

## The Application Kit for

### The Vice-President Academic & Research (VPAR) International Mobility Awards

(The average amount per award: \$350-\$1800)

The VPAR International Mobility Awards are a financial support program established by the Vice-President Academic and Research, and provide funding for international learning activities for which academic credit/recognition is given. The types of activities supported by the International Mobility Awards include:

- Exchange/Study abroad for academic credit (semester, full year, or summer sessions)
- International field courses
- Group training internationally
- Language training outside of Canada
- Volunteer placements that are recognized as part of an academic credit program

Registered full-time and part-time Saint Mary's University students in their undergraduate and graduate studies are eligible to apply for an award.

Awards will not be granted for attendance or participation at international conferences.

Please read all information in this kit thoroughly before you start preparing your application.

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  
(<http://www.smu.ca/documents/campus-map.pdf> far right, marked "O")  
Tel: 902 496 8725 E-mail: [mobility.international@smu.ca](mailto:mobility.international@smu.ca)

The complete application is accepted in the following ways:

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 to  
[International.activities@smu.ca](mailto: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** (1<sup>st</sup> competition)
- **4pm, November 1** (2<sup>nd</sup> competition)

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

### **General instruction/information 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.
- It takes six weeks or longer before the decisions are made on the awards. Regardless of the result, you will be contacted by e-mail. It is important that your e-mail account is active and that you check both the inbox and the "junk folder" for incoming messages.
- 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 your funding can be 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.
- If your application was successful, the award amount is released to your student account. More information on how you can access the award will be given at a later date.
- It is very 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 professor at least several weeks in advance prior to the application deadline to ensure that the letter will be completed on time.

## **Instruction for the faculty member who will provide a letter of reference for the International Mobility Awards applicants**

A letter of reference must be written by a university professor with whom the applicant has had an academic relationship. There is no evaluation form to rate the applicant, and we ask that a letter be written and printed on the departmental letterhead. The general guideline includes:

- 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 has known 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

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](mailto: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 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 letter is accepted until 4pm on Monday of the following workweek.

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)

## The International Mobility Awards Application Cover Sheet

**Name:** \_\_\_\_\_ **Student No:** \_\_\_\_\_

Please ensure that your application is complete and includes all of the following supporting documents (check off each box below). If the application is dropped off in person, please staple all documents together in the same order as it appears below.

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

Please note: 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 check either of the boxes below about 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.
- I have read and understood the current Travel Report (select the destination country/countries from the dropdown menu and click on "go" at <http://travel.gc.ca/travelling/advisories>), and verify that the proposed travel is not to or through countries or regions for which Department of Foreign Affairs, Trade and Development (DFATD) has issued Travel Warnings.

## International Mobility Awards Application Form

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, you may explain:** \_\_\_\_\_

**Have you previously received an International Mobility Award?**

\_\_\_ Yes \_\_\_ No **VPAR International Mobility Awards** **Amount \$** \_\_\_\_\_

### 2. RELEASE OF ACADEMIC RECORDS

#### IMPORTANT

• It is not required that you submit your grades. 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 might be attaching additional information separately.)

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

Text \_\_\_\_\_

**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:** \_\_\_\_\_

**Number of transfer credit hours to your Saint Mary's degree or the number of credit hours if for a SMU's international field course:** \_\_\_\_\_

(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 bursaries, scholarships, or loans?**

Yes       No

**If yes, please explain:** \_\_\_\_\_

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

**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 VPAR International Mobility Awards Application Form---**