



EXCHANGE PROGRAMS - APPLICATION FILE

DINS 2 ENGL

How to Apply – OUTGOING STUDENTS

You have decided to participate in the Glendon exchange program? Please check if you meet the requirements and then check out the information, instructions and three steps to apply online easily.

Information

The deadline to submit online is **on Friday, December 6, 2019.**

The new system works in such a way that you will not be able to submit your online application until you have uploaded all the required documents.

Online registration

To get the link to register online now:

1. You must have attended our information session on October 30th from 10:00 to 13:00 or on November 11 from 2:00 pm to 4:00 pm, room A100. If so, please send us an email to get this link with your name, first name and student number at exchange@glendon.yorku.ca
2. If this is not the case, you must book an appointment with our office at exchange@glendon.yorku.ca

Requirements

Eligible students must be enrolled as full-time students at York University, Glendon Campus and who meet the following conditions:

1. Be enrolled in an Honours or Specialized Honours (BA, iBA., BSc, iBSc, or B.Ed)
2. Have completed two years of university studies.
3. Have a minimum cumulative grade point average of 6.0 (B) at the end of the academic year prior to the exchange program.
4. Be proficient in the language of the host country (French in France, Belgium and Switzerland, Spanish in Spain and Mexico, and English in the Netherlands).

Instructions

- **French language:** for all online application for French-speaking universities (Belgium, France and Switzerland), all forms must **necessarily** be written in French. Refer to the French version of the website for the French forms.
- **English language:** for all online application for Spanish-speaking universities and the Netherlands all forms must **necessarily** be written in English.
- **Forms:** All forms have a number and you should only use the forms provided. Please indicate your name and student number on the header of each form. Accepted formats are PDF and Word.

Application in three steps

- **Step 1:** find information on the sites of our partner universities.
- **Step 2:** prepare all your documents
- **Step 3:** Apply online **by Wednesday, December 6, 2019**



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Step 1: Search for information on our partner universities' websites. Where do you wish to study according to your project (countries, universities and programs)?

[Here is the list of our partnered universities.](#)

Step 2: Prepare all your documents before applying online. Please download the forms by clicking on the links below – these English forms are only for the Spanish-speaking countries (Spain and Mexico) and for the Netherlands.

a) Forms to be completed by you

- A study proposal – [PE 2 ENGL](#)
- A budget – [BD 2 ENGL](#)

b) Forms to fill out by you and then send to your professor

For confidentiality reasons, your professor must be returned the forms to us by email at exchange@glendon.yorku.ca. We will upload these forms to your application file directly. The forms can be filled out by the same professor.

- A letter of reference – [LR 2 ENGL](#)
- A language assessment
 - French language – [EV 2 ENGL \(French language\)](#)
 - Spanish language – [EV 2 ENGL \(Spanish language\)](#)

c) Documents to provide

- **A resume** (2 pages maximum)
- **An unofficial transcript** * (the official version will be requested if you are nominated)
- **A photocopy of the first page of your passport** (the one with your name and photo)

* How to obtain an unofficial transcript?

- Go to <https://myonlineservices.students.yorku.ca/>
- Click on "Fall / Winter grade report"
- Connect with your "Passport York" account
- Make a copy of the unofficial transcript

Step 3: Submit your application online **by Friday, December 6, 2019.**

If needed, contact us at exchange@glendon.yorku.ca