

The International Mobility Awards Application Kit for

- ◆ **The Homburg International Mobility Awards** (\$12,500/award)
- ◆ **The AVP/SMUSA International Mobility Awards** (\$400-\$1500/award)

The Homburg Awards and the AVP/SMUSA Awards are a financial support program for your international learning activity for academic credit. All information that is necessary for completing the application is included in this kit. Please read thoroughly before you start completing the form.

If you had any questions about the application, please contact:

Miyuki Arai (Ms)

Project Manager-International Mobility

The Office of International Activities, The [Oaks Building](#) (off Gorsebrook Avenue)

Tel: 902 496 8725 E-mail: mobility.international@smu.ca

The complete application is accepted:

In person

Room 104, The Office of International Activities, The [Oaks Building](#)

Office hours: Monday-Friday, 8:30am-4:30pm

By e-mail

Send scanned documents as attachments

International.activities@smu.ca

By fax

1 902 420 5530

By mail

The Office of International Activities, Saint Mary's University

923 Robie St, Halifax NS B3H 3C3 Canada

The application deadlines are:

- **4pm, March 15** (1st competition)
- **4pm, November 1** (2nd competition)

If the above dates fall on Saturday or on Sunday, the application is accepted until 4pm on Monday of the following workweek.

Instructions for the applicant

- The application form and all supporting documents must reach the International Activities Office on or before the deadline. Late applications will not be accepted.
- This application is for both the Homburg Awards and the AVP/SMUSA Awards. Based on the information you present in the application, the International Activities Office will determine the eligibility and enter your application into the appropriate award category.
- It takes four to six weeks before the decisions are made on the awards. Regardless of the result, you will be contacted by e-mail.
- If your application was successful, you will be required to review the pre-departure briefing information prepared by the International Activities Office as well as sign the waiver form, before the funding is released. Graduate students must also complete the Graduate Research Hazards Assessment Form and receive approval from the Graduate Studies Office. These requirements will be explained to you at a later date.
- The award amount is released to your Banner student account. More information on how you can access the award will be given at a later date.
- For more information, please refer to the Awards [FAQ](#).
- It is extremely important that your letter of intent is well-written and as error-free as possible. You may wish to visit the [Writing Centre](#) to receive in-person, one-on-one help.
- It is highly recommended that you request a letter from your referee at least several weeks in advance prior to the application deadline to ensure that the letter will be completed on time.
- Ask yourself the following questions to see if you were eligible for the Homburg Award (for your guide only):

	Questions	Yes/No	What is it?
1	I am a Canadian citizen from Atlantic Canada (i.e. have lived in Atl Canada for more than 5 years).		Basic eligibility criteria for Homburg
2	My international program is for a semester (e.g. 4-5 months) or longer.		Basic eligibility criteria for Homburg
3	The courses I take overseas will be accepted for transfer credit towards my degree program.		Basic eligibility criteria for Homburg
4	My program takes place in a non-English speaking country, and one of my objectives is to acquire the language of the host country.		Highly valued in the selection process for Homburg
5	After completing my degree program, I hope to use the international experience to contribute to the economy of the Atlantic Provinces.		Highly valued in the selection process for Homburg
6	I am enrolled in the Sobey School of Business or in other business-related programs.		Highly valued in the selection process for Homburg
7	I maintain a good Cumulative GPA (i.e. 3.5 or higher).		Highly valued in the selection process for Homburg

If you answered "yes" to the first three questions, you are eligible for an Homburg Award. (In addition, if you answered "yes" to the last four questions, you might be a preferred candidate for the Homburg Award.) If you meet the basic eligibility criteria for the Homburg Awards, your application is first considered for the Homburg category. If your application was not successful with the Homburg Award, it will automatically be considered for the AVP/SMUSA Award. The applicants are not to receive two awards from both Homburg and AVP/SMUSA categories in a competition.

Instruction for the faculty member who will provide a letter of reference for the International Mobility Awards applicant (Homburg Awards and AVP/SMUSA Awards)

A letter of reference must be written by an university professor with whom the applicant has had an academic relationship. Please note the following:

- a) The letter should be addressed to the International Mobility Awards Selection Committee.
- b) The letter should state the length of time and capacity in which the referee knows the applicant. In addition, the letter of reference should focus on:
 - the applicant's notable academic/personal qualities
 - how essential the proposed international program is towards the successful completion of the applicant's degree program
 - the reasons why the applicant is a good candidate to represent Saint Mary's University internationally
- c) The referee can give the letter to the applicant in a sealed envelope to be submitted along with the rest of the supporting documents. Or, the letter can be sent directly by the referee to the International Activities Office in one of the following ways:

In person

Room 104, The Office of International Activities, The [Oaks Building](#)
Office hours: Monday-Friday, 8:30am-4:30pm

Via inter-office mail (for SMU faculty)

Attn: Miyuki Arai, The International Activities Office

By e-mail

Send a scanned document as an attachment
International.activities@smu.ca

By fax

1 902 420 5530

By mail

The office of International Activities, Saint Mary's University
923 Robie St, Halifax NS B3H 3C3 Canada

The letter must reach the International Activities Office on or before the deadline. The deadlines are 4pm, March 15, for the first competition and 4 pm, November 1, for the second competition. If the above dates fall on Saturday or on Sunday, the application is accepted until 4pm on Monday of the following workweek.

The applicant was suggested to request a letter from a referee at least several weeks in advance prior to the application deadline to ensure that the letter will be completed on time.

Any questions regarding the reference letter should be directed to:

Miyuki Arai (Ms), Project Manager-International Mobility
The Office of International Activities (The Oaks Building)
Tel: 902 496 8725 E-mail: mobility.international@smu.ca

The International Mobility Awards Application Cover Sheet

Name: _____ **Student No:** _____

Please confirm that your application is complete by attaching the following supporting documents (check off each box below). Staple all documents together (top left as marked) in the same order as it appears below, if the application is dropped off in person.

- This **Cover Sheet*** (to be submitted together with the rest of the documents)
- Completed International Mobility Awards **Application Form*** (three pages)

*The Cover Sheet and the Application Form (total 4 pages) can be preferably printed double-sided/duplex on 2 sheets of paper, if the application is dropped off in person.

- Letter of Intent** (1 page typed, single-spaced, with your name at the top), outlining:
 - a. A summary of your academic goals
 - b. Relevance of the proposed international program to your stated academic goals. (Note: If you meet the basic eligibility criteria for the Homburg Award, further elaborate in detail on the subjects of a foreign language acquisition and your future contribution to business/economy of Atlantic Canada.)
 - c. Explanation of how you will benefit from the international experience in becoming a global citizen
 - d. What it means to represent Saint Mary's University while overseas
 - e. Background, extracurricular activities on/off campus, and training (including language) which will help you better prepare for the proposed program and for the anticipated cultural adjustment and the learning experience overseas
 - f. Pre-departure planning, i.e., identification of courses, admission to the program, financial planning, investigation into visa requirements, etc.

- Evidence of Acceptance** to the proposed international activity

In some cases, the evidence of acceptance may not be available. Please explain in a separate sheet if:

- 1) your activity is not program-based or is not affiliated with an organization thus you will not be issued an acceptance letter or
- 2) you are in the process of applying for a program or are waiting to hear about your application status.

- One Letter of Reference** (provide the name of your referee here: _____)

Please show the instruction about the reference letter on the previous page to your referee. Please indicate below how the letter is delivered.

- The letter is sent directly by the referee to the International Activities Office.
- The letter is in a sealed envelope included in this package.

Note: if you are also applying for SMU Exchange, it is your responsibility to arrange for a separate copy of the reference letter for the SMU Exchange application, even if you were getting a letter from the same professor. The International Activities Office does not make a photocopy available.

- I have read and understood the current Travel Report (www.voyage.gc.ca). The proposed travel is not to or through countries or regions for which Foreign Affairs Canada has issued Travel Warnings. (There is no supporting document to attach.)

International Mobility Awards Application

The personal information provided in this form will be used for administration of the awards only and will not be released to a third party by the university except with your consent.

Note:

- All sections must be complete and legible
- Saint Mary's University reserves the right to request additional documents
- The result of your application will be e-mailed. It is your responsibility to maintain a working e-mail address.

1. PERSONAL INFORMATION

Student #: A _____ **Citizenship:** ___ Canadian Citizen
First Name: _____ ___ Permanent Resident
Last Name: _____ ___ On Study Permit
Sex: ___ Male ___ Female **No. of years residing in the Atlantic Provinces:** _____

Current Mailing Address

Street address: _____
City/Town: _____ **Province:** _____ **Postal Code:** _____
Telephone with area code: _____ **E-mail:** _____

Permanent address and telephone number with area code (if different from above):

Year of study: _____ **Faculty (i.e. Arts, FGSR, etc.):** _____

Do you have any special needs i.e. disability or medical condition of which we should be aware? ___ Yes ___ No

If yes, please explain: _____

Have you previously received an International Mobility Award?

___ Yes ___ No **Homburg International Mobility Award** **Amount \$** _____
 ___ Yes ___ No **AVP/SMUSA International Mobility Awards** **Amount \$** _____

2. RELEASE OF TRANSCRIPT

IMPORTANT

- It is not required that you submit a transcript. Instead, please complete the following to authorize the Registrar to release your academic records.

Name: _____ **Student Number: A** _____

Signature: _____ **Date:** _____

3. PROPOSED INTERNATIONAL ACTIVITY

(Note: Please fill in this section even if you are attaching additional information separately.)

Type of activity (i.e. SMU Exchange, thesis research, language training, etc.):

Duration of activity: _____

Dates of activity (MM/YY - MM/YY): _____

Host institution/organization (if applicable): _____

Destination country: _____

Language(s) of instruction at the host: _____

Official language(s) of host country: _____

Language to be acquired while in the host country: _____

Number of transfer credit hours to your Saint Mary's degree: _____

(or check here if the activity is part of your thesis research _____)

4. LANGUAGE PROFICIENCY

Language(s) currently spoken or written: _____

Is the language of the host country offered at Saint Mary's?

Yes No

Language courses completed or currently being taken at a university level:

Language 1: _____ **# of credit(s) in the language:** _____

Language 2: _____ **# of credit(s) in the language:** _____

Language courses completed at a secondary level (i.e. French immersion):

5. BUDGET INFORMATION (in Canadian dollars)

Is your international program supported by other bursary or scholarship programs?

Yes No

If yes, please explain: _____

Expenses	No. of months studying abroad: _____
	Program Fee: \$ _____
	Tuition: \$ _____
	Accommodation: \$ _____
	Food: \$ _____
	Communications: \$ _____
	Miscellaneous (i.e. laundry): \$ _____
	Immunizations: \$ _____
	Medical/Dental/ Optical (including insurance): \$ _____
	Airfare: \$ _____
	Transit & Visa: \$ _____
	Books & Supplies: \$ _____
	Support for disability: \$ _____
Other (please specify) _____	: \$ _____
	TOTAL EXPENSES: \$ _____

6. DECLARATION

Please read carefully before submitting!

1. I declare that the foregoing information is, to my knowledge, a true, complete, and accurate statement of my current status. I hereby request consideration for assistance from the funds made available for this purpose by Saint Mary's University.
2. I understand that the submission of false information may be subject to proceedings under the Discipline System for students (see Student Discipline in the Resources & Services Section within the current Academic Calendar) and will result in the disqualification of my application for scholarship assistance.
3. I authorize the release, by Saint Mary's University, of information about any financial assistance that may be awarded to me as a result of this application.
4. I authorize Saint Mary's University to contact my sources of income for verification.

Signature: _____ Date: _____

---End of the International Mobility Awards Application---