UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA
International

Ph: 250-960-5858 | Fx: 250-960-5120 | ie@unbc.ca 3333 University Way, Prince George, British Columbia, Canada V2N 4Z9

UNBC International Exchange Application Form

APPLICATION DEADLINES:
See website for details
unbc.ca/international/outbound-exchange

CHECKLIST – Have you enclosed the following?

- ☐ A completed Exchange Advisor Worksheet (form must be signed by academic advisor)
- ☐ Student Budget Worksheet (complete form)
- ☐ A completed UNBC International Exchange Application Form
- ☐ A typed statement of interest (maximum 2 pages), addressing the following:

  - *destination school and country*
  - *reasons for wanting to participate in the exchange*
  - *expected impact of exchange on academic program and career plans*
  - *culture shock & homesickness*
  - *financial ability to support the exchange*

- ☐ Copy of your passport photo page.
- ☐ A personal résumé (curriculum vitae) should include the following:

  - *education, work & volunteer experience, certificates, hobbies & interest, and travel experience.*

- ☐ 3 letters of reference: 2 from UNBC faculty (academic reference) and 1 personal (character reference)

  - *Reference letters can be mailed, faxed or emailed to the International Student Advisor*
  - *Your character reference should be able to provide relevant information supporting your application. Referee should not be a personal friend or a family member.*
  - *Please see attached reference letter guidelines for academic references.*

PERSONAL INFORMATION

Name: _____ Student Number: ☐☐☐☐☐☐☐☐☐
Surname First Name

Email: _____ Date of Birth: _____

Citizenship Status: ☐ Canadian Citizen ☐ Permanent Resident ☐ Other _____

Current Prince George Address	*Street*	
	City	*Province* *Postal Code*
Telephone:	Alternate Telephone:	

Please notify the UNBC International Office of any changes.

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PROGRAM SELECTION

Program	☐ Bilateral	☐ north2north	☐ Other
Partner University	Choice 1:		
	Choice 2:		
Length of Exchange	☐ Year	☐ Semester	☐ Summer
	Start Date:	End Date:	

ACADEMIC INFORMATION

Number of UNBC Credit Hours Completed, including current term _____ Intended Year of Graduation: _____

UNBC Program: Major _____ Minor _____

List the languages other than English that you can speak or have studied and fluency on a scale where 1 is beginner and 5 is fluent.

Language	Fluency 1	2	3	4	5
	○	○	○	○	○
	○	○	○	○	○
	○	○	○	○	○

APPLICATION FEES

Please charge the International Exchange Application Fee (non-refundable) of $25.00 to my UNBC student account.

Signature: _____ Date: _____

Applicants will be formally notified of the outcome of their application.

SUBMIT APPLICATION PACKAGES TO:

UNBC International
3333 University Way
Prince George, BC
V2N 4Z9

Tel: 250-960-5858
Fax: 250-960-5120
Email: unbcexchange@unbc.ca

International Exchange Study Plan

Completion of this form is required to present a detailed plan of study to the Exchange Student Selection Committee. Course Syllabi must be presented to the International Student Advisor for all courses attempted on exchange prior to or upon the student's return to UNBC. Specific course credit will only be determined upon review of course syllabi by respective program.

Applicant _____ UNBC Student # _____
Surname First Name

Date _____

Student Signature _____ Exchange Start Date _____

Partner University _____ Exchange End Date _____

Exchange Course Selection At Host Campus *Include both course number and title.*	**Relationship to UNBC Degree** *Indicate how the course may be used towards UNBC degree requirements. Please indicate UNBC electives or specific courses. Include both course number and title.*	**Initialed by Advisor** *Initials indicate that the advisor has discussed plan with student. Program approval is required for formal articulation of specific course credit transfer)*

Approval of Study Plan

The student named above has declared a major in my Program. The student is applying to participate in an international student exchange program at the university named above. I have discussed with the student his or her proposed study plan and the effects that the exchange may have upon the student's academic progress. I do hereby approve the student's participation in this exchange.

Advisor's Name _____ Program _____

Signature _____ Date _____

Additional comments:

_____
_____
_____
_____
_____
_____
_____

Exchange Budget Worksheet

REQUIRED FIELDS

Student Name: _____

First Choice Institution: _____

Country: _____

Exchange Length (months): _____ (estimated length of exchange)

EXCHANGE RATE: _____ (for current exchange rates, go to xe.com)

INCOME

This worksheet is designed as a guide to assist you with planning for your exchange journey. If you have questions, please come to the International office for assistance.

Personal Savings	
Family Support	
Sponsorship	
Grants	
Loans	
Scholarships	
Wages	
Other	
TOTAL INCOME	$ 0.00

EXPENSES in Canadian Funds

Traveling Expenses (CDN funds)	
Passport Application Fee	
Travel (includes flight and transportation costs)	
Travel Insurance	
Immunizations/Vaccinations	
Accommodation while traveling	
Other	
Other	
Total Traveling Expenses	$ 0.00

Education Expenses in Canada	
Tuition Fees (UNBC Domestic rates)	
Other	
Total Canadian Education Expenses	$ 0.00

Canadian Living Expenses	**per month**	**Total**
Housing		$ 0.00
Utilities (heat, electricity)		$ 0.00
Communications (phone)		$ 0.00
Internet & cable		$ 0.00
Meals		$ 0.00
Medical Insurance		$ 0.00
Transportation		$ 0.00
Other		$ 0.00
Total Living Expenses	$ 0.00	$ 0.00

SUBTOTAL CDN EXPENSES: $ 0.00

EXPENSES in Foreign Currency

Education Expenses (while on Exchange)	
Books	
Ancillary Fees	
Miscellaneous Fees	
Other	
Total Education Expenses	0.00

Living Expenses (while on Exchange)	**per month**	**Total**
Housing		0.00
Utilities (heat, electricity)		0.00
Communications (phone)		0.00
Internet & cable		0.00
Meals		0.00
Medical Insurance		0.00
Transportation		0.00
Other		0.00
Total Living Expenses		0.00

Personal Expenses (while on Exchange)	
Personal Items	
Gifts	
Prescriptions	
Recreation	
Entertainment	
Clothing	
Other	
Total Personal Expenses	0.00

SUBTOTAL EXPENSES	0.00
SUBTOTAL: (CDN equiv)	0.00

*** SUBTOTAL: (CDN Equiv)** sum above is tied to the exchange rate you entered in top section of the worksheet.

ESTIMATED COST OF EXCHANGE

TOTAL INCOME:	$ 0.00
TOTAL EXPENSES (CDN & EXCH):	$ 0.00
DIFFERENCE (Income less Expenses)	$ 0.00

* This is the amount you need to come up with to be comfortable.

Clear Budget

University of Northern British Columbia
Guidelines for Academic Referees

Exchange Applicant:

Indicate your name, student number and the school to which you are applying, prior to submitting this form to a faculty member.

Student name: _____

Student number: _____

Applying to: (school and country names)

_____

Faculty member:

In selecting the exchange participants, an academic reference is used by the selection committee as one of the main selection components. The following guidelines are provided as a convenience only:

1. The reference should be in letter format.
2. The reference letter can be in paper format or emailed.
3. The following points should be included in the reference:

   a) How long and under what conditions have you known the applicant?

   b) Please rate the applicant in the following areas:
      - ability to meet deadlines
      - adaptability to change
      - ability to handle stress
      - written skills
      - oral skills
      - cooperation, friendliness
      - motivation, energy level

   c) Is the proposed overseas program relevant to the student's current program?

   d) Would you recommend the applicant for exchange?

   e) Additional Comments.

Reference letter should be addressed to:

UNBC International
3333 University Way
Prince George, B.C.
V2N 4Z9

Telephone: 250-960-5858

Email: unbcexchange@unbc.ca

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