

## OUTBOUND EXCHANGE APPLICATION

### PART ONE: Personal Information

Student ID: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_ @unbc.ca Date of Birth: \_\_\_\_\_

Citizenship:  Canadian Citizen  Permanent Resident  Other:

#### Current Address

Street: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone number: \_\_\_\_\_

#### Eligibility Criteria

- I have a UNBC cumulative GPA higher than 2.67 or a GPA in the previous two semesters of at least 18 credit hours higher than 3.00
- I understand that in the case of a formal exchange the grades from an exchange university are reported as transfer credit subject to all policies and practices related to transfer credit.
- My selected exchange destination has additional criteria and language requirements. Please list requirements below or enter "none".
- I have completed 1 semester of study at UNBC and will have completed a minimum of 30 credit hours at UNBC before departing on an international exchange.

#### Application Required Documents - The following documents must be completed, for an application to be accepted.

- Exchange application and study plan.
- Student Budget Worksheet
- Statement of Interest (Maximum 2 pages)
  - The statement of interest should discuss your destination school and country
  - Reasons for wanting to participate in exchange
  - Expected impact of exchange on academic program and career plans
  - Culture shock and homesickness
  - Financial ability to support the exchange
- Copy of your passport photo page
- Personal resume - should include the following:
  - Education, work and volunteer experience, languages spoken, certificates, hobbies and travel experience.
- 3 letters of reference: 2 from UNBC faculty (academic reference) and 1 personal (character reference)
  - Reference letters should be emailed by referee, directly to [unbcexchange@unbc.ca](mailto:unbcexchange@unbc.ca)
  - Character reference should be able to provide relevant information supporting your application. Referee should not be a personal friend or family member.

Program Selection

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Exchange Program: \_\_\_\_\_

If you selected "Other" please provide details: \_\_\_\_\_

Destination University:

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Length of Exchange:

Academic year       Semester       Summer

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Additional comments (please list specific destination requirements below):

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Academic Information

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UNBC Program:

Major:

Minor:

List the languages other than English that you can speak or have studied. Rate your fluency on a scale where 1 is beginner and 5 is fluent.

Language:      Fluency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application Fees:

By submitting this form, the \$25.00 International Exchange Application Fee, will be added to my UNBC account and is non-refundable.

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**Declaration**

I hereby declare the information I have submitted in this Application for Admission/Readmission is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my application for exchange; that submission of any false statement or documents will result in the immediate cancellation of admission to the exchange program and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

**Information Release Statement**

Students are advised that the use of information provided on this application form, and other information placed in a student record complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government.

Signature:

Date:

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## PART TWO: International Exchange Study Plan

Completion of this form is required to present a detailed plan of study to the Exchange Student Selection Committee. Course Syllabi must be sent to [unbcexchange@unbc.ca](mailto:unbcexchange@unbc.ca) for all courses attempted on exchange prior to or upon the student's return to UNBC. Specific course credit will only be determined upon review of course syllabi by the respective program.

Applicant Name: \_\_\_\_\_

Exchange Start Date: \_\_\_\_\_

UNBC Student #: \_\_\_\_\_

Exchange End Date: \_\_\_\_\_

First Choice Partner Institution: \_\_\_\_\_

### Course selection and considerations

Credits Completed (including current term):

Credits remaining:

Residency:

Intended year of graduation:

Electives remaining:

Required courses:

### Proposed courses selection

Please list potential courses at your 1st choice institution. We recommend including a couple of additional courses. Add any relevant links (course outlines) in the notes and comments section below.

Subject and course code (eg. FNST 100)	Course title (eg. The Aboriginal Peoples of Canada)	Credit hours	Anticipated UNBC Course Equivalency

Notes and Comments:

### Study Plan Review

The student named above has declared a major in my program. I have discussed with the student their proposed study plan at the above listed institution and the impact that the exchange may have upon the student's academic progress. I do hereby support the student's participation in this exchange.

Advisor's Name: \_\_\_\_\_

Program: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_