SMU Exchange Application Cover Sheet and Checklist

Name: ____________________ Student No: A00__________

1. Please confirm that you have completed the following preparatory action items before you submit your SMU Exchange application. Check each box to indicate you have completed the following:

☐ I have confirmed with my academic advisor* that I have room for transfer credits in my remaining program requirements. (*see contact information at: http://www.smu.ca/academics/academic-advising.html)

☐ I had an opportunity to ask questions related to the SMU Exchange program with my International Learning Advisor in the Global Learning and Intercultural Support Office.

☐ I read the Student Exchange Agreement http://www.smu.ca/webfiles/ExchangeAgreement.pdf and made myself familiar with my responsibilities as an SMU Exchange participant.

2. Submit the following application materials to the Global Learning and Intercultural Support Office. Full contact information is found at the end of the application form. Check all boxes.

☐ This Cover Sheet (to be submitted together with the rest of the documents)

☐ Completed SMU Exchange Application Form (p2-4 of this Application Kit)

☐ Letter of Intent (1 page typed, single-spaced –see more info)

☐ Unofficial academic record (printout from the Banner Self Service) and any unofficial transcripts from other universities where you have taken courses

☐ Résumé (Be sure to include information on awards, past international experience, extracurricular/volunteer activities, personal interest, etc.)

☐ Two Reference letters (there are no prescribed recommendation forms – see more info)

  • Reference letter 1 (academic):

    Name of your referee ______________________________

    ☐ A sealed letter is enclosed ☐ A letter is sent directly to Global Learning (Atrium 106)

  • Reference letter 2 (academic or personal):

    Name of your referee ______________________________

    ☐ A sealed letter is enclosed ☐ A letter is sent directly to Global Learning (Atrium 106)

Application deadlines

<table>
<thead>
<tr>
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<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td>A full-year abroad in Japan</td>
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<td>February 1-15</td>
<td>Summer abroad program (unless noted otherwise)</td>
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</table>
SMU Exchange Application Form

The personal information provided in this form will be used for administration of the study abroad program only and will not be released except with your consent.

Please complete all sections. Write “n/a” if any section did not apply.

Program Duration and Host Institutions (Choose up to three host institutions of your interest)

One semester (☐ Fall / ☐ Winter) Two semesters ☐ Summer ☐

Choice 1: Host institution: ___________________________ City & Country: ___________
Study Period*: from _____ (month) ___ (year) to _____ (month) ___ (year)

Choice 2: Host institution: ___________________________ City & Country: ___________
Study Period*: from _____ (month) ___ (year) to _____ (month) ___ (year)

Choice 3: Host institution: ___________________________ City & Country: ___________
Study Period*: from _____ (month) ___ (year) to _____ (month) ___ (year)

*Please look up in which month the program starts and ends at:
http://www.smu.ca/international/semester-full-year-exchange.html
http://www.smu.ca/international/summer-abroad.html

Personal Details: ___________________________
Surname Given Name Preferred Name

Student No: A00 __________________

Citizenship: Canadian citizen ☐ Permanent resident ☐ On Study Permit ☐

Contact Information (to be used for program correspondence)

Address (Street number & name)
____________________________________________________
City/Town Province Postal Code Telephone

Email address* (*It is your responsibility to keep your email current. Check regularly messages from the International Learning Advisor in your inbox and in the “junk” and “clutter” folders.)

Permanent address (if different from above – do not skip this information)

Address (Street no. & name, city/town, province, postal code, country) Telephone

Academic Information

Faculty: ___________ Major (if declared): ___________ Minor (if declared): ___________
Current year of study: ____ (e.g., 2nd) # of credit hours completed to date: ___________
Anticipated graduation month/year: ___________ GPA*: _____ Cumulative GPA*: _____
(*see information at http://www.smu.ca/academics/final-exams-gpa-calculation.html. If unsure, leave it blank.)
Study Plans at the Host Institution

Doing research prior to your exchange is important and will help you identify institutions that meet your program needs and interests. Note that exchange spaces for some partner schools are limited and competitive.

For each institution you identified on the first page, research course information (found on the host institution’s website or obtained from the International Learning Advisor mobility.international@smu.ca) and list two sample courses of your interest per institution. This is just to show that you have investigated the course options; it is okay that you choose different courses later.

Note 1: You do not need your academic advisor’s approval on individual courses for transfer credits prior to submitting your application. It is after you get accepted to SMU Exchange that you will work with your academic advisor to obtain approval for transfer credits via a Letter of Permission Request Form http://www.smu.ca/academics/ar-service-centre-forms.html.

Note 2: Normally, transfer credits are more easily approved for your elective requirements than towards your major/minor requirements.

Choice 1:  
Host institution: _______________________
Course #1: __________________________________________________
Course #2: __________________________________________________

Choice 2:  
Host institution: _______________________
Course #1: __________________________________________________
Course #2: __________________________________________________

Choice 3:  
Host institution: _______________________
Course #1: __________________________________________________
Course #2: __________________________________________________

Please sign here to authorize your academic advisor to release information about your program requirements.

Language Proficiency

Please list your first and other languages spoken and/or written, and indicate the level of proficiency (i.e. beginner, intermediate, advanced, etc.)

First language: _____________________________
Other language 1: _______________ Spoken _________ Written _________
Other language 2: _______________ Spoken _________ Written _________
Other language 3: _______________ Spoken _________ Written _________

Other Information

Do you have any special needs? (e.g. learning/physical challenges, medical condition, dietary concerns, etc.?)

________________________________________________________________________
Financial Plans

Complete the worksheet below to estimate the expenses as well as show your plans to manage your financial responsibilities while abroad. The exchange tuition is the same as your regular SMU tuition based on the number of transfer credit (except for some summer programs and language courses). Information on the cost of living can be obtained from the host institution website. The airfare can be a quoted amount from travel agents or from travel booking websites. The purpose of this financial planning is to ensure that you have a realistic expectation of the costs. Ideally the total amounts of expenses on the left column should be roughly equal to the total sources of funding on the right column.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Sources of funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>Personal savings</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Family contributions</td>
</tr>
<tr>
<td>Food</td>
<td>Grants and Awards</td>
</tr>
<tr>
<td>Transportation (int'l/in-country)</td>
<td>Student loans</td>
</tr>
<tr>
<td>Insurance</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Visa</td>
<td>Other income</td>
</tr>
<tr>
<td>Other activities (fee + trip to Consulate in another Canadian city)</td>
<td>Other income</td>
</tr>
<tr>
<td>Other activities (In-country short trips, entertainment, etc.)</td>
<td>Other income</td>
</tr>
</tbody>
</table>

Expenses Total $ __________ Sources of Funding Total $ __________

Declaration

☐ I declare that the foregoing information is to my knowledge true, complete and accurate.

☐ I understand that the submission of false information may be subject to proceedings under the Discipline System for students and may result in the disqualification of my application.

☐ I authorize the release of information by Saint Mary's University to the host institution for purposes of program administration.

Signature: _______________________________ Date: ______________________

Please submit the application form as well as all supporting documents (except the reference letters which might be sent in separately) in person, by mail, by fax or as email attachments before the deadline to:

Miyuki Arai (Ms)
Project Manager-International Mobility (International Learning Advisor)
The Global Learning and Intercultural Support Office, Atrium106
Tel: 902 496 8725 Fax: 902 420 5530 Email: mobility.international@smu.ca

Mailing address:
Global Learning and Intercultural Support (Atrium 106)
Saint Mary's University, Halifax NS B3H 3C3

Office hours: Mon-Fri 9:00am-5:00pm (summer hours Mon-Fri 9:00am-4:30pm)
STUDENT EXCHANGE AGREEMENT

Prior to commencing an Exchange Program participating students (“Students”) are required to review and sign this Student Exchange Agreement. The Student Exchange Agreement outlines Student responsibilities during placement, as well as other important information that Students should be aware of.

Full Name: ___________________________ Student Number: _________________________

Home Institution (where normally registered as a student):
______________________________________________

Host Institution: (destination during the exchange period):
______________________________________________

As a participating Student, by reviewing and signing this Student Exchange Agreement you acknowledge and agree to the following:

1. The Exchange Program enables Students to take units or classes (“Courses”) at a Host Institution that will, subject to required approval, be accepted toward the award of a degree or diploma (“Diploma”) from the Student’s Home Institution.

2. All Student participants must be mutually accepted by the Home and Host Institution.

3. Students must be registered with and pay tuition and fees due and owing to the Home Institution during the duration of the exchange (unless instructed otherwise).

4. Either the Home or Host Institution has the right to remove or deny participation in the Exchange Program based on a Student’s academic record, the Student’s failure to follow the Home or Host Institution’s academic policies and procedures, or for any other reasonable ground believed to be in the best interest of the Exchange Program.

5. The right to determine which Courses are academically acceptable towards the award of a Diploma remains with the Home Institution.

6. Students are responsible for obtaining approval from their Home Institution for Courses to be taken through the Exchange Program.

7. No admission or tuition fees will be assessed to the Students by the Host Institution (unless instructed otherwise).

8. Students are responsible for all costs of travel and related expenses to and from the Host Institution.

9. Students may stay in Host Institution dormitories as space permits and are responsible for the associated residence application fee. However, Students are responsible for
locating and securing adequate living accommodations (with assistance from the Host Institution).

10. Students are responsible for all living expenses, including but not limited to accommodation, transportation, and sustenance with the understanding such expenses may be payable in the currency of the jurisdiction in which the Host Institution is located.

11. Students are responsible for the cost of books, stationary and other related expenses.

12. Students are responsible for ensuring the necessary travel documentation is obtained in accordance with the laws of the jurisdiction in which the Host Institution is located.

13. Students are responsible for providing the Host Institution emergency contact information and passport details for use in program administration only.

14. Students are responsible for registering with the nearest consulate or government office abroad prior to departure.

15. Students are responsible for obtaining and assessing the adequacy of international health insurance coverage for the duration of their participation in the Exchange Program and furnishing proof of such insurance to the Host Institution prior to commencing participation in the Exchange Program.

16. Students are required to be familiar with and abide by the Host Institution’s academic policies and procedures.

17. Students are responsible for preparing themselves for international travel, including any medical and/or health considerations (i.e. appropriate immunizations, if applicable), and adapting to a new cultural environment.

18. The decision of whether a Student meets the requirements for the award of a Diploma lies with the Home Institution.

19. Students who participate in the Exchange Program must review and execute a release of liability and assumption of risks if required by the Home Institution.

Per: ___________________________  Witness: ___________________________

Date: ___________________________  Name: ___________________________

Fill in “Per: (Participant signature)” and “Date: (Date of signature)” and “Witness: (witness signature)” and “Name: (witness’ printed name)”
SMU International Exchange Application – Letter of Intent

A Letter of Intent is one of the required documents to be submitted as part of your SMU Exchange application. In preparing to write this letter, please note the following:

- The letter should be typed, single-spaced, and approximately one page in length.

- The letter should be addressed to the Project Manager - International Mobility, Global Learning and Intercultural Support, Saint Mary’s University.

- Please ensure that your letter is well written. Before you start writing the letter, think through first what your objectives and goals are. It is also important that the letter is free of typos and grammatical errors. Once your letter is drafted, you can visit the Writing Centre to receive in-person, one-on-one help with the writing in your letter.

- In your letter please explain:
  
  o how the courses taken at the host institution will contribute towards the successful completion of your SMU degree program

  o how the SMU Exchange opportunity will impact your plans with regards to career and future goals

  o what it means to be a representative of Saint Mary’s University while studying at the partner university – what will you do to best perform the role of a Saint Mary’s ambassador?

  o how you could contribute to promoting SMU Exchange on campus upon return from the exchange experience

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
Reference requirements for SMU International Exchange applicants

For the SMU International Exchange Program application, applicants are required to submit two letters of reference.

At least one of these references must be academic in nature (i.e. a letter written by a Saint Mary’s professor). A second reference can be academic or personal; thus, the applicant’s current or former professor, supervisor, coach, mentor, etc. can provide a reference letter. A letter written by a friend, a classmate, or relatives will not be accepted.

In writing the letter, the referees should note the following:

a) The letter should be addressed to the Project Manager - International Mobility, Global Learning and Intercultural Support, Saint Mary’s University.

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 any or all of the following as applicable:
   o the applicant’s notable academic/personal qualities
   o how essential the proposed international program is towards the successful completion of the applicant’s degree program and towards career goals
   o the reasons why the applicant is a good candidate to represent Saint Mary’s University internationally
   o overall recommendation (e.g. strongly recommended, recommended, or recommended with reservations).

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

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

   Via inter-office mail (for SMU faculty and staff)
   Attention: 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
Attn: Miyuki Arai, Global Learning and Intercultural Support (Atrium 106),
Saint Mary's University, 923 Robie St
Halifax NS B3H 3C3
Canada

The letter must reach the Global Learning and Intercultural Support Office on or before the deadline.

**Application deadlines**

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Extension requests or questions should be directed to mobility.international@smu.ca (email) or 902 496-8725 (telephone).

In requesting a letter from a referee, the applicants are expected to:
- specify whether the requested letter is for academic or non-academic reference
- request a letter at least several weeks in advance prior to the application deadline to ensure that the letter will be completed on time
- inform the referee of the specific application deadline
- explain about the specific SMU International Exchange program, destination and duration being considered, and provide the referee with any pertinent background information that will help complete the letter.

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