



2012-2013 Student Mobility/Exchange Program: Outgoing Undergraduate Application

A. Student Information		
Last Name	First Name	Student #
Home Phone Number	OCAD E-mail Address	
Cell Phone Number	Other E-mail Address	
Program of Study at OCAD	Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit	
Which semester of study are you applying for?		
<input type="checkbox"/> Fall 2012 (Duration 2 – 2012/2013 school year) - Deadline February 13, 2012		
<input type="checkbox"/> Winter 2013 (Duration 3 – 2012/2013 school year) – Deadline August 20, 2012		

B. Verification of Academic Eligibility and Meeting with Chair
<p>1. <input type="checkbox"/> I have gone to MY RECORDS online to check my overall average and credits.</p> <p>a. <input type="checkbox"/> I have checked my overall average on the <i>Academic Standing</i> screen. A minimum overall average of 70% is required.</p> <ul style="list-style-type: none"> • My current overall average is _____. <p>b. <input type="checkbox"/> I have checked the <i>Courses and Marks</i> screen to ensure I have the appropriate amount of credits. Students must have completed a minimum of 10.0 credits and a maximum of 12.5 credits towards their program requirements prior to participating in the program.</p> <ul style="list-style-type: none"> • I have completed _____ credits. • I have _____ credits in progress. <p>2. <input type="checkbox"/> I have visited my Faculty Office to <u>verify</u> my academic eligibility.</p> <p>Date _____ Eligibility Verified by _____</p> <p>Comments (Faculty Office representative):</p> <p>3. <input type="checkbox"/> I have had a meeting with my Program Chair to discuss my proposed application (reasons for applying, selection of suitable host institution, portfolio preparation, etc.)</p> <p>Date _____ Chair's Signature _____</p> <p>Comments (Program Chair):</p>

Note: If you are applying to more than one school, please submit this page with each of your applications (one page per school). Please be advised that you do **NOT** need to pay the \$100 application fee for each school. The fee allows you to apply to up to 3 schools.

C. Proposed Studies at Host Institution

Name of Institution	Program
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List the title and code of each course or module you are interested in taking and attach the course description from the host institution's calendar online. Please note that this is simply a preliminary course list and the host institution reserves the right to approve or deny course choices based on availability.

For schools in Europe and the UK, you may only be able to find general program descriptions. It is fine to attach a program description if specific course or module descriptions are not available.

Course Title and Code / Module / Program of Study

- | | | |
|----|-------|---|
| 1. | _____ | <input type="checkbox"/> Description attached |
| 2. | _____ | <input type="checkbox"/> Description attached |
| 3. | _____ | <input type="checkbox"/> Description attached |
| 4. | _____ | <input type="checkbox"/> Description attached |
| 5. | _____ | <input type="checkbox"/> Description attached |

If your application is approved, OCAD will notify you of the exact number of credits you will be required to take at the host institution in order to earn full transfer of credit (2.5 credits) for your mobility/exchange courses.

D. Application Package (submit items to International Student Services with your application form)

- \$100 Application Fee** (This includes up to 3 schools) – cheque or money order payable to OCAD University
- 1 page Letter of Motivation** outlining your goals as a student in the Mobility/Exchange Program
- 2 academic letters of recommendation from OCAD U teaching faculty**
These must be formal typewritten letters, preferably on OCAD U letterhead.
- Official transcript from OCAD U**
Submit a [Document Request Form](#) to the Office of the Registrar - 115 McCaul Street, Level 2.
Do not order your transcript until your grades from the previous semester have been released.
- Portfolio: 6-10 examples of your work on a CD (or as specified by the host institution)**
Your portfolio will be reviewed by the Chair of your program at OCAD U and the host institution. Please check with the Mobility/Exchange Coordinator at OCAD U to see if the host institution has different portfolio requirements from those listed above.
- Course descriptions for courses selected at host institution** (if available)
- Host institution's application form** (available from Mobility/Exchange Coordinator at OCAD U)
- Any additional items required by host institution**
Please check with the Mobility/Exchange Coordinator at OCAD U to see if the host institution requires any additional items. Additional items may include a passport-size photo, a copy of your curriculum vitae, etc.

Signature of Student

Date

Submit your application package to: International Student Services, Student Centre, 51 McCaul Street, Level 1