

Please read this information carefully!

SMU Exchange Application: Process and Procedures

SMU Exchange application and acceptance to the program

- Your acceptance to SMU Exchange involves two steps. First you will go through the internal selection process via this SMU Exchange application.
- After your paper application is reviewed, you will be contacted for an interview to take place in about two weeks from the application deadline.
- You will be notified of the result of the internal selection after all interviews are complete, usually within two to three weeks from the interview.

Offer of SMU recommendation and nomination to the host institution

- If your application was successful in this internal selection process, you will be offered a recommendation from SMU. When you accept this recommendation, the SMU Exchange Advisor will reconfirm your choice of the host institution as well as the duration of your exchange stay at that institution.
- For each partner institution, there are a limited, pre-determined number of spaces. If the destination of your first choice was not available, you have an opportunity to discuss the next best alternative at this time.
- Once your choice is finalized on the host institution, the SMU Exchange Advisor will send your official nomination to the host institution accordingly.

Application (admission and housing) to the host institution

- Once your nomination is acknowledged by the host institution, you will be given a “go-ahead” to start completing the admission application to the host institution. This is the second step of the two-step process. The host institution application information will be provided for you.
- Most host institutions offer to facilitate accommodation arrangements. You are asked to complete all admission (and housing) application documents as required by the host institution in a timely manner.

Acceptance from the host institution

- It could take anywhere from two weeks to two months for the host institution to process your admission application. In the past, most students nominated by SMU have been accepted by the host institution. Your status of participation in the recommended SMU Exchange program is finally official when your admission is confirmed by the host institution.
- The housing application will be followed up separately by the host institution.

SMU Exchange administration fee

- Once you accept the recommendation to participate in SMU Exchange, you are asked to pay a \$100 non-refundable SMU Exchange administration fee which will cover the cost of

communication and orientation materials. The payment is made by a personal cheque payable to Saint Mary's University or a charge posted on your Saint Mary's Banner account.

Student visa

- It is your responsibility to apply for a visa.
- You will likely need the original acceptance letter from the host institution to apply for a study visa or equivalent. The visa application process is different for each country in terms of the application method, fees, required documents, etc. Some visa applications could take up to several months for processing and/or require a trip to the consular service office in another city.

What happens after: Pre-departure requirements

Detailed information will be provided after your participation is confirmed. In summary you are expected to:

- request approval on transfer credits from your academic advisor, if not done already, via a [Letter of Permission](#)
- apply for financial support through the International Mobility Awards (Homburg Awards and AVP/SMSUA Awards). The application deadlines are November 1 and March 15.
- attend the pre-departure briefing session
- arrange for adequate supplementary health insurance (mandatory)
- complete the waiver form
- complete the Student Exchange Agreement
- pay \$100 SMU Exchange administration fee
- pay SMU Exchange tuition based on the number of transfer credits, unless instructed otherwise
- apply for a visa or other required immigration documents
- apply for a passport (6-month validity past the scheduled return date is recommended)
- make international and local travel arrangements
- if applying for a student loan, discuss your situation with the Financial Aid Office/Service Centre as soon as possible
- follow-up/confirm housing arrangements with the host institution
- if you are an international student, check your Study Permit/Temporary Resident Visa to ensure your status remains valid to re-enter Canada upon completion of SMU Exchange
- if you are a Canadian citizen, register your travel with the [Department of Foreign Affairs](#)
- submit to the International Activities Office:
 - o passport copy
 - o flight itinerary
 - o [travel registration](#)
 - o approved Letter of Permission, signed by the Dean and the Service Centre
 - o waiver form, signed by you and witness
 - o Student Exchange Agreement signed by you and witness