



## Ontario/Rhône-Alpes Student Exchange

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# ORA Application Form Instructions for Students from Rhône-Alpes

## I. Introduction

In order to complete the application form, you will need Adobe Acrobat Reader. You can download it for free at <https://get.adobe.com/reader/>. Please use a computer to complete this form; handwritten responses will not be accepted. If you require more space for a particular field, please continue on a separate sheet and attach it.

## II. Application Package/ Supporting documents

The form is only part of the application package. The entire package consists of the following **original** documents (no copies):

- Printed version of the *ORA Application Form* **with your signature at the bottom of the page.**
- Your “*Study Proposal*”

This is an explanation of your reasons for wanting to participate in the exchange and what you hope to accomplish. Indicate what makes you a good candidate and justify your selection of the three universities.

Your summary should be a maximum of **one page, double-spaced** and should bear the heading “Study Proposal.”
- 1-page *curriculum vitae* (résumé).
- Official transcript(s)* or certified lists of courses taken at all English post-secondary institutions (including grading system if applicable).
- Two letters of support* from university professors who know you and your work well. At least one of these referees must be in your major field.
- A *language assessment* form/test for English (if submitting TOEFL test results, please include a **photocopy** as your host institution may request the original).
- A *passport-size picture*, **taped or glued to the top right corner of the ORA Application Form.**

## III. Explanations of the Form’s Components

Email address: Hotmail and Yahoo addresses will not be accepted. Please use your university-issued Email address.

### **Academic Information**

You must select three host universities in order of preference for your application to be accepted. If you have a strong preference for a particular university, please provide an explanation in your “Study Proposal.”

### **Preliminary Course Selection at Host University**

Please indicate the courses you would like to take at **all 3 universities you have selected**. Course information is available on the web sites of the respective universities at <http://ora.ouinternational.ca/ontario-universities>.

In selecting courses, pay close attention to the term during which the course is offered (year, fall, winter). This is particularly important for students who will be on exchange for only one semester. Please note that you cannot combine undergraduate and graduate courses.

## IV. Submitting the Application Form and Supporting Documents

After you have completed the form, click on the “Print Form” button at the bottom right of the page. **Sign the printed form** in the space provided and submit the form, along with the supporting documents listed under point II to your university’s International Office as part of your application package.

If you have questions about the Ontario/Rhône-Alpes Student Exchange Program or this application form, please contact the International Office at your home university, or the ORA Program Office.