



Application for Exchange Students Coming to Laurentian University

Thank you for your interest in Laurentian University. In order to be considered for exchange at our institution, you will need to submit a complete application package to your Exchange Coordinator. If after careful review you are selected to represent your home institution, your application will be forwarded to Laurentian International. *Do not under any circumstances send application materials to Laurentian University.*

Please ensure the checklist below is complete and that the documents follow the order specified, prior to submitting your application package:

- ✓ One clear passport-sized photo
- ✓ Participant profile - Complete all questions in Part I of the participant profile. Your Exchange Coordinator will complete Part II. Carefully read the conditions of placement before signing the form
- ✓ Language proficiency report - Non-native speakers of either of Laurentian University's official languages must submit a language proficiency report. Complete Part I and ask a professional language instructor who taught you in the language to conduct an evaluation of your competency
- ✓ Statement of purpose - In a clear, thoughtfully prepared short essay (about 500 words), introduce yourself and present your reasons for wanting to study on exchange at Laurentian University. Share your strengths and special interests or items which may not be evident in other materials you have submitted. Use plain white paper and be sure that your name and the name of your home institution appears on each sheet of paper
- ✓ One academic reference - One academic reference letter is to be sent from a professor directly to your Exchange Coordinator. This letter should attest to your suitability to study on exchange
- ✓ Official academic transcripts - Official academic records for each institution of higher education that you have attended must be sent directly to your Exchange Coordinator and submitted with your complete application



PARTICIPANT PROFILE

TO BE COMPLETED BY THE APPLICANT

Insert passport
sized photo
here

NAME: _____
Last (family or surname) First (given) Middle or Maiden

DATE OF BIRTH: (____/____/____)
dd / mm / yyyy

CITIZENSHIP:

If you have dual citizenship, clearly indicate which passport you will be using to travel to your host country: _____

HOME INSTITUTION: _____ **STUDENT ID:** _____

PROGRAM OF STUDY: _____

NAME OF HOME UNIVERSITY EXCHANGE COORDINATOR: _____

SITE REQUESTED FOR EXCHANGE: Laurentian University

REQUESTED TERM OF EXCHANGE (select one):

- ☐ First semester (September – December)
- ☐ Second semester (January – April)
- ☐ Full year (September – April)
- ☐ Summer program



YOUR CONTACT INFORMATION (complete both if applicable):

a) present address (valid until __/__/__)
dd / mm / yyyy

telephone: () _____

e-mail: : _____

b) permanent address: (mail sent here
after given date)

telephone: () _____

e-mail: _____

EMERGENCY CONTACT(S) INFORMATION:

a) primary contact:

telephone: () _____

e-mail: : _____

b) secondary contact:

telephone: () _____

e-mail: _____

SPECIAL CONSIDERATIONS:

Describe any special needs or services you will require during exchange (i.e. dietary considerations, learning aids, or facilities with handicapped access, etc...).



AGREEMENT BETWEEN THE EXCHANGE STUDENT AND LAURENTIAN INTERNATIONAL
(please read each agreement term and check off the circle)

- I authorize the exchange coordinator at my host university to send, upon completion of my study period, my official academic records/transcripts to my home university
- I agree to notify my home institution coordinator immediately if I no longer want to be considered for placement at my host university
- If I accept placement, I agree that:
 - ✓ I will be present at Orientation for new students
 - ✓ I will participate in International Education Week in November, if I am at Laurentian University during the first semester
 - ✓ I will pay the designated program fee (if applicable) covering the full period of my exchange placement to my home institution prior to my departure to Laurentian University
 - ✓ I will purchase the University Health Insurance Plan (UHIP) upon my arrival, as required by Laurentian University
 - ✓ My placement will be limited to the period specified
 - ✓ My exchange placement may be terminated early by Laurentian University if I fail to remain enrolled full-time, fail to maintain minimum academic standards as defined by my home institution, or am found by Laurentian University to be in violation of laws or regulations of Canada
 - ✓ If I withdraw from the program at any time after accepting the placement, or if my exchange placement is terminated after I take up placement at Laurentian University:
 - I may still be obligated to pay the full program fee at the discretion of my home institution in collaboration and agreement with Laurentian University
 - I will forfeit my right to receive benefits as an exchange participant and must reimburse Laurentian University for any money advanced to me to cover benefits after the date of my withdrawal or termination

Applicant's signature

(__/__/__)
dd/mm/yyyy



PERMISSION TO RELEASE INFORMATION:

Prospective exchange students often wish to speak with someone who has studied on exchange. Please indicate which information you authorize Laurentian University to provide to current and future exchange students:

- ☐ Name and address
- ☐ Telephone number
- ☐ E-mail address
- ☐ I do not authorize Laurentian University to release my contact information

I acknowledge that all my statements on this Participant Profile are complete and accurate to the best of my ability.

Applicant's signature

(__/__/__)
dd/ mm / yyyy



Part II: To be completed by your Exchange Coordinator

The student named here, _____ has been (please check one):

- ☐ Unconditionally selected by this institution for participation in exchange
- ☐ Selected by this institution for participation in exchange, if the following condition(s) is/are met:

I have reviewed Part I of this participant profile and discussed it with the applicant. The applicant has received approval to participate in this exchange program from required faculty and administrative officials, and all relevant information required for the placement has been fully supplied.

Signature, Exchange Coordinator

Name (type or print)

(__/__/__)
dd/ mm / yyyy

All questions should be directed to:

Audrey Manninen
Manager, International Mobility Programs

Laurentian University
University of Sudbury Building, Room 355
935 Ramsey Lake Road
Sudbury ON P3E 2C6
Canada

Email: amanninen@laurentian.ca

Telephone: (705) 675-1151 ext. 3706

Fax: (705) 671-3833



LANGUAGE PROFICIENCY REPORT

Part I: To be completed by the applicant

1. What courses have you taken, including those in progress, in/or related to the language of study? Provide the name of all courses along with a brief description and final grade (use a separate sheet of paper if necessary).

2. What other experiences have you had in this language? (i.e.: spoken at home, read journals, newspapers, etc.)



Part II: To be completed by a professional language instructor

The students studying on exchange at Laurentian University should be able to follow university lectures in the language of instruction, participate in seminar discussions, take notes and understand written materials in their field. The willingness of Laurentian University to accept future participants will be determined by the performance of the participants selected. Your opinion of the applicant will be of great assistance in the selection process. It is important that your comments be detailed and frank. Thank you for your assistance.

1. How was the evaluation determined?

- based on knowledge of the applicant's course work in the language of study at this institution
- written examination. Name of test and date it was administered:

2. Please indicate your opinion of the applicant's present language ability in each of the following categories.

a) oral comprehension

- none
- limited to slow, uncomplicated sentences
- understands simple conversation
- understands simple academic topics

b) writing ability

- none
- understands sophisticated discussion of academic topics
- writes simple sentences on conventional topics, with some errors in spelling and grammar
- writes academic topics with few errors in spelling and structure
- writes with idiomatic ease of expression and feeling for the style of the language

d) reading ability

- none
- limited to simple vocabulary and sentence structure
- understands conventional topics and non-technical subjects
- understands materials which contain idioms and specialized terminology
- understands sophisticated materials, including those in the proposed field of study



c) speaking ability

- ☐ none
- ☐ able to complete structurally simple, short phrases
- ☐ uses basic grammatical structure, speaking with limited vocabulary
- ☐ uses structural patterns, but with consistent accuracy; adequate to participate in conversational topics
- ☐ has control over structural patterns; can handle a wide range of conversational topics

3. What is your opinion of the applicant's ability to pursue university-level course work in this language?

- ☐ Will require considerable training before necessary competence can be obtained
- ☐ Will require additional training before beginning the exchange
- ☐ Should be able to manage adequately after a short period of adjustment abroad
- ☐ Should have no difficulty

4. Please add any additional comments relating to the applicant's linguistic ability

5. Mark as appropriate:

- ☐ I do not approve the applicant for study abroad in this language
- ☐ I conditionally approve the applicant for study abroad in this language
- ☐ I unconditionally approve the applicant for study abroad in this language

Signature

Position/Title

Name (type or print)

(__/__/__)
dd/mm/yyyy



ACADEMIC REFERENCE FORM

Part I: To be completed by the applicant

NAME OF APPLICANT: _____

HOME INSTITUTION: _____

Many applicants have found that a recommendation letter written in confidence has greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's signature

(__/__/__)
dd/mm/yyyy

Part II: To be completed by the referring individual

The applicant named above is applying to study on exchange at Laurentian University. Since the participants directly matriculate into their host institution and in all cases serve as representatives of their nation and institution, there is concern with the applicant's academic and personal suitability for study abroad. The willingness of Laurentian University to accept future participants will be greatly affected by this applicant's performance.

1. How long and in what capacity have you known the applicant?



2. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers

	Below average	Average	Above average	Inadequate opportunity to observe
Knowledge in area of specialization				
Motivation and seriousness of purpose				
Ability to plan and carry out research/independent study				
Ability to express thoughts in speech and writing				
Emotional suitability and maturity				
Self-reliance and independence				

3. On a separate, typed evaluation, please comment specifically on the applicant in terms of the following:

- a) Academic suitability for studying on exchange
- b) Personal suitability for studying on exchange
- c) How participation in the Laurentian International Exchange Program will be of benefit, both academically and personally
- d) Weaknesses
- e) Linguistic preparation, if applicable
- f) Any other factors which you believe may affect a successful experience on this exchange

 Signature

 Position/Title

 Name (type or print)

 (____/____/____)
 dd/ mm / yyyy