**Outbound Semester Abroad Application**

**ACADEMIC YEAR 2022 – 2023**

**Step 1:** Review the Eligibility and Selection Process on the Education Abroad website, and program conditions. Applicants must be enrolled full-time at Durham College and in good academic standing. If you apply and are selected for the program, you agree to:

* Attend mandatory pre-departure training.
* Abide by the expectations set forth by the Durham College Out-of-Province Travel Policies and Procedures.
* Reflect on your experience abroad and complete an engagement activity to be shared with the Durham College community upon return.

**Step 2:** Complete the application form and send it to [educationabroad@durhamcollege.ca](mailto:educationabroad@durhamcollege.ca), along with supporting documents. This application has three parts:

1. Application Form – Semester Abroad
2. Letter of Intent (guidelines provided below)
3. Unofficial transcript

**Deadline:** Applications are due by **March 2, 2022.**

**Step 3:** Successful applicants will be notified via email and will be required to confirm their acceptance. Applicants are reminded that they are required to pay their Durham College tuition fee to Durham College for the semester that they are abroad.

**Terms and Conditions**

* To be eligible, students are required to be in ‘good academic standing’ as defined in Durham College’s Academic Regulations. Should this status change, an offer to participate in the program may be withdrawn.
* All students must participate in mandatory pre-departure training.

*Expand Your Classroom, Experience the World*

**Part 1: Application Form – Outbound Student Exchange (Semester Abroad)**

**STUDENT’S PERSONAL DATA[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Last Name: |  |
| First Name(s): |  |
| Student Number: |  |
| Date of Birth (DD/MM/YY): |  |
| Gender (F/M/Other): |  |
| Citizenship Status | * Canadian Citizen * Canadian Permanent Resident * International Student * Other (please specify): |
| Telephone number: |  |
| Email Address: |  |
| Program Name: |  |
| Current Semester: |  |

**STUDENT PROPOSED STUDY PLAN**

**Student’s Proposed Host Institution**

|  |  |
| --- | --- |
| Host Institution Name & Address: | DHBW Ravensburg  Marientplatz 2  D-88212 Ravensburg  Germany |
| Department Exchange Coordinator Name & Email Address: | Ingela Lundin  International Relations Officer  lundin@dhbw-ravensburg.de |
| Proposed Program of Study: |  |
| Proposed Dates of Exchange: |  |

**Proposed Program of Study**

**\*Students are advised to meet with their academic Student Advisor to determine course alignment.**

|  |  |
| --- | --- |
| Required Program of Study at DC  (list courses) | Proposed Program of Study at Host Institution (list courses) |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |

**Part 2: Letter of Intent**

**Guidelines**

The Letter of Intent should be double-spaced, Arial font, size 12, no longer than 500 words and be addressed to the Selection Committee. The letter should address the following:

* How the Semester Abroad program will enrich your studies at Durham College.
* How the Semester Abroad program will positively contribute to your personal and professional goals.
* How you plan to be successful in the courses offered at the institution abroad.
* How your experiences studying in another country will help to bring an international or global perspective to Durham College and/or your community.

**Part 3: Transcript**

An unofficial transcript including grades from the last semester completed must be included in the application.

**Recommendation by Dean**

(To be completed and signed by the Academic School dean)

\*Before submitting the application to the International Education Office, you must meet with your academic Student Advisor on a proposed study plan and request approval by your Dean.

|  |
| --- |
| The applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a student in good standing within the  School of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have reviewed this completed  applicant form and I recommend this applicant for the Semester Abroad program.  **Signature:**  **Date:** |

*I declare that the information provided in this application is to my knowledge true, complete, and accurate. I understand that providing false information may results in the withdrawal of my application.*

**Student Signature:**

**Date**:

The student is required to:

1. Verify that your application is complete by including the following documents as part of your application: 1) Application Form – Semester Abroad, 2) Letter of Intent, 3) Unofficial Transcript.
2. Email these three documents to: [educationabroad@durhamcollege.ca](mailto:educationabroad@durhamcollege.ca)

1. In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F. 31 this is to advise you that the personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used an/or disclosed for administrative, information technology, law enforcement, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduate rate, graduate employment, graduate satisfaction, and employer satisfaction). If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, Human Rights and Benefits, 2000 Simcoe Street North, Oshawa, ON, L1H 7K4, 905 721 2000 ext 3292). [↑](#footnote-ref-1)