

Exchange Program

PLEASE SUBMIT COMPLETED APPLICATION TO THE INTERNATIONAL EDUCATION CENTRE

An application is not considered complete until all of the documents listed below have been received. Incomplete applications will NOT be considered.

- Application Package Checklist** - with all boxes ticked.
- Personal and Contact Information Forms**
- Academic Application Form** – with all applicable sections completed.
- Host Country Budget Worksheet** – for your top choice exchange location.
- Confidential academic references (2)** – to be filled out by two different referees, at least one of which must be an MSVU faculty member. Please use the attached form.
- Official MSVU transcript**
- Statement of Purpose (1 page)** – describing your study abroad goals. Please include:
 - Your specific learning objectives.
 - How this experience would contribute to your academic program, future career, community work and/or personal growth.
 - How you would share your exchange experience with the MSVU community and others upon your return.

Personal and Contact Information

STUDENT INFORMATION			
FAMILY NAME [LEGAL]	GIVEN NAME(S) [LEGAL]	MSVU STUDENT ID	SIN NUMBER
GENDER (AS INDICATED ON PASSPORT)	EMAIL	BIRTH DATE (DD-MM-YYYY)	
ADDRESS [CURRENT] – VALID UNTIL _____		MSVU PROGRAM	
CITY	PROVINCE/STATE & COUNTRY	POSTAL CODE	
TELEPHONE: HOME	TELEPHONE: CELL		
ADDRESS [PERMANENT] (IF DIFFERENT FROM ABOVE)			
CITY	PROVINCE/STATE & COUNTRY	POSTAL CODE	
SPECIAL CONDITIONS, ALLERGIES, ETC:			

EMERGENCY CONTACTS		
NAME (PRIMARY EMERGENCY CONTACT)		RELATIONSHIP TO STUDENT
MAILING ADDRESS		EMAIL
CITY	PROVINCE/STATE & COUNTRY	POSTAL CODE
TELEPHONE: HOME	TELEPHONE: CELL	TELEPHONE: BUSINESS
NAME (SECONDARY EMERGENCY CONTACT)		RELATIONSHIP TO STUDENT
MAILING ADDRESS		EMAIL
CITY	PROVINCE/STATE & COUNTRY	POSTAL CODE
TELEPHONE: HOME	TELEPHONE: CELL	TELEPHONE: BUSINESS

Academic Application Form

MSVU ACADEMIC PLAN	
MSVU Program, Major / Minor(s), Certificates	Expected date of graduation
Post-secondary institutions previously attended & any resulting credentials [if applicable]	Current year of study in program [eg. third/fourth]
What are your academic expectations for studying abroad? <ul style="list-style-type: none"> <input type="checkbox"/> To take courses that count mainly as electives <input type="checkbox"/> To take courses that count as some of my core program requirements <input type="checkbox"/> To take courses for interest regardless of whether they count toward my degree 	Total number of units remaining to fulfill my degree requirements:
	Total number of units expected to receive during study abroad:
STUDENT EXCHANGE STUDY PLAN (PROPOSED)	
<p>To the best of your knowledge, list the courses that you hope to take at your host institution.</p> <p>To make your selections:</p> <ol style="list-style-type: none"> 1) Discuss your study plan with an academic advisor to ensure that you understand the degree requirements you will have to satisfy while on exchange. 2) You may also review the entire timeline for the rest of your degree in a way that incorporates the exchange. <p>Note: While some classes MAY be approved as direct equivalents to MSVU classes, most classes taken on exchange will be counted as electives or as general classes in a given subject area (i.e. a 2000 level course in Business, a 3000 level course in Politics, etc).</p> <p>As courses offered by any institution may change, you may need to adjust your academic program while abroad. It is very important that you understand your degree plan thoroughly, and that your advisor is supportive of your exchange.</p> <p>It is your responsibility to work with the Registrar's Office before departure to establish how courses will be recognized at MSVU. Once abroad, before finalizing your course selection, you will confirm your course selection with the Registrar's Office.</p> <p>You will be provided with a form and contact person in the Registrar's Office once you are selected.</p> <p>It is your responsibility to submit a registration form and course descriptions from the host institution to the Registrar's Office at MSVU to finalize the academic aspects of your exchange.</p>	
_____	_____
Outgoing Exchange Student Name (Signature)	MSVU Student ID
Proposed Course Selection	
(The Proposed Study Plan is not your final course registration. This is also not a transfer credit agreement.)	
Name of 1 st choice host institution:	Name of 2 nd choice host institution:
_____	_____
Intended semester(s) of study (ex: Winter 2013) <ul style="list-style-type: none"> <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring/Summer 20____ 	Intended semester(s) of study (ex: Winter 2013) <ul style="list-style-type: none"> <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring/Summer 20____

Proposed list of courses to take at host institution <i>Example: Geography of Denmark (GEOG 249)</i> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ Notes about course selection (if any):	Proposed list of courses to take at host institution <i>Example: Geography of Denmark (GEOG 249)</i> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ Notes about course selection (if any):
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Confirmation of Academic Advising

Outgoing Exchange Students: I have discussed my proposed exchange program with an academic advisor. I understand that this does not constitute approval for the courses that I wish to take, but merely indicates that the plan I wish to pursue is feasible, given my academic goals. After my participation in the student exchange program, I will supply the Registrar's Office with an official transcript from my host institution(s) to count toward my MSVU academic record. Due to different grading schemas, course grades received from host institutions may not transfer as letter grades, but as pass/fail credits.

 Outgoing Exchange Student Name (Please Print)

 MSVU Student ID

 Faculty/Department

Academic Advisor: I have reviewed the elements of the student's degree with them, and feel they understand their degree requirements. I understand that often students who are abroad have to alter their proposed course selection, and I feel the information I have provided them will help them make informed choices about course selection.

Once the Registrar's Office works with the student on how the courses taken at the exchange institution will be recognized by MSVU, I am willing to advise the student by distance on how their degree plan may change, should they contact me while abroad.

 Name of Academic Advisor (Please Print)

 Signature of Academic Advisor

 Date (DD/MM/YY)

Budget Worksheet

We require a completed budget in order to consider your application. However, financial information will not be used in determining your suitability for exchange. Information on this form will not be evaluated for correctness and will assist you in beginning to plan for your potential exchange. Please note that you are responsible to ensure that you have adequate funds for your exchange. Keep in mind that currency exchange rates may fluctuate significantly. Plan emergency funding to help deal with unexpected costs.

Top Choice Institution: _____

Current exchange rate for host country: _____

ESTIMATED RESOURCES (For exchange period)		ESTIMATED COSTS (For exchange period)	For exchange period (not monthly)	Average MSVU costs per semester (when not on exchange)
Savings		MSVU tuition and related fees		
Personal Loans		Transportation to exchange destination (airfare, etc)		
Financial Gifts		Accommodation / Residence Fees		
Student Loans		Groceries / Meals		
Bursaries/Gifts		Books and school supplies		
Scholarships		Health Insurance		
Part-time work while on exchange (not always possible to work; check with consulate)		Local Transportation		
Other:		Personal Spending		
		Recreational Travel		
		Emergency Funds		
		Other:		
Total Resources	\$	Total Costs	\$	\$

*List all amount in Canadian dollars.

Resources:

Currency Converter: www.xe.com/ucc/

Cost of living reference tool: www.numbeo.com/cost-of-living/in/Halifax

The host institution's website will also have useful cost estimations!

Confidential Academic Reference Form

To be completed by the instructor acting as referee:

This student is applying for nomination to the MSVU Exchange Program. Students will receive academic credit for the studies they complete at a partner institution.

Student Information:

Last Name _____ First Name _____
MSVU Program _____ MSVU Faculty _____

Referee Information:

Referee Name (please print) _____
Department _____ Title _____
Email _____ Telephone _____

How long and in what capacity have you known this student?

On a scale of 1 to 5 (1 – poor, 5 – excellent, n/a – unable to comment), please indicate your assessment of this student in comparison to other students that you have known at similar ages of study:

Self-motivated about studies		Timely	
Intellectually curious		Self-reliant	
Active participant in class discussions		Flexible, adapts well	
Effective written communication skills (English)		Perceptive, aware, reflective	
Works well with other students		Articulate	

Please comment on the student's academic ability and their general suitability to partake in study abroad. Further information can be attached:

This is a confidential reference. **Please return this completed reference** to the International Educational Centre (IEC), Seton Annex using campus mail. You are also welcome to email the reference to amy.brave@msvu.ca. If you prefer, you can also provide this reference to the student in a sealed envelope, who can deliver it to the IEC with their application.

Please contact Amy Braye at 902-457-6130 or amy.brave@msvu.ca if you have any questions.

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