

**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 Global Learning Advisors in the Global Learning and Intercultural Support Office.
- I read the Student Exchange Agreement (below) 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)
- 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, extra- curricular/volunteer activities, personal interest, etc.)
- Two Reference letters (there are no prescribed recommendation forms – see more info)
  - Reference Letter 1 (academic)  
Name of Referee \_\_\_\_\_  
A letter has been set via email to [global@smu.ca](mailto:global@smu.ca)
  - Reference Letter 2 (academic)  
Name of Referee \_\_\_\_\_  
A letter has been set via email to [global@smu.ca](mailto:global@smu.ca)

### 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 Pronouns  
 Student Number A00 \_\_\_\_\_

Citizenship: Canadian Citizen \_\_\_\_ Permeant 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 Global Learning Advisors 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 od study: \_\_\_\_\_ (e.g., 2<sup>nd</sup>) #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 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](mailto: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

<https://www.smu.ca/academics/student-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 initial here to authorize your academic advisor to release information about your program requirements: \_\_\_\_\_

### Language Proficiency

Please list your first and other language spoken and/or written, and indicate the level or proficiency (i.e. Beginner, intermediate, advance, 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 conditions, 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.

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

**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) online at <https://studio.smu.ca/apply>. Alternatively, you may send an email with your documents to [global@smu.ca](mailto:global@smu.ca).