

Dear Dalhousie Student,

Thank you for your interest in a departmental exchange program with the University of Newcastle-upon-Tyne!

Dalhousie students are encouraged 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 International Study Centre at Herstmonceux Castle) are required to submit an application to the International Student and Exchange Services (ISES). Students wishing to be considered for the departmental exchange with the University of Newcastle are required to submit an application to the Chair of the English department.

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.voyage.gc.ca/>.

Please note that the selection process for Dalhousie University's university-wide and departmental exchange programs is competitive. Not all applicants will receive a nomination.

A number of factors should be considered whether an exchange is right for you. These include:

- |  |   |
|--|---|
| * Academic program match                     | * Size of the institution or city                       |
| * Interest in courses available at Newcastle | * 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, 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.

Finally, carefully complete the application legibly and in pen. Do not leave any section blank. **Incomplete applications will not be reviewed.**

If you have any questions or concerns, please do not hesitate to contact the Department Chair.

We look forward to reviewing your application.

Sincerely,  
English Department Selection Committee

## IMPORTANT INFORMATION ABOUT COMPLETING THE APPLICATION FORM

### ELIGIBILITY CRITERIA

Students must meet the following eligibility criteria in order to be considered for an English Department Exchange:

- Be in an undergraduate program at Dalhousie University;
- Be in good academic standing with a cumulative GPA of 3.0 or above
- Have completed 5 full academic credit courses at Dalhousie University;
- Be returning to Dalhousie University for at least one term following the Exchange/Study Abroad term/year;
- Be eligible to register at Dalhousie for the period of his/her international experience.

### ADDITIONAL APPLICATION INFORMATION

#### Academic Information

Please discuss plans to spend a term/year abroad with an academic advisor to confirm that you will meet your Dalhousie program requirements. If you have not yet declared a major, or have indicated a major that is not reflected on your academic record, please contact the Registrar's Office to update your record.

#### Exchange/Study Abroad Information

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.

#### Proposed Course Selection

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 Newcastle, 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

This worksheet will help you understand the potential financial requirements of a term abroad. The international offices at Newcastle provides approximate costs of living on their websites. Students will pay their tuition (15 credit hours) directly to Dalhousie.

#### Statement of Interest

Please write a 200 – 250 word statement, explaining the reasons why you would like to participate in this exchange program. This statement should also illustrate how the courses you have proposed will complement your Dalhousie degree. You are encouraged to demonstrate that you have researched the 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 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 nominees will be asked to complete the partner university application, and to participate in Pre-Departure meetings and sessions with ISES. **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 the February 15<sup>th</sup> deadline. Please check the following to con enclosed/completed:

- Application Form    Statement of Interest    Letter of Reference Form    Unofficial (Dal Online) Dalhousie Tra

## UNIVERSITY-WIDE EXCHANGE/STUDY ABROAD APPLICATION FORM

Please submit completed form to:

The Chair, Department of English, 6135 University Avenue, Halifax, Nova Scotia, CANADA B3H 4P9

**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 \_\_\_\_/\_\_\_\_/19\_\_\_\_  
(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 \_\_\_\_\_ Faculty \_\_\_\_\_

Current Major \_\_\_\_\_ Current Year of Study \_\_\_\_\_

Cumulative GPA (including Fall Term grades) \_\_\_\_\_

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

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

Name of Advisor/Department \_\_\_\_\_ Date of appointment: \_\_\_\_\_

**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 ISES	<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. PROPOSED COURSE SELECTION**

*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)**


**6. 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	
		Travel documents (passport, study permits, visas, etc.)	
		Misc (postage, gifts, film, clothing, personal supplies, etc.)	
Total Resources		Total Costs	

### 7. HOUSING SUBLET INITIATIVE

In the coming years, ISES will be assisting students coming to Dalhousie on exchange programs in finding rooms for sublet during their time in Halifax.

If you are selected to participate in an exchange/study abroad program, would you consider subletting your furnished room to an incoming exchange student?

**Please note:** If you indicate “yes”, you will receive further information about how to promote your room later in the year. This is entirely optional. Your response will not affect your chances of selection.

Yes

No

### 8. PLEASE ATTACH A WRITTEN STATEMENT OF INTEREST (200-250 words)

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

### 9. 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**

International Student & Exchange Services (ISES) 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 **February 15th**.

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: