



uOttawa

L'Université canadienne
Canada's university

UNIVERSITY OF OTTAWA INTERNATIONAL OFFICE

TABARET HALL
550 CUMBERLAND STREET, ROOM M386
OTTAWA, ON
CANADA K1N 6N5



INTERNATIONAL STUDENT EXCHANGE PROGRAM

APPLICATION FORM 2012-2013 INCOMING STUDENTS

- Please read the guidelines provided in the Incoming Exchange Students Section on our website (<http://www.international.uottawa.ca/en/exchanges/incoming/index.html>).
- Your application must be completed in the chosen language of instruction at the University of Ottawa.
- **IMPORTANT NOTE:** The application form must be typed and saved. We also request that you print and submit a signed copy to the international office of your home institution along with all the required documents prior to the deadline.

RESERVED FOR INTERNATIONAL OFFICE AT THE UNIVERSITY OF OTTAWA		STUDENT NO. 	
LAST NAME 		GIVEN NAMES 	
SEX ☐ MALE ☐ FEMALE	DATE OF BIRTH 	CITIZENSHIP 	
MOTHER LANGUAGE ☐ FRENCH ☐ ENGLISH ☐ OTHER, SPECIFY 		LANGUAGE OF CORRESPONDENCE ☐ FRENCH ☐ ENGLISH	
E-MAIL ADDRESS 		INTENDED LANGUAGE OF INSTRUCTION AT THE UNIVERSITY OF OTTAWA ☐ FRENCH ☐ ENGLISH	
LOCAL ADDRESS		CITY	
NO. & STREET 		CITY 	
COUNTRY 		POSTAL CODE 	
TEL. NO. (LOCAL) 		SPECIFY MONTHS: FROM TO 	
SUMMER ADDRESS IF KNOWN		CITY	
☐ SAME AS PERMANENT ADDRESS OR 		CITY 	
COUNTRY 		POSTAL CODE 	
TEL. NO. (SUMMER) 		SPECIFY MONTHS: FROM TO 	
PERMANENT ADDRESS		CITY	
NO. & STREET 		CITY 	
COUNTRY 		POSTAL CODE 	
TEL. NO. (PERMANENT) 		TEL. NO. AT WORK 	
CELL. TEL. NO. 			
PERSON TO CONTACT IN CASE OF EMERGENCY		CITY	
LAST NAME 		GIVEN NAMES 	
NO. & STREET 		CITY 	
COUNTRY 		POSTAL CODE 	
TEL. NO. 		RELATIONSHIP, SPECIFY 	

INFORMATION ON CURRENT STUDIES			
PLANNED PROGRAM OF STUDY AT THE UNIVERSITY OF OTTAWA	TITLE OF THE PROGRAM 		☐ UNDERGRADUATE LEVEL ☐ GRADUATE LEVEL
	DEPARTMENT, SCHOOL OR SECTION 		FACULTY
PROGRAM OF STUDY AT THE HOME INSTITUTION	NAME OF HOME INSTITUTION 		COUNTRY
	FIELD OF STUDY 		DEPARTMENT
	FACULTY 		
☐ UNDERGRADUATE LEVEL ☐ GRADUATE LEVEL		CURRENT YEAR OF STUDY: 	
CUMULATIVE GRADE POINT AVERAGE WHEN SUBMITTING APPLICATION 			

EQUIVALENT DATES AT THE HOME INSTITUTION (SPECIFY MONTHS AND YEAR)			
PARTICIPATION PERIOD AT THE UNIVERSITY OF OTTAWA	☐ ACADEMIC YEAR 2012-2013	BEGINNING OF EXCHANGE 	END OF EXCHANGE
	☐ FALL SESSION 2012	BEGINNING OF EXCHANGE 	END OF EXCHANGE
	☐ WINTER SESSION 2013	BEGINNING OF EXCHANGE 	END OF EXCHANGE

☐ 2012 FALL SESSION**PRELIMINARY COURSE SELECTION** (NOTE: The University of Ottawa does not guarantee registration in these courses).

COURSE CODE AT THE UNIVERSITY OF OTTAWA	COURSE TITLE	NUMBER OF CREDITS	FACULTY

☐ 2013 WINTER SESSION

COURSE CODE AT THE UNIVERSITY OF OTTAWA	COURSE TITLE	NUMBER OF CREDITS	FACULTY

IMPORTANT : REGISTRATION IN RESEARCH COURSES/ACTIVITIES IS NOT PERMITTED.

RESERVED FOR THE HOME INSTITUTION											
NAME (PLEASE WRITE IN BLOCK LETTERS)	TITLE										
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">YEAR</td> <td style="text-align: center; font-size: 8px;">MONTH</td> <td style="text-align: center; font-size: 8px;">DAY</td> <td colspan="2"></td> </tr> </table>						YEAR	MONTH	DAY			APPROVAL BY THE INTERNATIONAL OFFICE
YEAR	MONTH	DAY									

PARTICIPATION CONDITIONS

Students from partner institutions wishing to take part in an exchange program at the University of Ottawa agree to:

- 1) respect the conditions of the exchange agreement;
- 2) pay tuition and general fees to their home university;
- 3) ***subscribe to the University Health Insurance Plan (UHIP) for the entire duration of your stay in Canada -- compulsory enrolment is done upon arrival at the University of Ottawa;**
- 4) respect the rules and regulations of the University of Ottawa;
- 5) arrive at the University of Ottawa no later than **September 5, 2012** for those who wish to study during the fall session or **January 2, 2013** for those who wish to study during the winter session. **The University of Ottawa reserves the right to cancel your participation in the exchange program if you do not arrive by the above-mentioned dates;**
- 6) attend a **compulsory welcome day** which will be held on the day prior to the beginning of courses.

I have read the Participation Conditions and I accept to abide by them.

YEAR	MONTH	DAY		

SIGNATURE

List of documents requested with the application:

Please note that application files must include ALL required documents. NOTE: Incomplete files will be automatically rejected.
Please check to ensure that you have provided ALL required documents to the International Office of your home institution:

- ☐ A signed paper copy of the **2012-2013 International Exchange Program Application Form**
- ☐ **Most recent official transcript** with an **official grading system explanation** - the transcript must be in English or in French, or translated in one of these languages. Translated documents must bear the official seal of your home institution.
- ☐ **Official score of a recognized Language Proficiency Test** - please see requirements and valid tests at <http://www.international.uottawa.ca/en/exchanges/incoming/lang-req.html>

IMPORTANT: For students wishing to study in Common Law, Civil Law, Graduate studies, Theatre Visual Arts* or Music, please also submit the following required documents:**

- ☐ **Motivation Letter**
- ☐ **Résumé** (one page only)
- ☐ **Academic Reference Form** - available at the following link : <http://www.international.uottawa.ca/en/exchanges/incoming/application.html>

*Visual Arts: ☐ please also submit your portfolio**Music: ☐ please also submit a DVD - please note that you must participate in the exchange program for the full academic year only**HOUSING**DO YOU WISH TO RECEIVE
INFORMATION ABOUT UNIVERSITY
RESIDENCES, IF AVAILABLE AT THE
UNIVERSITY OF OTTAWA?☐ YES ☐ NONOTE to the International Office of partner institutions: Please scan all the required documents in **one file only** per nominated student and submit it to incoming@uottawa.ca before the annual deadline **March 31**.