

The Business School Student Exchange Application Form 2015-2016

The personal information provided in this form will be used by the Semester Abroad Selection Committee in the administration of your application and will not be released without your consent.

Please ensure you have reviewed The Business School [Exchange Program Application Process, Procedures, Deadlines and Timelines](#) before completing this application. For your application to be considered, you **must** complete all sections below. If a section does not apply, please write "n/a".

A. Personal Details and Contact Information: (to be used for Semester Abroad Exchange Program correspondence)

Last Name: _____ Given Name(s): _____ Student No.: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

**IMPORTANT: it is your responsibility to check your email (including your junk mail folder) regularly to receive Semester Abroad information from your Program Coordinator, the Manager—International Initiatives, and the Manager—International Mobility at the International Centre.*

Permanent Address (if different from above)

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

B. Humber Program of Study/Year of Study: (e.g. Bachelor of Commerce, International Business—First Year)

C. Desired Overseas Study Period and Host Institution Selection(s):

Fall 2015 Winter 2016

Summer 2015 (short program) Full year (Fall + Winter)

Choice 1: Host Institution: _____ Country: _____

Choice 2: Host Institution: _____ Country: _____

Choice 3: Host Institution: _____ Country: _____

D. **Proposed Study Plan for Semester at Host Institution:** List the Humber courses (name and course number) and credit values that you are required to take in the semester you plan to study overseas. Then select courses of interest and their credit values from the Host Institution that best align with your required Humber curriculum. If you have any questions, please contact Jennifer.wilson@humber.ca.

#	Humber Courses		<i>Chooses courses that best match your Humber courses</i>					
	Humber Course Title	Credit Value	Host Institution #1	Credit Value	Host Institution #2	Credit Value	Host Institution #3	Credit Value
1								
2								
3								
4								
5								
6								
7								
8								

E. Language Proficiency: Please list all languages spoken/written and identify your level of proficiency. (B = Beginner; I = Intermediate; A = Advanced)

First Language: _____

Other Language 1: _____ Spoken: _____ Written: _____

Other Language 2: _____ Spoken: _____ Written: _____

Other Language 3: _____ Spoken: _____ Written: _____

F. Financial Support:

It is important to estimate the expenses you will incur and consider how you will fund your semester abroad experience. It is also important to consider what other financial obligations you may have at home during your semester abroad activity. Please complete the below worksheet to the best of your ability to gain an understanding of what your financial commitments will be when participating an exchange program and to identify potential funding sources.

<i>Expenses</i>		<i>Sources of funding</i>	
Humber Tuition and Fees	\$ _____	Current Savings	\$ _____
Accommodation	\$ _____	Family Contributions	\$ _____
Estimated Food Costs	\$ _____	Scholarships/Awards	\$ _____
Return Airfare	\$ _____	Bursaries	\$ _____
In-country Transportation	\$ _____	Student Loans	\$ _____
Health/Travel Insurance	\$ _____	Fundraising	\$ _____
In-country Short Trips	\$ _____	Part-Time Job	\$ _____
In-country entertainment	\$ _____	Other income	\$ _____
Financial Commitments	\$ _____		
In-country Miscellaneous	\$ _____		
Total Expenses	\$ _____	Sources of Funding Total	\$ _____

Declaration: *I declare that the information provided in this application is to my knowledge true, complete and accurate. I understand that providing false information may result in the withdrawal of my application. I authorize the release by Humber College of information to the host institution for purposes of the administration of the Exchange Program.*

Signature: _____

Date: _____

The Business School Semester Abroad Exchange Letter of Intent

A *Letter of Intent* is a part of the application process for the Semester Abroad Exchange Program. Students applying to the Summer Short Programs are also required to submit a *Letter of Intent*. The Selection Committee will use your letter in the selection process. It is important your letter is free of grammatical and spelling errors. It is highly recommended that you have someone proofread your letter. You can also get assistance in writing your letter by bringing a draft of the letter to the Writing Centre. It is advised to make an appointment at least three days in advance.

The *Letter of Intent* should be one-page in length, single spaced, Arial font, size 10, and addressed to the Selection Committee. Please include the *Letter of Intent* with your completed application.

Your letter should include the following:

- How the courses at your host institution will benefit you and help you be successful in your Humber degree.
- How the exchange opportunity will positively contribute to your personal growth and professional goals.
- How you plan to be successful in the courses offered at the host institution.
- How your experiences studying in another country will help internationalize Humber (benefit other students in your program)

Questions about the Letter of Intent can be directed to:

Jennifer Wilson-Lee
Manager, International Initiatives
H214, The Business School
Tel.: 416.675.6622 x 3297
Email: jennifer.wilson@humber.ca