



INTERNATIONAL PROGRAMS OFFICE

Application for Exchange Program Outgoing Memorial Business Students

All application packages must include the following:

- Completed application form;
- Current resume (including co-op employment or other work experience);
- Up-to-date transcript (you may be required to provide an official transcript at a later date);
- Exchange justification essay (detailed in following pages);
- Scenario question responses.

Applications will not be considered complete until all components are received.

Applicant Information

Name as appears on passport: _____

Expiry date on passport: _____

Student Number: _____ Email: _____
@mun.ca

Date of birth: _____ DD/MM/YYYY Place of birth: _____

Nationality: _____

If you are not a Canadian citizen, please indicate your status: _____

Program of Study

Program of Study: BBA B.Comm. (Co-op.) iBBA MBA

Area of concentration (if applicable): _____

Number of credit hours completed to date in business program (all programs): _____

Number of credit hours completed since admission to program (iBBA only): _____

Addresses

***Check the address you would like all communication sent to**

Permanent Address: _____
Street Address Apartment/Unit #

City Province Country Postal Code

Home Phone: _____ Cell Phone: _____

Local Address: _____
Street Address *Apartment/Unit #*

NL Canada

City *Province* *Country* *Postal Code*

Home Phone: _____ Cell Phone: _____

Next of Kin Information

Name: _____ Relationship: _____

Address: _____
Street Address *Apartment/Unit #*

City *Province* *Country* *Postal Code*

Home Phone: _____ Cell Phone: _____

Email: _____

Exchange Information

Semester you are applying for: Fall _____ Winter _____

Is your preference to go on exchange with another Memorial student? Yes Does not matter

If yes, please indicate student's name or "no preference": _____

Please note that while every effort is made to accommodate preferences, they cannot be guaranteed.

Exchange Location Preference

Please indicate your exchange location choices below. You must select from the list of FBA partners available ([undergraduate](#); [graduate](#)).

Option 1		Option 2		Option 3	
Country:		Country:		Country:	
Institution:		Institution:		Institution:	

I understand that I must adhere to the following requirements based on my academic program at Memorial University:

- BBA** – Register for a minimum equivalent of 9 Memorial credit hours
- B.Comm. (Co-op.)** – Register for the equivalent of 15 Memorial credit hours and transfer back a minimum equivalent of 12 Memorial credit hours
- iBBA** – Transfer back a minimum equivalent of 12 Memorial credit hours
- MBA** – Register for equivalent of 9-15 Memorial credit hours

I have researched the course selections at the institutions indicated above and acknowledge that they meet the requirements for my academic program at Memorial University.

I have researched the semester dates ([undergraduate](#); [graduate](#)) at the institutions indicated above and acknowledge that they fit within the structure of my academic program at Memorial University.

Please note that it is your responsibility to ensure that program requirements are met. See more information below. If you have questions regarding these requirements, you should consult your academic advisor at international.business@mun.ca.

Exchange Justification

BBA, B.Comm. (Co-op.) and MBA Students

Admission to the exchange program is competitive. To ensure your application is comprehensive and well-researched, a justification essay (approx. 1,000-2,000 words) is required. Be sure to include the essay as part of your application package.

Please include the following components in your justification:

- An indication of your reasons for wanting to study abroad. Illustrate how you feel your academic, career/professional and personal development will benefit from studying abroad. How do you think your preferred exchange program will assist you in becoming more successful as a business professional?
- An indication of the reasons for selecting your top three partner institutions. Include a summary of your research, making reference to specific information such as courses offered, semester dates, accommodation options, costs, etc.
- What are the steps you need to follow in order to obtain the proper visa/study permit to allow you to enter and study in your destination country? Explain.
- Explain your detailed travel plans from Canada to your host institution campus.

iBBA Students

The cross-cultural study experience (CCSE) is a requirement of the iBBA program. You will need to include an essay (approx. 1,500-3,000 words) justifying your selection of exchange country and institution options. Please note that this essay differs from that required of students enrolled in other business programs. Requirements are outlined below. Be sure to include the essay as part of your application package.

Please include the following components in your justification:

Part I – Country and Institution Selection

- In which country would you prefer to study abroad? Why?
- At which institution would you prefer to study? Why?
- What alternative institutions have you selected? Why is one institution preferred from the others?

Part II – Academic Requirements

You must research potential course selections and demonstrate how they will meet the requirements of the iBBA program and contribute to your program. iBBA students are required to transfer the equivalent of at least 12 Memorial credit hours back from their host exchange institution. You must conduct adequate research to ensure that your course selections are conducive to this requirement. See [University Calendar regulations on courses required during CCSE](#).

- Include your proposed course selections and short course descriptions from your preferred exchange institutions. Refer to previous year offerings if not yet available for current year.
- Do you meet the pre-requisites to take the courses you wish to take? Discuss your qualifications.
- Are your proposed course selections equivalent to a minimum of 12 Memorial credit hours? Explain.
- Demonstrate how these proposed course selections will fit into your degree program (e.g. non-business global/regional, international business, free elective, etc.).

Part III – Study Abroad Experience and Research

- Other than the CCSE being a program requirement, explain your reasons for wanting to study abroad. Illustrate how you feel your personal, academic and career/professional development will benefit from studying abroad. How do you think your preferred exchange program will assist you in becoming more successful as a business professional?
- Indicate the reasons for selecting your top partner institutions. Include a summary of your research, making reference to specific information such as courses offered, semester dates, accommodation options, costs, etc.

- Include an expense outline in anticipation of the financial commitment required for your exchange. Estimates from previous outgoing exchange students can be found online ([undergraduate](#); [graduate](#))
- What are the steps you need to follow in order to obtain the proper visa/permit to allow you to enter and study in your destination country?
- Explain your detailed travel plans from Canada to your host institution campus.

Background Information

List any prior international experience (e.g. vacations, work terms, mentor program, extracurricular activities, etc.).

Scenario Questions

Living abroad may present many challenging situations that require you to change the way you do things. Briefly describe how you would deal with the following situations. Include your responses on a separate sheet of paper as part of your application package.

1. You have arranged to meet with some of your fellow exchange students in Scotland. It is late at night, and after a long day of traveling, you finally arrive at Aberdeen airport. The agreed-upon meeting time comes and goes, but there is no one to meet you. After three hours, you decide to give them a call, but you discover that you have lost your contact information, what would you do?
2. You wake up one morning feeling depressed and tired and you do not want to get out of bed. You are also feeling very frustrated by how people do things in your host country and are even questioning why you are there. What would you do?
3. You are traveling on an overnight train through a country in which English is not spoken. When you wake up in the morning, you find all of your belongings strewn all over your cabin. To your dismay, your phone, money and passport have been stolen. What would you do?

Important Information and Tips for Review

Course Credit Systems

Credit systems vary across different regions of the world.

- European universities use a system called the European Credit Transfer System. Credits at European institutions are denoted as ECTS. Each Memorial course (three credit hours) is equal to six ECTS; therefore, five Memorial courses (15 credit hours) is equal to 30 ECTS. Since each institution is different, in some schools you may need to take seven courses to obtain 30 ECTS; at others, you may only need to take three courses.
- The credit systems elsewhere (e.g. Australia, Chile, Asia) vary by country. Contact your academic advisor at international.business@mun.ca with any questions relating to your selected courses.

Tips for Researching Your Region and Writing the Exchange Justification

- Research the country, city and institution thoroughly. Pay special attention to culture, history, customs, cost of living, etc. Use your research to justify your preferences.
- Investigate any visa/study permit/other required documentation that may be necessary to enter and/or study in your preferred region. Gaining these pieces of documentation is critical. Additional time and planning are required to accommodate for the gathering and processing of these documents. Sometimes visa applications must be made in person at the appropriate embassy or consulate outside of Newfoundland and Labrador. Therefore, additional costs may be incurred as well.

I have conducted appropriate research on visa/study permit processes and understand that I may need to travel outside the province to obtain appropriate documentation for studying abroad.

Application Process

- Applications will be reviewed and evaluated in the weeks following the deadline date. Your application decision will be communicated with you via your @mun.ca email address.
- Upon acceptance of an exchange offer, a deposit of \$250 is required. Instructions on doing so will be provided. This will be reimbursed upon successful completion of your exchange program. Successful completion of the exchange includes: completing post-exchange debrief forms, delivering a post-exchange presentation, fulfilling all academic requirements of the exchange program and meeting expectations as an ambassador of Memorial.
- After the deposit is received, selected applicants will be nominated to the appropriate partner institution. The partner will contact the student with instructions on applying to that institution, among other important information.

I have read and understand my responsibilities and the conditions of the exchange program.

If you have any questions regarding the exchange locations, application process or course selection, please contact the International Programs Office at international.business@mun.ca.

Complete applications can be brought to the International Programs Office (BN-2027) or sent electronically to international.business@mun.ca. Please adhere to application deadline dates respective to the semester you are applying for:

For Fall – Feb. 15
For Winter – Sept. 15