



ORA Application Form Instructions for Students from Rhône-Alpes

I. Application Package/ Supporting documents

The online ORA application form is only part of the application package. The entire package consists of the following documents (see section III, below):

- Saved .pdf version of the completed, signed ORA application form. This document will be sent to your e-mail address automatically when you complete the online process.
- The completed *Study Proposal Questionnaire*
- Your *Curriculum Vitae* (resumé), a maximum of **one page** in length, in table form.
- Official transcript(s)* or certified lists of all courses taken from all post-secondary institutions attended, in English (including grading system on back if applicable).
- Official Bachelor degree certificate and graduate transcript* in English, if you wish to apply to a graduate department and take graduate level courses. These documents need to show that you have completed an undergraduate study level and are or will be enrolled as a Master student at your home university.
- One letter of support* from a faculty member who know you and your work well. The referee must be in your major field of study.
- A recognized English language assessment* (TOEFL, IELTS, etc.) or the *English Language Proficiency Assessment Form* (for students who have not taken the TOEFL or IELTS Language Test).

II. Explanations of the Form's Components

General Information

- **E-mail Address**

Please provide your official university e-mail address. We do not accept private e-mail addresses.

Academic Information

- **Degree Sought**

If you do not yet have a completed Bachelor's degree at your home university, you list Bachelor. If you are enrolled in a Master's program, you list Master. If you have completed one or more university degrees already, please provide the date and details of each completed degree.

- **Level of study while on exchange?**

This information is based on the study level you have indicated above.

- **EFL Test**

Please indicate which English as a Foreign Language Test you have completed (TOEFL, IELTS, etc.) and the score. If you are submitting the *English Language Proficiency Assessment Form* please indicate that here.

- **Preliminary Course Selection at Host University**

You must indicate three choices of host universities (without duplications) for your application to be accepted. If you have especially good reasons to be at a specific university, please explain them in your "*Study Proposal Questionnaire*."

Please note that you may select only one university in any host city. In Toronto this means that you may select Ryerson University or York University, but not both.

Please look at the detailed information on the ORA website and in particular on potential host universities' websites to see if you are eligible to study a specific subject or in a specific department as an exchange student. Please check very carefully whether you meet the language requirements, the

overall score and sub-scores. Only list universities that offer your field of study and where you meet the prerequisites.

- **Course Code and Title**

Please fill in the courses you would like to take at each of your chosen universities. Undergraduate students list 4-5 courses per term and can show some flexibility in course choices among different departments. Graduate students list 3 graduate seminars per term at one graduate department they want to apply to. Please always indicate the course numbers including the codes for specific departments in the application form.

You can find information on courses on the websites of the respective universities. Usually course labeling and levels are explained in the course catalogue or Undergraduate/Graduate Calendar. The following is an example from the University of Guelph and is similar at most Ontario universities:

“Each course is identified by a two-part code: The first part of the code refers to the subject area, the second to the level of the course. Thus, the course PSYC*3570 is a course in the subject area of Psychology and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first year students, those in the 2000 series are mainly for second year students, and those in the 3000 series are for third year students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth year. ... The series 6000, 7000 indicate graduate courses”.

The primary purpose of your indicating a preliminary course selection is to assist ORA and potential host universities a clearer understanding of your academic needs and wishes. Your final course selection will be made later in direct consultation with your host university.

III. Submitting your Application

By clicking the “submit” button a copy of your application is sent to the ORA program office and you should receive an email and .pdf file showing the information you have submitted. *It is highly recommended that you keep a copy of the pdf file for your records.*

NEXT STEP: Submit the full pdf file to your home university's international office, along with all necessary supporting documents. Before doing so, please check with your home university whether electronic copies of all documents are accepted or whether paper copies are required.

IV. Any Questions?

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