The Application Kit for

The Vice-President Academic & Research (VPAR) International Mobility Awards
(The average amount per award: $350-$2000)

The VPAR International Mobility Awards are a financial support program established by the Vice-President Academic and Research, and provide funding for international learning activities for which academic credit/recognition is given. The types of activities supported by the International Mobility Awards include:
- Exchange/Study abroad for academic credit (semester, full year, or summer sessions)
- International field courses
- Group training internationally
- Language training outside of Canada
- Volunteer placements that are recognized as part of an academic credit program

Registered full-time and part-time Saint Mary's University students in their undergraduate and graduate studies are eligible to apply for an award.

Awards will not be granted for attendance or participation at international conferences.

Please read all information in this kit thoroughly before you start preparing your application.

If you have any questions about the application, please contact:

Any questions regarding the reference letter should be directed to:
Miyuki Arai (Ms), Project Manager-International Mobility
Global Learning and Intercultural Support (Atrium 106)
Tel: 902 496 8725   E-mail: mobility.international@smu.ca

The complete application is accepted in the following ways:

In person
Global Learning and Intercultural Support, Atrium 106
Office hours: Mon-Fri 9:00am-5:00pm (summer hours Mon-Fri 9:00am-4:30pm)

By e-mail
Send scanned documents as attachments to mobility.international@smu.ca

By fax
1 902 420 5530

By mail
Global Learning and Intercultural Support, Saint Mary's University
923 Robie St, Halifax NS B3H 3C3 Canada

The application deadlines are:
- **4pm, March 15** (1st competition)
- **4pm, November 1** (2nd competition)

If the above dates fall on Saturday or on Sunday, the application is accepted until 4pm on Monday of the following workweek.
General instruction/information for the applicant

- The application form and all supporting documents must reach Global Learning and Intercultural Support on or before the deadline. Late applications will not be accepted.
- It takes six weeks or longer before the decisions are made on the awards. Regardless of the result, you will be contacted by e-mail. It is important that your e-mail account is active and that you check both the inbox and the "junk" OR "clutter" folders for incoming messages.
- If your application was successful, you will be required to review the pre-departure briefing information prepared by the Global Learning and Intercultural Support Office as well as sign the waiver form before your funding can be released. Graduate students must also complete the “Graduate Research Hazards Assessment Form” and receive approval from the Graduate Studies Office. These requirements will be explained to you at a later date.
- If your application was successful, the award amount is released to your Saint Mary’s banner account. More information on how you can access the award will be given at a later date.
- It is very important that your letter of intent is well-written and as error-free as possible. You may wish to visit the Writing Centre https://studio.smu.ca/wc-home to receive in-person, one-on-one help.
- It is highly recommended that you request a letter from your professor several weeks in advance prior to the application deadline to ensure that the letter will be completed on time.
Instruction for the faculty member who will provide a letter of reference for the International Mobility Awards applicants

A letter of reference must be written by a university instructor with whom the applicant has had an academic relationship. There is no evaluation form to rate the applicant, and we ask that a letter be written and printed on the departmental letterhead. The general guideline includes the following:

a) The letter should be addressed to the International Mobility Awards Selection Committee.

b) The letter should state the length of time and capacity in which the referee has known the applicant. In addition, the letter of reference should focus on:
   - the applicant’s notable academic/personal qualities
   - how essential the proposed international program is towards the successful completion of the applicant’s degree program
   - the reasons why the applicant is a good candidate to represent Saint Mary’s University internationally

The referee can give the letter to the applicant in a sealed envelope to be submitted along with the rest of the application documents. Alternatively, the letter can be sent directly by the referee to Global Learning and Intercultural Support in one of the following ways:

**In person**
Global Learning and Intercultural Support, Atrium 106
Office hours: Mon-Fri 9:00am-5:00pm (summer hours Mon-Fri 9:00am-4:30pm)

**Via inter-office mail (for SMU faculty)**
Attn: Miyuki Arai, Global Learning and Intercultural Support

**By e-mail**
Send a scanned document as an attachment to Mobility.international@smu.ca

**By fax**
1 902 420 5530

**By mail**
Global Learning and Intercultural Support, Saint Mary’s University
923 Robie St, Halifax NS  B3H 3C3 Canada

The letter must reach the Global Learning Office on or before the deadline. The deadlines are 4pm, March 15, for the first competition and 4 pm, November 1, for the second competition. If the above dates fall on Saturday or on Sunday, the letter is accepted until 4pm on Monday of the following workweek.

Any questions regarding the reference letter should be directed to:

**Miyuki Arai** (Ms), Project Manager-International Mobility
Global Learning and Intercultural Support, Atrium 106
Tel: 902 496 8725     E-mail: mobility.international@smu.ca
The International Mobility Awards Application Cover Sheet and Checklist

Name: ___________________________ Student No: A00 _________

Please ensure that your application is complete and includes all of the following supporting documents (check off each box below). If the application is dropped off in person, please staple all documents together in the same order as it appears below.

1. Please confirm that you have completed the following preparatory action:
   - I have read and understood the current Travel Report (go to http://travel.gc.ca/travelling/advisories, click on “select a destination”, select the destination country/countries from the dropdown menu and click on “go”), and verify that the proposed travel is not to or through countries or regions for which the Canadian Government has issued Travel advisories.

2. Submit the following application materials to the Global Learning and Intercultural Support Office. Full contact information is found on p1. Check all boxes.
   - This Cover Sheet (to be submitted together with the rest of the documents)
   - Completed International Mobility Awards Application Form (p5-7 of this kit)
   - Letter of Intent (1 page typed, single-spaced, with your name at the top), outlining:
     a. A summary of your academic goals
     b. Relevance of the proposed international program to your stated academic goals.
     c. Explanation of how you will benefit from the international experience in becoming a global citizen
     d. What it means to represent Saint Mary's University while overseas
     e. Background, extracurricular activities on/off campus, and training (including language) which will help you better prepare for the proposed program as well as for the anticipated cultural adjustment and the learning experience overseas
     f. Pre-departure planning (i.e., identification of courses, admission to the program, financial planning, investigation into visa requirements, etc.)
   - Evidence of Acceptance to the proposed international activity (if available)
     Please note: In some cases, the evidence of acceptance may not available. Please explain in a separate sheet if:
     1) your activity is not program-based or is not affiliated with an organization, thus you will not be issued an acceptance letter or
     2) you are in the process of applying for a program or are waiting to hear about your application status.
   - One Letter of Reference (provide the name of your referee here: ____________) 
     Please show the instruction about the reference letter on the previous page to your referee. Please check either of the boxes below about how the letter is delivered.
     - The letter is sent directly by the referee to the Global Learning Office.
     - The letter is in a sealed envelope included in this package.
International Mobility Awards Application Form

The personal information provided in this form will be used for administration of the awards only and will not be released to a third party by the university except with your consent.

Note:
• All sections must be complete and legible
• Saint Mary’s University reserves the right to request additional documents
• The result of your application will be e-mailed. It is your responsibility to maintain a working e-mail address.

1. PERSONAL INFORMATION

Student #: A________________ Citizenship: __ Canadian Citizen
First Name: _________________ __ Permanent Resident
Last Name: _________________ __ On Study Permit

Current Mailing Address

Street address: ________________________________
City/Town: ______________ Province: ______ Postal Code: ________
Telephone with area code: ______________ E-mail:________________

Permanent address and telephone number with area code (if different from above):
________________________________________________ _____________

Year of study: _____ Faculty (i.e. Arts, FGSR, etc.): ____________

Do you have any special needs i.e. disability or medical condition of which we should be aware? __ Yes ___ No

If yes, you may explain: _______________________________________

Have you previously received an International Mobility Award?
___ Yes ___ No VPAR International Mobility Awards Amount $_____ 

2. RELEASE OF ACADEMIC RECORDS

IMPORTANT
• It is not required that you submit your grades. Instead, please complete the following to authorize the Registrar to release your academic records.

Name: ____________________________ Student Number: A______________
Signature: __________________________ Date: _____________________

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3. PROPOSED INTERNATIONAL ACTIVITY

(Note: Please fill in this section even if you might be attaching additional information separately.)

Type of activity (i.e. SMU Exchange, international field course, thesis research, language training, etc.):

________________________________________________________________________________

Duration of activity: ____________________________

Dates of activity (MM/YY - MM/YY): _______________

Host institution/organization (if applicable): _________________________________

Destination country: __________________________

Language(s) of instruction at the host: _________________________________

Official language(s) of host country: _____________________

Number of transfer credit hours to your Saint Mary’s degree or the number of credit hours if for a SMU’s international field course: _____

(or check here if the activity is part of your thesis research _____)

4. LANGUAGE PROFICIENCY

Language(s) currently spoken or written: _________________________________

Is the language of the host country offered at Saint Mary’s?

___ Yes  ___ No

Language courses completed or currently being taken at a university level:

Language 1: ________________________  # of credit(s) in the language: ____

Language 2: ________________________  # of credit(s) in the language: ____

Language courses completed at a secondary level (i.e. French immersion):

__________________________________
5. BUDGET INFORMATION (in Canadian dollars)

Is your international program supported by other bursaries, scholarships, or loans?
___ Yes    ___ No

If yes, please explain: ___________________________________________

Expenses

No. of months studying abroad: __________

Program Fee: $ __________

Tuition: $ __________

Accommodation: $ __________

Food: $ __________

Communications: $ __________

Miscellaneous (i.e. laundry): $ __________

Immunizations: $ __________

Medical/Dental/Optical (including insurance): $ __________

Airfare: $ __________

Transit & Visa: $ __________

Books & Supplies: $ __________

Support for disability: $ __________

Other (please specify) ________________________________: $ __________

TOTAL EXPENSES: $ __________

---End of the VPAR International Mobility Awards Application Form---

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