

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 links with a variety of universities overseas. Students wishing to be considered for any of the university-wide programs (including the Bader International Study Centre) are required to submit the attached application form. If you have been nominated (in March) 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 Trade and Development should be read for more information. They can be found 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/exchange), in the IC Resource Library, by attending an Information Session, participating in a region-specific session, and/or by meeting with the Study Abroad & Exchange Advisor. We also encourage you to read the Past Advice from Students (available at the IC) submitted by previous Dalhousie exchange students or 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, including:

- * Academic program match
- * Interest in courses available
- * Health and safety concerns
- * Interest in the country or city
- * Size of the institution or city
- * Affordability/cost of living

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.**

We look forward to reviewing your application.

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.
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 that they meet these prior to applying.
- Have completed a minimum of 4 full academic credit courses at Dalhousie University by the end of Winter 2016.
- Be eligible to register at Dalhousie for the period of the international experience.

INFORMATION ABOUT COMPLETING THE APPLICATION

Contact Information (Section 2)

Current Address – Include your current mailing address, phone number and Dalhousie Email address.

Permanent Address – If you are going to leave Halifax over the summer, or if you plan to move before your exchange, include an address that we can use as a default.

Academic Information (Section 3)

Current Year of Study: Year 1: 1-5 credits completed or in progress
 Year 2: 6-10 credits completed or in progress
 Year 3: 11-15 credits completed or in progress
 Year 4: 16-20 credits completed or in progress

Cumulative GPA: The minimum GPA required to participate in an exchange through the International Centre is 2.5. However, if you are slightly below a 2.5 and believe your winter term marks will result in the required GPA, you may still apply. Please consult with an academic advisor to discuss what you will need to achieve in order to reach a cumulative GPA of 2.5 by the end of the winter term.

You can access GPA calculators online at: <http://academicadvising.studentservices.dal.ca>

These tools can help you predict what grades you will need to achieve to reach your target GPA. Finally, consider taking advantage of the Studying for Success Program to help you obtain the grades you need. Visit their website at www.dal.ca/gpa for more information.

Current Major: Please note that you **MUST** declare a major to apply for an exchange. If you have not yet declared a major, please declare your major on Dal Online before you submit this application. If you have any doubts or need help with evaluating your options, Advising and Access Services in the Killam library can help you. Call 902-494-3077 to make an appointment.

Once you declare your major, please meet with the academic advisor in your department. Discuss your plans to spend a term/year abroad with your departmental advisor to ensure that you understand your degree requirements and how you will incorporate an exchange/study abroad program.

At this meeting, ask the Department Advisor to sign your exchange application.

Exchange/Study Abroad Information (Section 5)

Select, in order of preference, what institutions you would like to attend. You can increase your chances of being nominated for one of your top three choices by listing universities in three different countries.

When considering becoming an exchange student, flexibility is an important asset. Often, demand for certain institutions can exceed the number of places available in a given year. Choosing 3 viable options will ensure that you are nominated for an institution that suits your academic and personal interests. In addition, choosing 3 institutions will give you the chance to compare your options, which will allow you to respond confidently to the questions in your interview.

Some institutions require a higher GPA than the minimum 2.5 required by the International Centre. Please do not select any institutions that you are not eligible to attend based on your current Cumulative GPA.

- If you are selecting a Study Abroad option, then you need only indicate your Study Abroad choice.
- If you are interested in an Exchange option and a Study Abroad option, put the Exchange preference first. If you are not selected for the Exchange, then you will be considered for the Study Abroad.

Preferred Dalhousie Term of Program: After meeting with your departmental advisor, you will have a sense of the most appropriate term to go on exchange.

Your research into the exchange partner institutions will have shown you that some institutions have different start and end dates from Dalhousie University. For example, several institutions have fall terms that begin in October and end in late January, meaning that you will not be able to attend the winter semester at Dalhousie. Alternatively, some institutions have winter terms that begin in March and end in June. Please ensure that you select terms at your potential host institution that you will be able to attend.

Remember to indicate the Dalhousie Term that you wish to be on exchange. For example, if the host institution begins their spring term in February or March, you will be away for Dalhousie's winter term.

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. List your preferences and we will do our best to place you at one of your top choice institutions.

Proposed Course Selection (Section 6)

You will need to research course offerings at each university PRIOR to submitting your application. It is your responsibility to ensure the universities you have selected will offer courses that will satisfy your degree requirements.

Here, you will demonstrate your research by selecting courses from that you might take at your first choice school. This is only a tentative list of courses based on the current course offerings that you will find on the partner institution's website. The purpose of this list is to demonstrate that your first choice institution has courses that could fit within your degree.

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.

Note that no matter what number of courses constitute a full course load at the host institution, you will receive 15 credit hours for your exchange provided you follow all the instructions for having your classes approved prior to your departure. As an exchange student, you will be charged for a full course load at the current rate you are charged in your faculty. This fee cannot be prorated if you take less than a full time course load at your host institution.

Many institutions will be using the European Credit Transfer System (ECTS). 30 ECTS credits are equivalent to 15 credit hours (5 courses) here 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.

- Each institution will indicate how many credits constitute a full course load on their website.

Note that in the majority of cases, courses will not all be worth the same amount of credit points within the same institution. Please pay attention to the number of credits assigned to each course you select.

Don't get confused! In places like England, what we call "courses" they call "modules." When our UK partners use the word "course" they mean "degree." In New Zealand they call a "course" a "paper." Pay attention to their wording.

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)

Please complete this section for your first choice institution only.

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. If not, tourism websites for the specific country are a great tool to use as well.

- Students applying for exchange partner universities will pay tuition (15 credit hours) directly to Dalhousie.

- Students applying to study abroad partner universities will pay program fees as set by the partner university. Fees are typically paid to the host university (in the local currency), with the exception of the BISC and St. Andrews.

Information regarding your personal savings and loans does not have to be exact sums, just an estimate of the finances available for your program.

Note that 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.

Cover Letter (Section 8)

The Cover Letter is a one page letter on why you would like to study abroad. You can include information on where you are from, any previous travel experience, why you are motivated to study abroad, how an exchange will contribute to your academic program or career goals, or why a specific university has piqued your interest. How you see this experience contributing to your personal development is also important.

Use this space to demonstrate all the research you have done! Be creative and let the committee know why you should be nominated for your 1st choice institution. Why are you going to be our next great ambassador??

Note that the cover letter is an important part of your overall application score! Make sure it is formatted correctly, free of typos and is grammatically sound. The Career and Leadership Development Centre is prepared to assist you with your cover letter. Visit the CLDC with the draft of your letter for tips and to help with editing. www.dal.ca/cldc

Reference Form (Attachment)

The reference is optional. It will be helpful for you if you are in a tough competition for a seat at your top choice institution. However, you will not be penalized for not having a reference.

This form must be completed by a Dalhousie University professor or instructor who is familiar with your academic work. The form should provide an evaluation of your academic competence in a few areas that are important to your success as an exchange/study abroad student.

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 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 ask them if they are willing to complete the form. Note, however, that if nominated, you will likely have to obtain a formal reference from a professor as required by the partner university.

This reference form is very basic: Don't lose sleep over it! Note that you reference does not receive a score, but does help the nominating committee in competitive situations.

What Happens Next?

1. Add XchangeHq on Facebook and/or follow @DalExchange on twitter to make sure you keep up with all announcements. The international Centre will not do mass email updates to all applicants.
2. If you meet the minimum eligibility requirements, you will be placed in the competition for your first choice selection.
 - a. If there are more applicants than seats at your first choice selection, 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. We will be focusing on selecting the best ambassadors to send to our partners abroad.

The Selection Committee will score your cover letter, your GPA and your interview to give you an overall competition score which will be used to rank the applicants and make selections.

Note that there are enough exchange seats for all applicants. If you do not receive a nomination for one of your top selections, we will attempt to place you with a partner who will be an academic and professional development match.

- b. If you are not going to be interviewed, you will be invited to pick up your nomination letter.
3. You will be asked to accept or decline your nomination within one week of nomination.
4. You will be required to attend a mandatory Orientation Session in March where you will be provided with an information package on the next steps in preparing for you exchange with your future exchange institution.

Application Package

Please submit completed form to:

In Person: International Centre, LeMarchant Place
8:30-4:30, M-F

By Mail: International Centre, Dalhousie University
1246 LeMarchant Street, Suite 1200
Halifax, NS B3H 4R2

By Fax: (902) 494-1751

By email: international.centre@dal.ca

Questions: Call 902.494.1566

APPLICATION CHECKLIST

PLEASE ENSURE THAT ALL DOCUMENTS ARE COMPLETED AND SUBMITTED TOGETHER

All application documents should be submitted together by the **January 31st** deadline. Please check the following to confirm they are enclosed/completed:

- Cover Letter**
- Application Form**
- Unofficial Dalhousie Transcript (printed from Dal Online)**

Reference (please choose 1 option below)

- Reference is Included with this package**
- My reference has sent to you directly**
- I will not be including a reference**

1. PERSONAL INFORMATION

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

Dalhousie Student Number B00 _____ 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(s) and Minor(s) (*History, Biology, etc.*) _____

Current Year of Study _____

Cumulative GPA (*including Fall Term grades*) _____

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?

- Former Exchange/Study Abroad Student
- A Professor
- Academic Advisor
- Information Session
- International Fair
- Poster
- Social Media
- Email Newsletter
- Recruitment Officer Presentation at your High School
- Dalhousie Website
- Academic Advisor
- Other (Please specify) _____

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

Students are permitted to select up to four 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 (list in order of preference)	Country	Preferred <u>Dalhousie Term</u> of Program
1. _____	_____	<input type="checkbox"/> Summer '17 <input type="checkbox"/> Full Year '17/18 <input type="checkbox"/> Fall '17 <input type="checkbox"/> Winter '18
2. _____	_____	<input type="checkbox"/> Summer '17 <input type="checkbox"/> Full Year '17/18 <input type="checkbox"/> Fall '17 <input type="checkbox"/> Winter '18
3. _____	_____	<input type="checkbox"/> Summer '17 <input type="checkbox"/> Full Year '17/18 <input type="checkbox"/> Fall '17 <input type="checkbox"/> Winter '18
4. _____	_____	<input type="checkbox"/> Summer '17 <input type="checkbox"/> Full Year '17/18 <input type="checkbox"/> Fall '17 <input type="checkbox"/> Winter '18

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)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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	
		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 International Centre to verify any information provided as part of this application.

Signature: _____ Date: _____

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.

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 they may submit it with the completed application package. Alternatively, you forward it by campus mail to the International Centre or by email (international.centre@dal.ca)

Students are required to submit their applications by **January 31st, 2017**.

Student Name: _____

Name of Referee: _____

Department at Dalhousie: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

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						

