form to:

International Centre, Dalhousie University, 1246 Lemarchant Street, Halifax, NS B3H

4R2 TEL (902) 494-1566 FAX (902) 494-1751 www.dal.ca/international

1. PERSONAL INFORMATION *(please print)*

Last Name _____ First Name _____
 (Surname/Family Name)

Dalhousie Student Number _____ First Language ☐ English ☐ French ☐ Other, specify _____

Country/Countries of Citizenship _____

Date of Birth ____/____/____
 (dd/mm/yyyy)

2. CONTACT INFORMATION

Current Address _____ Valid Until: ____/____/____ (dd/mm/yyyy)	Permanent Address _____
Street Address _____ City _____	Street Address _____ City _____
Province/State _____ Country _____ Postal Code _____	Province/State _____ Country _____ Postal Code _____
Telephone Number () _____	Telephone Number () _____
Dalhousie Email Address _____	

3. ACADEMIC INFORMATION

Are you a King's Student? ☐ Yes ☐ No

Degree Program (BSc, BA, etc.) _____ Faculty (FASS, Management, etc.) _____

Current Major (History, Biology, etc.) _____ Current Year of Study _____

Cumulative GPA (*including Fall Term grades*) _____

NB: While the minimum GPA required by the IC is 2.5, some partner institutions may require a higher GPA. Please ensure you research your eligibility prior to applying.

Expected Graduation ☐ Spring 20____ ☐ Fall 20____

Please indicate the name of the departmental advisor with whom you have discussed your international plans:

Name of Advisor/Department _____ Date of appointment: _____

Advisor's Signature: _____ Date: _____

4. HOW DID YOU FIRST LEARN ABOUT EXCHANGE AND STUDY ABROAD OPPORTUNITIES AT DALHOUSIE?

- | | |
|--|---|
| <input type="checkbox"/> Former Exchange/Study Abroad Student | <input type="checkbox"/> Dalhousie Professor/Staff |
| <input type="checkbox"/> Academic Advisor | <input type="checkbox"/> Recruitment Officer Presentation at your High School |
| <input type="checkbox"/> Wednesday Information Session at the IC | <input type="checkbox"/> Dalhousie Website |
| <input type="checkbox"/> "Into the World" International Experiences Fair | <input type="checkbox"/> Study Abroad & Exchange Advisor |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Other (Please specify) _____ |

5. EXCHANGE/STUDY ABROAD INFORMATION (UNIVERSITY-WIDE PROGRAMS ONLY)

Students are permitted to select up to three institutions on the application form. The IC will assume that applicants have researched each selection and that any identified selection would be suitable for exchange/study abroad.

Desired Partner Institution (Please list in order of preference)	Country	Preferred <u>Dalhousie Term</u> of Program
1. _____	_____	<input type="checkbox"/> Full Year '15/16 <input type="checkbox"/> Fall '15 <input type="checkbox"/> Winter '16 <input type="checkbox"/> Summer '15
2. _____	_____	<input type="checkbox"/> Full Year '15/16 <input type="checkbox"/> Fall '15 <input type="checkbox"/> Winter '16 <input type="checkbox"/> Summer '15
3. _____	_____	<input type="checkbox"/> Full Year '15/16 <input type="checkbox"/> Fall '15 <input type="checkbox"/> Winter '16 <input type="checkbox"/> Summer '15

6. PROPOSED COURSE SELECTION (*For first choice institution only*)

Review your degree and program requirements for Dalhousie University, and select courses offered at the host institution that are consistent with these. The number of courses you list should be equal to a full time course load at the host university based on the host university's requirements.

Course Title (Required)	Course Number (Required)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Many institutions will be using the European Credit Transfer System (ECTS). 30 ECTS credits are equivalent to 15 credit hours or 5 courses at Dalhousie. For example Umea University in Sweden may list one course as being worth 15 ECTS, therefore you only need to take two courses to equate to a full course load at Dalhousie.

7. COST OF LIVING WORKSHEET

This worksheet has been designed to assist you in researching the costs associated with participating in an Exchange/Study Abroad program. It is important that you consider how you will support this opportunity, financially.

Resources		Expenditures	
Personal Savings		Tuition & Incidentals	
Proceeds from Part-Time Employment		Room & Board	
Proceeds from Summer Employment		Books & Stationery	
Loans/Gifts from Family/Friends		Transportation (to and from)	
Student Loans		Local Transportation	
Scholarships		Extended Medical Coverage	
Bursaries		Entertainment	
Other		Field Trips/Vacation	
Note: this page is not used for your nomination, but how you complete this section will demonstrate to the committee how much you have researched your first choice institution and that you are financially prepared to study at this partner institution.		Travel documents (passport, study permits, visas, etc.)	
		Misc (postage, gifts, film, clothing, personal supplies, etc.)	
Total Resources		Total Costs	

9. PLEASE ATTACH A WRITTEN COVER LETTER (No more than 1 page in length)

Please review the Application Information on Page 2 for additional details.

10. SIGNATURE

I certify that all of the above information provided in this application is complete and correct and I authorize the University to verify any information provided as part of this application.

Signature: _____

Date: _____

LETTER OF REFERENCE FORM

To be completed by a Dalhousie University Instructor or Professor

The International Centre (IC) administers University-Wide Exchange and Study Abroad programs for Dalhousie University. Our programs provide an opportunity for Dalhousie students to integrate an international academic experience into their Dalhousie degree.

The student named below has applied to participate in an exchange or study abroad program.

To assist the Selection Committee in making a decision with regard to student participation in the program, we would appreciate your evaluation of the student in a few areas which are important to their success as exchange/study abroad students. Thank you, in advance, for your help.

Please complete and return this form to the applicant in a sealed envelope, so that s/he may submit it with the completed application package.

Students are required to submit their applications by **January 31st, 2015**.

Student Name: _____

1. How long, and in which capacity have you known this student?

2. Please indicate your assessment of the student's competence in the following areas in comparison to other students you have known at similar stages of their studies:

	Below Average	Average	Above Average	Very Good	Outstanding	Unable to Comment
Self-Motivation						
Adaptability						
Intellectual Curiosity						
Interpersonal Skills						

3. Would you recommend this student as a candidate for an exchange/study abroad program?

☐ Yes

☐ No

Comments (please feel free to attach additional comments)

Faculty Name:

Department at Dalhousie:

Telephone:

Email:

Signature:

Date:

Reference Form

A professor must complete the Letter of Reference Form. It is important to not leave this until the last minute, it does take time for professors to fill out these types of forms and you want to make sure you will have it in time for the application due date.

We understand that early in your academic career you may not know all your professors on a close, personal basis. If this is the case you can always make an appointment with a professor and bring in an essay or lab you completed to remind them of your work. Explain your desire to go on exchange and your motivations for doing so.

If you feel that a TA or lab instructor may know you better than the professor, you can always suggest that the professor to talk to them. Alternatively, the TA might be willing to write a brief letter about you to assist the professor. This would provide your professor with more insight into your academic preparedness.

This letter of reference is very basic: Don't lose sleep over it! Note that the reference does not receive a score, but does help the nominating committee. Everyone has to submit an academic reference.