



UNIVERSITY OF
CALGARY



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Application Guide

Exchange, Research, and Internship Programs

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Starting Your Adventure!

Your completed application will consist of:

1. An online application
2. Supporting documents (*if applicable*)

The red “**Apply**” button on any program page or the main [Global Learning page](#) will take you to the **Registration & Application for International Study Activity (RAISA)** system, which you access with your UCalgary IT username and password.



Requirements for the Online Application

1. **Written Questions:** This is your chance to explain your intentions and interest for the specific program you are applying to. We strongly recommend writing your answers in a separate document to check for spelling & word count before copying your answers into the online application. If applying to multiple programs, you may re-use the same answers. However, it is recommended to customize your answers when possible.

Most exchange, research, and internship programs have the same basic questions:

- Why do you want to go to this specific university, city, or country?
- How will it help you achieve your academic, professional, or personal goals?
- How will you fund this experience? (Savings, loans, awards, family support, etc.)
- Going abroad can be overwhelming. When you feel stressed, how do you cope? How can you use your coping strategies abroad?

Some program applications might ask extra questions, such as your language abilities.

There is also a space where you can indicate if you are applying with another student.

2. **Tentative course list:** Create a list of prospective courses you would like to take at the university/program you are applying to. It's okay to base your list on current year course offerings – we are looking for general academic fit only at this point. Make sure to check the academic requirements, minimum/maximum number of courses, and restrictions in the “**Academic Information**” tab of each program page.

- List the courses using the full course name
- Include number and credits, if available
- List **double** the courses that you intend to take (in case of timetable conflicts or if a course fills up)

You should talk to your academic advisor before submitting your application. Your academic advisor will not be able to confirm transfer credit at this point, however, they can check what degree requirements you have remaining and give you general guidance, e.g. if you need to take junior or senior level courses on your exchange.

3. **Photo:** This can be taken with a cell phone. Professional photos are not required. The photo should be in colour, focussed on your face, and not be blurry or out of focus. The photo on the side is a perfect example of what you should aim to have!

- Photo must be in jpg or gif format
- Photo cannot exceed 1 MB in size



Supporting Documents

Some programs might require additional documents. These will be listed in the “**How to apply**” section of the program page on our website – you can find the program page using the [Program Finder](#). Supporting documents might include:

1. **Official transcripts from other post-secondary institutions you’ve attended.** Students who have only studied at UCalgary do not have to submit their UCalgary transcript at this time. However, if you have studied at any other universities, you are required to submit your official transcript (regardless of whether or not your course credits from the other university were transferred to your UCalgary degree). Official e-transcripts can be sent to study.abroad@ucalgary.ca. Official paper transcripts can be mailed to:

UCalgary International – Global Learning
MT 501, 2500 University Drive NW
Calgary, AB T2N 1N4
Canada
2. **Academic reference letter(s).** Some programs require one or more references to be submitted at the time of application. Some programs may require references after you are accepted to the program on university-specific forms. Check the “**How to apply**” section of the program page to see what your program requires. Here you can find the [Reference Guide](#) and general instructions.
3. **Any other supporting documents that might be required.** Check the “**How to Apply**” section of the program page you are applying to.



How To Submit Your Application

1. First, **create your profile on [RAISA](#)**
2. Click the “**Study Programs**” tab
3. Search for and select your first program
4. Fill out and save your program application. Make sure to save your answers in a separate Word document!
5. Search for and select a second program. You can copy over the same answers from your first application, if you wish, although you will need to at minimum customize the Course List and (recommended) customize any answers specific to each program.
Important: Once you start your second application, RAISA will ask you if you want to re-use a previous application. Please do not do this! Instead, start the second application from scratch, and then individually copy/paste your answers from your Word document. This is to work around a current technical error in RAISA (we apologize for the inconvenience).
6. Once you start to “**submit**” your program applications, you’ll be able to rank programs in the same semester.
7. **Apply for up to 3 programs** – be sure to rank them in order of preference!

Why apply for 3 programs?

Applying for only one program means that if you aren’t selected for that program, we can’t offer you a spot on another. For a small handful of students (with certain academic restrictions) this may be the only option, but for all other students we highly recommend applying to three programs. You’ll have the option to rank your choices when you submit your applications.

After You Submit Your Application

All applicants will be contacted by email whether or not they are eligible to move on to the next phase of the application process.

If you apply during the priority round (November to January), your application will be reviewed after the January deadline. You will be contacted no later than the February reading week with your application results.

After the February reading week, applications will be re-opened for any programs that still have space available. If you apply during this time, your application will be reviewing on a first-come first-considered basis. You can expect to hear back within 2 weeks of submitting your complete application.

If you have not received an email from our office within the specified timeframes above, please contact study.abroad@ucalgary.ca.

Programs will remain open until they have met their maximum number of spaces or passed the final deadline with our partner. The program page on the website will inform you if we are still accepting applications or if it is closed.

Next steps

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 on our 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. We have peer advising and campus Ambassadors that would be happy to talk to you about how they prepared!



Use the chart below to calculate your anticipated costs and budget

Expenses:		
Tuition & Fees: \$	x semesters	= \$
Airfare: \$	(One way/round trip?)	= \$
Student Visa/Permit: \$	(For all countries planned)	= \$
Health Insurance: \$	x months	= \$
Housing: \$	x months	= \$
Food: \$	x months	= \$
Textbooks: \$	x semesters	= \$
Local transit: \$	x months	= \$
Entertainment: \$	x months	= \$
Personal items: \$	x months	= \$
Other: \$	x months	= \$
	TOTAL EXPENSES	\$
Income:		
Personal savings: \$	x month	= \$
From family: \$	x month	= \$
Grants/awards: \$	x semesters/year	= \$
Student loans: \$	x semesters	= \$
Other: \$	x month	= \$
	TOTAL INCOME	\$

Explore Funding Options

We have programs that can suit all budget levels. We also have a variety of funding options available. This includes the International Study Travel Grant, the Undergraduate International Research Grants, the Global Access Fund, awards for specific faculties or programs, awards offered by our host universities, and external awards offered by other organizations or funders. Each program page lists some specific funding on its “**Costs and Funding**” tab, but you can also check out our [funding page](#).

Prepare to Live Abroad

Preparing for your time abroad is little like training for a marathon – you can only get out of the experience what you put into it. It is 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. The more you know, the better prepared you'll be. Please note, some programs require a B2 language level to apply.



Here are some great resources to get you started:

- [Guides to Culture, Customs and Etiquette](#) – These guides from Commisceo Global are a great tool to help you research countries, cultures, and the nuances you might not have expected!
- [Travel Reports](#) – These reports provided by the Government of Canada allows you to search each country to and review recommendations on health, safety, and other important information.
- [USpeak Global Program at the University of Calgary](#) – International Student Services offers the USpeak program which matches you to a speaker of a language you are wanting to learn, and in turn you teach your language to your partner.
- [Calgary Public Library Language Learning Tools](#) – CPL members have access to Rosetta Stone if you want to learn or refresh your language skills
- [Calgary Public Library International Newspapers](#) – CPL members also have access to international newspapers in multiple languages
- [Free language learning apps](#) – apps like Memrise, Duolingo, or HelloTalk can help gamify language learning.
- [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.
- Calgary has over 29 cultural associations including [The Calgary Italian Cultural Centre](#), [The Calgary Chinese Cultural Centre](#), and [Alliance Française of Calgary](#). Some of these associations offer language programs, film nights, or other social events!

Important Questions to Consider

Are the places/programs you're applying a good match for your lifestyle? If you're unsure, don't hesitate to reach out to your Global Learning Advisor to see if it will be a good fit for you. Here are some questions to consider:

- Will the local culture or university environment be suitable to support your mental/physical health needs?
- What kinds of accessibility accommodations are available?
- Will you have access to see a counsellor or doctor while you're abroad?

- ➔ Are there other resources or additional off-campus support?
- ➔ 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?

Many of these questions can be answered by exploring the pages of the host university. We encourage you to be proactive and do your research ahead of meeting with your advisor to see what resources are available.

Prepare a Self-Care Kit

As much as going 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. 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. You may be asked about your coping methods during your interview (if required).

Self-Care Guide

We encourage you to fill in this table to help strategize ways to best take care of yourself and manage your stress while abroad.

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

Housing, Residency and Visa Questions

Please note that your housing and residence will be handled by your host university and your incoming advisor there. We can share some resources for questions relating to these items, but most of your questions will be answered by your incoming advisor at your host university after you receive your acceptance letter. This includes the process for applying for student visas or permits (if required).

Your Global Learning Advisor will have limited ability to advise on the specifics of visa or permit processes for other countries. You will likely be directed to contact the embassy or consulate of the country you are travelling to, or you will be asked to direct your questions to the incoming advisor at your host university.

If you are having trouble connecting or finding the information you need, you are still encouraged to contact your Global Learning Advisor at study.abroad@ucalgary.ca and we will assist you in finding the correct contacts and resources, or let you know when to expect information from your host institution depending on your stage of the application.

Get Excited!

Do you enjoy journaling, photography, scrapbooking, or videography? 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](#). We are also always looking for contributions to our [blog](#) and [social media](#) accounts. Contact your Global Learning Advisor if you have an idea of something you would like to share!

"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



Returning from Abroad

Your connection with Global Learning at the University of Calgary does not end when you leave on your program! We are here to support you during your exchange and your transition back home, as well. There are several ways to keep your experience alive and to stay involved internationally from Calgary. Our [Returning to Canada page](#) is your go-to resource to ensure you have completed everything needed for your return and to stay connected back home.

Frequently Asked Questions

Q: My program requires a reference letter. How do I go about getting one?

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.
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.
3. **Visit them during office hours.** Whether you had a virtual class or a large class that made it difficult to meet your professor, a good idea is to meet during their office hours so they can get to know you and your aims a bit better. They might feel more comfortable writing a letter for someone willing to take the initiative to discuss with them
4. **Thank them for writing you a letter!** Faculty members have a lot of work and research to manage, so 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.



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

A: No, you only need to submit a reference letter for your program(s) that require one. If you are applying to multiple programs that need a reference letter, you can use the same one for all of them. The exception to this would be for programs that require two reference letters.

Q: Can I submit a non-academic reference?

A: The main reference you submit must be from an instructor from the University of Calgary. If you are a transfer student and would prefer to use an academic reference from your previous institution, then an exception can be made. Please contact your Global Learning advisor at study.abroad@ucalgary.ca to explain the situation.

If you want to submit supplemental references from non-academic reference, you are welcome to do so as long as your academic reference is the primary one you are using. Supplemental references are not required.

Q: Where is the Global Learning office?

A: We are in MacKimmie Tower, room 501. We anticipate moving to a new location in Science B during the Winter of 2023 (date TBD), so email us at study.abroad@ucalgary.ca to confirm our location, or check our [advising information](#) for instructions to drop in or book an appointment.

If you are a business student, please note the [Haskayne exchange advisors](#) are located in Scurfield hall. These advisors coordinate the “Haskayne Only” exchange programs listed on our website. They also do academic advising for Haskayne students going on other exchange programs.

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

A: Be sure to read instructions and resources fully before applying and ensure your application is complete with correct spelling, proper grammar, and good formatting. 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. Explaining how this experience will impact you is a good suggestion.

Q: What other things can I prepare?

A: Make sure your passport is up to date. It will most likely be required as part of your host university application or visa application. Your passport should be valid for at least 6-8 months *after* your planned return to Canada.

Do you have more questions? Please check our [Exchange FAQs](#) on our website for other questions and answers!

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