

### SMU Exchange Application – Letter of Intent

A **Letter of Intent** is one of the required documents to be submitted as part of your SMU Exchange application. In preparing to write this letter, please note the following:

- The letter should be typed, single-spaced, and approximately one page in length.
- The letter should be addressed to the Project Manager - International Mobility, International Activities Office, Saint Mary's University.
- Please ensure that your letter is well written. Before you start writing the letter, think through first what your objectives and goals are. It is also important that the letter is free of typos and grammatical errors. Once your letter is drafted, you can visit the [Writing Centre](#) to receive in-person, one-on-one help with the writing in your letter.
- In your letter please explain:
  - how the courses taken at the host institution will contribute towards the successful completion of your SMU degree program
  - how the SMU Exchange opportunity will impact your plans with regards to career and future goals
  - how you could contribute to promoting SMU Exchange on campus upon return from the exchange experience

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](mailto:mobility.international@smu.ca)