



*Jessica W. - Studied in China on the Chinese Language & Culture Program*

# How to Apply

## Exchanges, Research, & Internships

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**UNIVERSITY OF  
CALGARY**

# START YOUR ADVENTURE:

Your complete study abroad application consists of:

- ➔ An online application
- ➔ Supporting documents

The red “*Apply*” button at the bottom of our program pages or the study abroad landing page will take you to our *Registration & Application for International Study Activity* (RAISA) system, which you access with your UCalgary IT username and password.



*Kelsey H., Exchange in the Netherlands*

## Requirements for the Online application:

1. **Statement of Purpose** (per program): Why this school/country? What goals will it help you achieve (academic, professional, and/or personal)? Why should we select you? How will you pay for it? (*Max 500 words, same statement can be copied to other applications but should be customized for each program*).
2. **Tentative course list** (per program): List at least double the courses/credits that you intend to take so that we can ensure the program is a good academic fit – these also work in case of timetable conflicts or if a course fills. Make sure to check the academic requirements, minimum/maximum amount of courses, and restrictions in the “*Academic Information*” tab of each program page.
  - ➔ *List the courses by NAME (also include number and credits/units if available).*
  - ➔ *It’s okay to base your list on current year course offerings – we are looking for general academic fit only at this point.*
3. **Photo**: this can be taken by a cell phone, but the primary focus of the photo should be your face. Professional photos are not required, just make sure it’s clear! *Photo must be in jpg or gif format, and not exceed 1 MB in size.*



## Supporting documents to complete your application:

1. Academic reference letter(s): [See Reference Guide details here!](#)  
*Note: Some programs may require more than one letter – please see “How to Apply” on the specific program pages for details.*
2. Official transcripts from any other post-secondary institution you’ve attended (if applicable).  
Please have them sent to the following address:  
MT 501, 2500 University Drive NW, Calgary, AB, T2N1N4, Canada  
**Do not submit your UCalgary transcripts at this time.**
3. Other supporting documents required for the programs you’re applying to (if applicable). See “How to Apply” section of each program page!

## How do I submit my application?

First, you create a profile on [RAISA](#).

- ➔ Click the “Study Programs” tab
- ➔ Search for and select your first program
- ➔ Fill out and save your program application
- ➔ Search for and select a second program  
*Pro Tip: you can copy over your existing application and just modify your course list and statement of purpose!*
- ➔ Once you start to “submit” your program applications, you’ll be able to rank programs in the same semester.
- ➔ Apply for up to 3 programs – be sure to rank them in order of preference!
- ➔ Ensure your academic reference has been submitted to [study.abroad@ucalgary.ca](mailto:study.abroad@ucalgary.ca)

### Why apply for 3?

Applying for only one program by the competitive deadline means that if you aren’t selected for that program, there aren’t other programs you’ll go on! For a small handful of students (with particular academic restrictions) this may be the only option, but for all other students we recommend to apply for 3 programs. It is in your best interest to be flexible, as only selecting 1-2 programs does not give your application higher priority.

See an [example of an application here!](#)



Scott B., EVDS  
Melbourne  
program – visit to  
New Zealand

# What happens after I apply?

All applicants will be contacted by email as to whether or not they are eligible to move on to the next phase of the application process within 3 weeks following the programs' application deadline (or, in the case of rolling deadline applications, within 1-2 weeks of submitting your complete application package). If you have not received an email from us by this time, please contact [study.abroad@ucalgary.ca](mailto:study.abroad@ucalgary.ca).

## FREQUENTLY ASKED QUESTIONS (FAQs):

**Q:** How do I go about getting a reference letter? What if I'm in large classes and/or haven't really talked with any of my professors?

**A:** Here are some tips for reaching out to your professor:

1. Request your reference early! Some professors max out the number of references they will write, so ask them as soon as you can. References for the January deadline can arrive to our office anytime from Sept-Jan before the deadline.
2. Supply them with your Statement of Purpose, and perhaps your resume! This helps professors teaching large classes get a sense of who you are, your accomplishments, and your academic, personal, and professional goals for going abroad.
3. Thank them for writing you a letter! Faculty members have a lot of work and research to juggle and a little appreciation goes a long way, especially if you may need to ask them for another letter in the future!

*A great tip is to send them a thank-you postcard while you're abroad! 😊*



*Dina M., TUBerlin Summer Research*

**Q:** Do I need to submit a different reference for each program I apply to?

**A:** No, your reference will only be used for the program you're selected to, and can be used for any program within that academic year, with the exception of Group Study Programs, which may have their own reference guidelines.

**Q: Do I need to, or can I submit more than one reference? Can I submit a non-academic reference?**

**A:** A small handful of programs may require an additional reference to be submitted. The “How to Apply” section of each program page will tell you if additional references are needed, and if they have different guidelines or deadlines. Additional non-academic references are optional.

**Q: Where is the study abroad office?**

**A:** We are located in MacKimmie Tower, room 501. Hopefully you’ll get to know our office as that’s where all University of Calgary International (UCI) advising appointments take place! [Haskayne exchange advisors](#) are located in Scurfield hall.

**Q: What will make my application stand out from the other applications?**

**A:** First, be sure to read instructions and resources fully before applying and make sure your application is completed with good spelling and grammar. This shows that you have put effort into your application.

We also want to see that you have done your research, so knowing something about the programs you’re applying to, and culture(s) of the places you’re planning to go to will be helpful throughout your program!

After that, we’re looking for candidates who exhibit a wide range of skills – some key ones being flexibility, tolerance for ambiguity, open-mindedness, resiliency, communication, self-reliance, and of course a good sense of humour! You don’t need to have international experience before you go but if you can relate to the challenges of being abroad by showing how you’ve adapted to challenges here, that will help. How will this experience impact you?

**Q: What other things can I prepare?**

**A:** Make sure your passport is up to date – it may be required as part of your host university application or visa application, and should be valid for at least 6-8 months after your planned return to Canada.

**Have more questions? See our [Exchange FAQs](#) for answers.**

# AFTER YOU APPLY:

## Step 1: Build your Budget

It is important to make a realistic financial plan for your time abroad. This can be done by looking at the “Cost and Funding” section of the program pages, checking out your host institution’s website, reading travel guides, doing online searches (e.g. google flights), and speaking with past and present study abroad program participants.



Use the chart below to calculate your anticipated costs, as well as your planned savings.

<b>Expenses:</b>			
Tuition & Fees:	_____ x _____	semesters = _____	+
Airfare:	_____ x _____	semesters = _____	+
Student Visa/Permit:	[for all countries planned] = _____		+
Health Insurance:	_____ x _____	months = _____	+
Housing:	_____ x _____	months = _____	+
Food:	_____ x _____	months = _____	+
Textbooks:	_____ x _____	semester(s) = _____	+
Local transit:	_____ x _____	months = _____	+
Entertainment:	_____ x _____	months = _____	+
Personal Items:	_____ x _____	months = _____	+
Other:	_____ x _____	months = _____	+
Total Expenses: \$			_____
<b>Income:</b>			
Personal Savings:	_____ x _____	months = _____	+
From Family:	_____ x _____	months = _____	+
Grant/Awards:	_____ x _____	months = _____	+
Student Loans:	_____ x _____	months = _____	+
Other:	_____ x _____	months = _____	+
Total Income: \$			_____

## Step 2: Explore Funding Options

Remember that we have programs that can suit all budget levels! Some of the lower cost ones are [highlighted here](#). We also have a variety of funding options available, from internal awards (like the International Study Travel Grant, or Undergraduate International Research Grants), awards for specific faculties or programs, awards offered by our host universities, and external awards offered by organizations or funders. Each program page list specific funding on its “Costs and Funding” tab, but you can also check out our [funding page](#)!

## Step 3: Livin’ La Vida Local

Preparing to study abroad is little like training for a marathon – you can only get out of the experience what you put into it! Whether you’re studying in a place where English is the first language or not, it’s important to learn as much as you can about the local culture, language, media, etc. Locals will often appreciate your efforts to speak their language or dialect. Also, in some places (like Japan, France, Italy, etc.) not having a basic understanding of the language may make it challenging to navigate university forms or take transportation! The more you know, the better prepared you’ll be.

Here are some great resources to get you started:

- [Country Insights](#) – a useful resource provided by Global Affairs Canada, it offers tips on Canadian culture compared to a variety of countries around the world, including business etiquette!
- [Travel Reports](#) – search each country to see recommendations on health, safety, and other important information.
- [USpeak Global Program](#) – one of the programs offered by International Student Services, USpeak matches you to speakers to enhance your knowledge of a language of choice, and teach your own! *Intake runs Oct-Nov for the following Winter semester, and April-early July for the following Fall semester.*
- [Calgary Public Library](#) – offers free access to apps like Pronunciator and Rosetta Stone!
- [Read Local Newspapers](#) – Calgary Public Library members have access to international newspapers in multiple languages.
- [Free language learning apps](#) – apps like Memrise, Duolingo, or HelloTalk can help gamify language learning.

Vincent C., EVDS Japan



- [Take a ContEd course](#) – courses offered include Spanish, French, Dutch, German, Italian, Japanese, Korean, Mandarin, Arabic, Portuguese, Russian, and ASL!
- [Join a Language Meetup](#) – Meetup.com has a variety of cultural groups and several language groups in Calgary practicing Spanish, French, German, Japanese, Russian, Italian, Mandarin, Korean, Esperanto, Portuguese, Scottish Gaelic, etc.
- [Check out Calgary's Cultural Associations](#) – Calgary has over 29 cultural associations, some offering language programs, film nights, or other social events!
- Also, make sure to check out local media online!

## Step 4: Start your Self-Care Kit

As much as study abroad can be an amazing, life-changing experience, you're going to be in a new environment, surrounded by new people, and likely in a new time zone, away from family and friends. This is why a Self-Care Kit is so important – at times you may feel homesick, stressed, or you may have something come up at home while you're away, and you'll want to have a plan in place to help you combat these challenges. *Pro Tip: You may be asked about your coping methods during your interview (if required)!*

**You can use the guide below to start thinking of things that you could build into your kit!**

### Identify your Self-Care Needs Adapted from "[Self-Care Starter Kit](#)" from Homewood Health

Just as no two people are the same, we all have different needs. Reflect on your needs for everyday life.

- **Important to consider:** Are the places/programs you're applying to going to be a good match for your lifestyle? If you're unsure, don't hesitate to reach out to the program advisor to see if it will be a good fit for you. Any confidential disclosures will not impact your application; we just want to make sure you're supported!
  - Where could you go for support if you need to see a counsellor or doctor while you're abroad?
  - Will the local culture or university environment be suitable to support your mental/physical health needs? Will you be able to seek additional off-campus support?
  - What kinds of accessibility accommodations are available?
  - If you take medications, will they be legal there?
  - Do you have allergies and a plan to manage them while abroad?
  - Is the location suitable for your dietary restrictions?

*Daily Self-Care (what you do, day-to-day):*

Area of Self-Care	Current Self-care Practices	Needs while abroad?
<b>Psychological/Emotional</b> <i>(e.g. journaling, pursuing new interests, learning new skills, accessing therapy, accessing counselling, reading, cleaning, etc.)</i>		
<b>Physical</b> <i>(e.g. eating regular and healthy meals, sleeping well, exercise, regular doctor checkups, taking medication, etc.)</i>		
<b>Spiritual</b> <i>(e.g. spending time in nature, meditation/yoga, volunteering, exploring spiritual connections, reading inspirational literature, etc.)</i>		
<b>Social</b> <i>(e.g. communication with family/friends, engaging in social events, participating in a club, etc.)</i>		

### Step 3: Get Excited!

Do you enjoy journaling, photography, scrapbooking, or videography? Are there small items you could bring that would help you to document your experience? It’s a great idea to capture your experience, since this may be the one time in your life to study, conduct research, or intern abroad. You can also submit entries for our [photo](#) and [video contests](#)!

*“My semester abroad was the most amazing experience I had in my university career. As cliché as it sounds, it really is a life changing experience that helped me grow personally and professionally.”*

-Ivan N., Korea University Exchange

