

For more information or to request alternate formats of this form for accessibility, please contact educationabroad@durhamcollege.ca

APPLICANT REQUIREMENTS

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 1: COMPLETE APPLICATION AND SUPPORTING DOCUMENTATION

Complete the application and send it to educationabroad@durhamcollege.ca, along with supporting documents. This application has three parts:

1. Application Form – Outbound Student Exchange (Semester Abroad)
2. Letter of Intent (guidelines provided below)
3. An unofficial transcript

STEP 2: DEAN'S RECOMMENDATION

Before submitting the application to the International Education office, you must meet with your academic Student Advisor to review your proposed study plan and request approval by your dean.

Deadline: Applications are due by **April 26, 2025**.

STEP 3: NOTIFICATION FROM THE INTERNATIONAL OFFICE

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 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 Should this status change, an offer to participate in the program may be withdrawn.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

STEP 1: APPLICANT INFORMATION

First Name:

Middle Name:

Last Name:

Student Banner Number:

Citizenship Status:

Canadian Citizen

Canadian Permanent Resident

International Student

Other (please specify):

DC Email Address:

Program Name:

Telephone Number:

Current Semester:

Student Proposed Study Plan

Host Institution:

Name:

Street Number:

Street Name:

City:

Province:

Postal Code:

Country:

Telephone Number:

Fax:

Proposed Program of Study:

Proposed Dates of Exchange: From:

To:

Required Program of Study at DC (list courses):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Proposed Program of Study at Host Institution (list courses):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Declaration, Consent and Acknowledgement

1. The information given on this application form is complete and accurate
2. The information I have provided in this application form is subject to verification by Durham College (DC)
3. I will provide supporting documentation to verify my eligibility upon request
4. I consent to the disclosure of the personal information I have given in this application form to the third parties (e.g. host organizations/institutions) for the purposes of administering this program
5. I have read and understand the Education Abroad Cancellation Guidelines, and I will take responsibility for the financial implications should I cancel my participation in this program after applying.
6. I understand that this application states my interest in the program but does not guarantee a seat in the program.

I have read, understood and agree to the above

I understand that any misrepresentation on this application form or failure to provide my consent to authorize DC to verify the information on this application form may result in the cancellation of my application

Date:

Signature:

SUPPORTING DOCUMENTATION**Guidelines – Letter of Intent**

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.

Guidelines – Transcript

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

STEP 2: DEAN RECOMMENDATION

(To be completed and signed by the Academic Faculty 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 Faculty of _____

I have reviewed this completed application form and I recommend this applicant for the Semester Abroad program.

First Name: _____

Last Name: _____

Faculty: _____

Date: _____

Signature: _____

NOTICE OF COLLECTION

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for the purpose of organizing and/or administering approved College events for the International Office. Your personal information may also be used for various administrative, statistical, and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1H 0G5, 905.721.2000 ext. 3292.