



GLENDON



EXCHANGE PROGRAMS Glendon - APPLICATION FILE **How to Apply – OUTGOING STUDENTS (2022-2023)**

You have decided to participate in the Glendon exchange program? Here are the four steps for a successful application. Further information [here](#) and [here](#) (student accounts).

Step 1: Check if you meet the requirements.

Step 2: Find out which Glendon/York courses you will replace with courses taken abroad (=study plan) and choose your three universities. Decide if you will apply through Glendon or [York International](#) or both. You need to submit two applications in that case but you need to have your language evaluation and reference letter sent only to the office administering the exchange with the first university of your choice.

Step 3: Organize your other documents - reference letter, language evaluation, unofficial transcript, CV, copy of first page of passport and budget.

Step 4: Log onto the portal, fill out online form and submit the required documents (link below) on or before **December 14th, 2021**.

Step 1: Do you meet the requirements?

Eligible students must be enrolled as full-time students at York University, Glendon Campus and 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. Explain if you fall outside this category and outline your reasons for going in the second or fourth year.
3. Have a minimum cumulative grade point average of 6.0 (B) at the end of the academic year prior to the exchange program. Exchange is demanding. If you struggle with your university studies, it may not be the right choice for you; (or it may provide you with just the motivation you need). Note: exchanges in the fourth year may delay your graduation as the terms are different.
4. Be proficient in the language of the host country if you intend to take disciplinary courses in a language you are still learning. Some universities offer disciplinary courses in English.

Step 2: Select your three universities, develop a preliminary study plan (=list of courses)

A list of our partners is on the [website](#). A pdf file with the links is [here](#). Please note that MICEFA (Paris) is a consortium of universities. Make sure to check their website for more information. Find out which courses you need to graduate on time and make a list of courses you could take abroad. Classify them as elective or required courses. Fill out the study plan document. This will be one of the more difficult aspects of your exchange – figuring out your courses. For the application you need to do two things: find out which courses you still need to take to graduate and that are easy to replace (e.g. electives and general education courses). Then choose your three universities and make

sure the university has departments in your area of interest. Most universities make it very hard to find courses so I don't expect you to have a list of courses that you are going to take. We will figure this out in the winter term.

Step 3: Organize your other documents.

1. **Reference:** Send the reference form, your CV and your study plan to your professor at least two weeks before the deadline and ask him/her to send the reference to exchange@glendon.yorku.ca.
2. **Language:** If the language of instruction is not your first language and you plan to take disciplinary courses, then you need to demonstrate language proficiency by sending the language evaluation form to an evaluator or indicate the disciplinary courses you have taken in that language from your transcript.
3. Create a pdf of the first page of your **passport** (with the picture); If you realize that your passport is no longer valid or not valid long enough for the duration of the exchange program then upload the current passport copy and inform us that you are in the process of applying for a new passport (note on the pdf file).
4. Write your **CV** and create a pdf (Maximum two pages). (No form provided).
5. Organize your unofficial transcript.
6. Calculate your finances. An example budget can be found here. [Example budget](#)

Step 4: Submit your application

Checklist

- List of three universities and [List of courses \(=study plan\) \(form\)](#) ([submit under statement of interest](#)); [did you make sure that your three universities offer courses in your discipline?](#)
- [Reference letter \(form\)](#)
- [Language evaluation letter \(form\)](#)
- Passport (copy of page with picture)
- CV
- [Unofficial transcript](#)
- budget

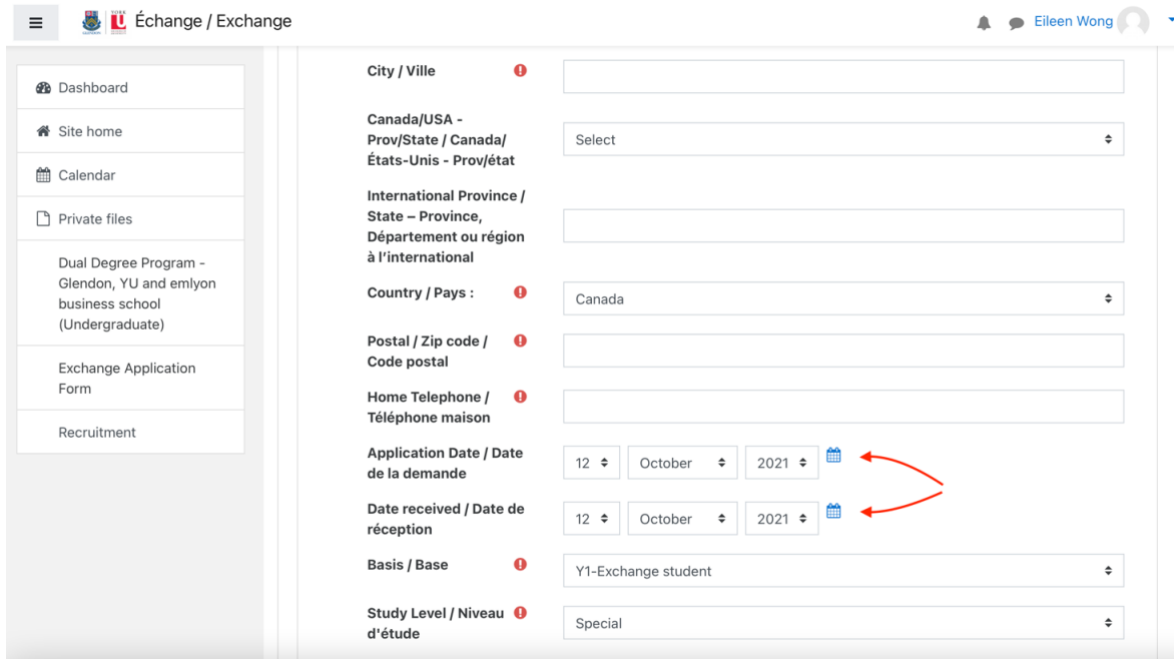
How to submit:

Log onto the website <https://exchange.glendon.yorku.ca/relations-international/ppy/>, fill out the online form.

Upload the documents ([CV](#), [study proposal](#), [passport](#), [transcript](#), [budget](#)) on or before December 14th, 2021 in the files section. Read through the waiver and provide your emergency contact information and general agreement (section five).

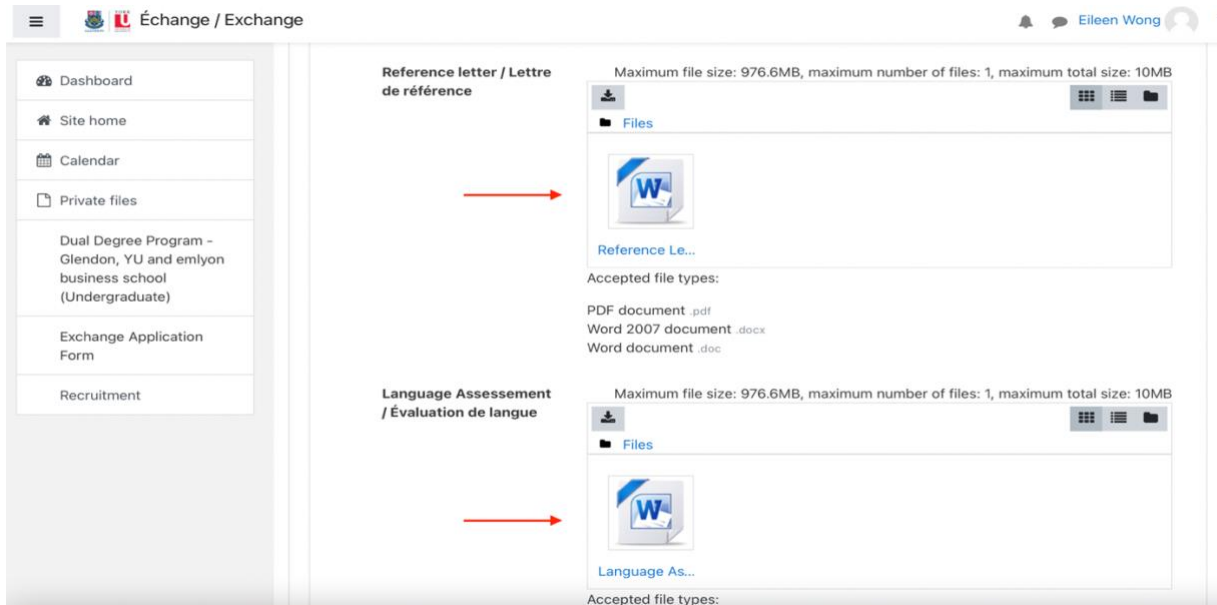
The form is a bit difficult. Please note two issues:

1. The Application Date and Date received can be the same. For example, if I submit my application today and today is October 12, 2021, then I put that (see below):



The screenshot shows the 'Échange / Exchange' application form. The left sidebar contains navigation options: Dashboard, Site home, Calendar, Private files, Dual Degree Program - Glendon, YU and emlyon business school (Undergraduate), Exchange Application Form, and Recruitment. The main form fields include: City / Ville, Canada/USA - Prov/State / Canada/ États-Unis - Prov/état, International Province / State - Province, Département ou région à l'international, Country / Pays (Canada), Postal / Zip code / Code postal, Home Telephone / Téléphone maison, Application Date / Date de la demande (12 October 2021), Date received / Date de réception (12 October 2021), Basis / Base (Y1-Exchange student), and Study Level / Niveau d'étude (Special). Red arrows point to the date fields for Application Date and Date received, indicating they can be the same.

2. In order to submit your application, it sometimes asks for documents that you cannot upload yourself (Reference Letter, Language Assessment). Upload an empty Word document instead (see below).



The screenshot shows the document upload section of the application form. It has two upload areas: 'Reference letter / Lettre de référence' and 'Language Assessment / Évaluation de langue'. Both areas show a file icon for a Word document. Red arrows point to these file icons. The upload limits are: Maximum file size: 976.6MB, maximum number of files: 1, maximum total size: 10MB. Accepted file types are: PDF document .pdf, Word 2007 document .docx, and Word document .doc.

For questions, contact the exchange office at exchange@glendon.yorku.ca ; Office hours: Tuesdays 8:30-9:30 EDT. [Registration here.](#)