

## IMPORTANT INFORMATION ABOUT COMPLETING THE STUDY/WORK INTERNATIONAL FUND APPLICATION FORM



### Eligibility Criteria:

Students must meet the following eligibility criteria in order to be considered for SWIF:

- Qualify for financial assistance on the basis of need (a small number of exceptions can be made annually for students with high academic achievement)
- Are in good academic standing and have a minimum Grade Point Average (GPA) of 2.50
- Will be receiving academic degree credit for the international placement (funding will not be available for individual travel, research or data collection activities)
- Students will be a full-time student during their international placement
- Students with visiting student status are not eligible

### Application Checklist

#### Forms:

- Completed Application Form
- Copy of Letter of Permission or SWIF Academic Approval Form (For programs where a letter of Permission is not required)

#### Supporting Documentation:

- Letter of Acceptance (if participating in a program not organized by Dalhousie)
- Letter from Coop Work Term Employer (if participating in paid employment, the employer must indicate your dates of employment and salary)
- Loan Documentation to Support Debt Information
- Copy of your parents' most recent Income Tax Assessment (if you have identified as a dependent student)
- Copy of receipt or quote (date must be indicated) for plane ticket
- Certificate of pre-departure completion through BBLearn and registration in the Emergency Contact Database

#### Other:

- Cover Letter (250 – 500 words) describing how this experience will benefit you personally, professionally and/or academically.

### Additional Information

- You will be informed of your award by email to your dal.ca email account.
- Funds will be applied to your Dalhousie Student Account. If you do not have a balance owing to Dalhousie, you will be able to request a cheque for the balance of your award by contacting Student Accounts after you receive the email informing you of your award.
- Plane tickets are not considered an expense if they are purchased on points, but taxes and any related surcharges can be claimed. Only one return ticket will be considered/term.
- Applications **MUST** be received prior to departure.
- Please note that all personal circumstances are carefully reviewed by the SWIF Committee when considering eligibility based on financial need. Students are encouraged to use the Cover Letter to detail any circumstances that can assist the committee in evaluating the file, especially if a student's particular circumstances are not clearly reflected in the standard application.

## STUDY/WORK INTERNATIONAL FUND APPLICATION FORM

Please submit completed form and supplementary information to:  
 International Centre, Dalhousie University, 1246 Lemarchant Street, Halifax, NS B3H 4R2  
 TEL (902) 494-1566 FAX (902) 494-1751 [www.dal.ca/international](http://www.dal.ca/international)

### FOR OFFICE USE ONLY

Country:	Date Application Received: Date Application Reviewed:	Amount Awarded:
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### APPLICATION INFORMATION

Have you applied for SWIF/George Burris before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when did you apply? _____ / _____ Month/Year	Did you receive funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state amount you received: \$ _____
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### PERSONAL & CONTACT INFORMATION

Dalhousie Student Number \_\_\_\_\_ Dalhousie Email Address \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_  
 (Surname/Family Name)  
 Citizenship Status  Canadian Citizen  Permanent Resident  Student Visa  Other Citizenship (Please specify) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / 19\_\_\_\_\_  
 (dd/mm/yyyy)  
 S.I.N (Necessary for Award Information) \_\_\_\_\_

<b>Current Address</b> _____ Street Address City _____ Province Country Postal Code Telephone Number ( ) _____	<b>Permanent Address</b> _____ Street Address City _____ Province Country Postal Code Telephone Number ( ) _____
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## ACADEMIC INFORMATION

Are you receiving a Tuition Waiver?  Yes  No

Are you a King's Student?  Yes  No

Degree Program (BSc, BA, etc.) \_\_\_\_\_

Faculty: \_\_\_\_\_

Current Major/Specialization (History, Biology, etc.) \_\_\_\_\_

Current Year of Study \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Expected Graduation:  Spring 20\_\_\_\_  Fall 20\_\_\_\_

## INTERNATIONAL PROGRAM INFORMATION

Exchange Program (Reciprocal agreement, Fees paid to Dal )

Study Abroad Program (fees paid to Host University)

Faculty-Led Program (other international opportunity organized through your department; involves participation of departmental co-ordinator; Fees usually a set program fee but payment arrangements are varied)

Field Study

Internship

Co-op

International Study Centre, Herstmonceux Castle

Practicum

Work Placement

Other (please specify) \_\_\_\_\_

What is the name of the host University/Business/Organization with which you will be affiliated while you are away? \_\_\_\_\_

Is this program administered/organized by Dalhousie?

Yes  No

If Yes who is your contact at Dalhousie?

\_\_\_\_\_

If No, please indicate the name of the institution administering your program:

\_\_\_\_\_

In which country/countries will your program take place?

1.

2.

3.

In which city/cities will your program take place?

1.

2.

3.

When is the first day of your program/placement (IE; Classes, Work Term, etc.)?

When is the last day of your program/placement (ie; Classes, Work Term, etc.)?

What is the total number of weeks of your study/work for your program/placement?

\_\_\_\_\_

**PREVIOUS TRAVEL EXPERIENCE**

Dates	Destination	Purpose of Travel

Have any of these experiences contributed to your interest in this international placement? How?

**FAMILY INFORMATION**

Marital Status:

- Single                       Divorced  
 Married                       Common Law

Do you have any dependents?

- Yes *How many?* \_\_\_\_\_  
 No

**FINANCIAL INFORMATION – PARENTAL CONTRIBUTION**

Are you deemed to be financially “dependent” or “independent” of parents/guardians for loan purposes by the government student aid authority?

DEFINITION: The government student aid authority defines independent students as students who have been out of high school for 5 years or more.

- Dependent                       Independent

If you answered “Dependent,” please complete the following questions:  
 You will also be required to provide a copy of your parents’ most recent Tax Assessment.

Number of Dependents in your family (including yourself):	Gross Yearly Income (Parent 1): \$	Gross Yearly Income (Parent 2): \$	Total Gross Parental Income (Both Parents): \$
Parental contribution towards your educational costs for this current academic year (NB: If applying in July, state upcoming year’s contribution)  \$	Are you a member of a one-parent family? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you live with your parents during the school year? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you live with your parents, How much do you pay for room and board per month?  \$

**FINANCIAL INFORMATION – STUDENT AID ASSESSMENT INFORMATION (CURRENT YEAR)**

**LOANS**

**IMPORTANT:** Please provide documentation regarding all loans  
(For example, Notice of Assessment for Government Loans, print-outs of Credit Limits and Outstanding Balance for Bank Loans, etc.)

Do you have a **Canada Student Loan** this year?

No  Yes

Amount:

Do you have a **Provincial Student Loan** this year?

No  Yes

Amount:

Do you have a **Bank Education Loan** this year?

No  Yes

Amount:

If you do not have a student loan this year, please explain the reason:

**BURSARIES**

Do you have a **Provincial Student Bursary**?

No  Yes

Amount:

Have you received a **Dalhousie Bursary** through the Registrar's Office or your department this academic year?

No  Yes

Amount:

Date:

Are you applying for a **Dalhousie Bursary** through the Registrar's Office or your department for the period of your international placement?

No  Yes

Amount:

If yes, when? \_\_\_\_\_

**FINANCIAL INFORMATION – APPLICANT (AND SPOUSE) TOTAL DEBT STRUCTURE**

IMPORTANT: Please provide documentation regarding all debt

A) Accumulated government student loans (including this academic year):  Amount:	B) Accumulated debts from bank, trust or finance companies:  Amount:
C) Outstanding balance on credit cards (Visa, MasterCard, American Express, etc.):  Amount:	D) Private Loans:  Amount:

Total Debt Structure (Add A, B, C & D amounts)

TOTAL Amount:

**FINANCIAL INFORMATION –WORK PERIOD/SUMMER SAVINGS REPORT**

For the period of May to August inclusive, there are 18 weeks available for work and/or study, depending upon personal circumstances. Please indicate what you (and your spouse) did, earned, spent, and saved during this time.

Number of weeks spent studying: _____ Weeks  Course:	Number of weeks <u>un</u> employed _____ Weeks  Reason for unemployment:
Number of weeks employed _____ Weeks  Income: \$ _____  Please describe job:	Total Summer Resources: \$ _____ (Summer Employment income plus other Income)  Summer Expenses: \$ _____  TOTAL SUMMER SAVINGS: \$ _____ (Subtract Expenses from Resources)

Transfer TOTAL Summer Savings to the “Previous Savings from Other Sources” (under Resources) on the Budget Sheet if any can be applied to your placement expenses.

## BUDGET FOR PLACEMENT

EXPENSES for international program		RESOURCES for international program	
Tuition/Program Fee	\$	Total amount of loans to be used for the placement period (CSL, Provincial, Bank, etc)	\$
Books & Supplies	\$	Total amount of Bursaries to be used for the placement period (Provincial, Dalhousie) Where are they from: _____	\$
Instruments, equipment, special clothes	\$	Non-Dal Bursaries (High School, Church, Company, etc.) Scholarships/Awards/External Funding (etc.)	\$
Medical Insurance	\$	Previous Savings from Other Sources	\$
Travel Insurance	\$	Stipends (i.e Assistantship)	\$
Inoculations	\$	Income during International Program	\$
Uninsured medical, dental and optometry costs if "independent"	\$	Spouse's contribution, if spouse is not a student	\$
Passport & Visas/Study Permits	\$	Parental Assistance (if you are a "Dependent") it is expected that your parents will be contributing to your education costs	\$
Airfare (See related notes on page 1)	\$	Miscellaneous (Family Allowance, Social Services, Canada Pension, Adult Training) \$ _____ x _____ weeks	\$
In-Country Expenses	\$	Work Term Income (If applicable)	\$
Accommodations \$ _____ x _____ weeks	\$	Other support (specify):	\$
Meals/Incidentals \$ _____ x _____ weeks	\$		\$
Utilities (basic telephone, electricity, heat, water) \$ _____ x _____ weeks	\$		\$
Local Transit \$ _____ x _____ weeks	\$		\$
Other (please specify)			
<b>Total Expenses</b>	<b>\$</b>	<b>Total Resources</b>	<b>\$</b>

Expenses (\$ \_\_\_\_\_ ) minus Resources (\$ \_\_\_\_\_ ) equals \$ \_\_\_\_\_

How did you learn about the Study/Work International Fund (SWIF)?

- |  |  |
|--|--|
| <input type="checkbox"/> Former Exchange/Study Abroad Student                      | <input type="checkbox"/> Dalhousie Professor/Staff       |
| <input type="checkbox"/> Wednesday Information Session at the International Centre | <input type="checkbox"/> International centre Website    |
| <input type="checkbox"/> Study Abroad Fair   | <input type="checkbox"/> Study Abroad & Exchange Advisor |
| <input type="checkbox"/> Poster  | <input type="checkbox"/> Other (Please specify) _____    |

**Letter of Agreement**  
***Study/Work International Fund***

I agree:

1. that the information contained in my International Financial Assistance Application is, to my knowledge, a true, complete and accurate statement of my financial status, and I hereby request consideration for assistance from the funds made available for this purpose by the University that all financial support received will be used to support the international experience as outlined in my bursary application;
2. to the release by Dalhousie University of information about any financial assistance that may be awarded to me as a result of this application, upon request by any federal or provincial student financial aid office;
3. that the International Centre Study Abroad & Exchange Advisor may review my academic record for the purpose of advising on international exchange, placement, and work opportunities and/or funding for same;
4. that the University may contact my sources of funding if this is judged to be necessary; subject to my being notified in advance that this is being done;
5. to submit a report to the Funding Committee on the funded international experience (see page 10 of this application for details);
6. that if, for whatever reason, I do not undertake the international experience or fail to fulfill any one of these obligations, I will repay all financial support received from the International Centre;
7. that Dalhousie University will not release copies of transcripts to or for any bursary supported student who has failed to comply with any of the above.
8. that Dalhousie University assumes no liability for any loss, injury or additional expenses which the student incurs or suffers as a result of this international experience. The Student agrees to indemnify and save harmless Dalhousie University from any loss, damage, injury or other expenses caused by the student to any third party.

I agree to all of the conditions as stated above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dalhousie ID Number:



# SWIF ACADEMIC APPROVAL FORM

(To be completed by a Dalhousie Department Head and/or Academic Advisor in the event that a Letter of Permission is not required)

This will acknowledge that:

Student Name: \_\_\_\_\_ Student ID: B00 \_\_\_\_\_

In the Department of: \_\_\_\_\_

## Part One: Program

1) Participating in a program located in \_\_\_\_\_ which is recognized as part of their degree.

Program: \_\_\_\_\_

## OR

2) Will receive academic credit for their educational experience at: \_\_\_\_\_

In the country of: \_\_\_\_\_

Program start date of: \_\_\_\_\_ Program end date of: \_\_\_\_\_

The Dalhousie Class(es) for which this student will receive academic credit is/are:

Course Number (ex. HIST 2103)	Credit Hours to be Received

## Part Two: Signature:

Approved and signed by: (Department Head or Academic Advisor)

Name: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Reporting on the Funded International Experience

The SWIF Committee requires that all students receiving funding report on their international experience upon the completion of their program.

You may choose to complete this requirement by submitting one of the following:

- 1) A written piece of at least 500 words reflecting on your learning experience abroad. For example, you might choose to submit:
  - a. A focused reflection on any specific aspect of your learning experience such as an event that provided you with a learning opportunity;
  - b. An account of a theme (such as cross-cultural communication, diversity, new ways of learning, being a minority in your host country etc) that surfaced while you were abroad and how it has impacted you.
  - c. Your take on how this experience has impacted your world view.
  - d. A summary of how this experience has enhanced your academic program at Dalhousie.
- 2) A log of incidences of cultural biases in which you identified as being a “Canadian” in an international setting.
- 3) Using photographs identify a series of sites that reflect the history, culture, geography or government of your host country. Add a paragraph to each that describes why this picture defines the essential characteristics of your host country.
- 4) Complete a survey provided to you by International Student and Exchange Services.