



Study Abroad Program - (Special Student) Application

May 15 Deadline for September admission
October 15 Deadline for January admission
(PLEASE TYPE DIRECTLY ON FORM)

Home university: _____ Date (YYYY/MM/DD): _____

Country: _____

Name of degree program: _____

Year: _____ (2,3,4 or 5) of a _____ (3,4 or 5 year) degree Expected Graduation: (YYYY/MM/DD) _____

1. PERSONAL DATA

CU Student Number: (office use only) _____

Family name: _____ Given names: _____

Full name as appears in passport: _____

Date of birth (YYYY/MM/DD): _____ Sex: Female or Male

Country of Citizenship: _____ Marital status: Single or Married

Current mailing address: _____ Valid from: _____ to _____.

City: _____ Country: _____ Postal code: _____

Telephone: _____ Fax: _____ (include country and city code)

Email: _____

Alternate or permanent mailing address: _____ Valid from: _____ to _____.

City: _____ Postal code: _____

Telephone: _____ (include country and city code)

Email: _____

iec online GmbH

Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

Student Name: _____

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2. EMERGENCY CONTACT (PLEASE TYPE DIRECTLY ON FORM)

Name of emergency contact: _____

Relationship to you (e.g. mother or father): _____

Address:

City: _____ Country: _____ Postal code: _____

Telephone: _____ Fax: _____ (include country and city code)

Email: _____

3. ENGLISH PROFICIENCY (Carleton University English language requirement). Not required for a student coming from an institution where the English language is the medium of instruction.

English is the language of instruction at Carleton University. Using the Test of English as a Foreign Language (TOEFL) this is normally demonstrated by a score of 580 (undergraduate)

Please indicate TOEFL score, (or equivalent): _____ and attach copy of original test score.

4. TRANSCRIPT (ACADEMIC RECORD and letter of permission if applicable): An official copy of your most recent record must be included.

5. WHEN DO YOU PLAN TO ATTEND CARLETON UNIVERSITY?

- | | | |
|--------------------------------------|-----|---|
| <input type="checkbox"/> Fall/Winter | F/W | beginning of September to the end of April |
| <input type="checkbox"/> Fall | F | beginning of September to end of December (Fall term only) |
| <input type="checkbox"/> Winter | W | beginning of January to the end of April (Winter term only) |

6. CURRENT COURSE INFORMATION: List courses you are currently registered in at your home university. PLEASE TRANSLATE TITLES INTO ENGLISH.

Course code	Course name	Year level
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE TYPE DIRECTLY ON FORM

ISSO, 128 University Centre, 1125 Colonel By Drive, Ottawa, Ontario CANADA K1S 5B6
T: 613-520-6600 F: 613-520-3419 W: www.carleton.ca/isso E: sarah.lanoue@carleton.ca

Student Name: _____
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7. COURSE SELECTION

Acceptance as a Study Abroad student does not guarantee access to or registration in all courses offered. Certain limited enrollment courses may not be available to visiting students.

- i) View programs of study available at Carleton online at www.carleton.ca/cu/programs.
- ii) The **Course Calendar** and **Public Class Schedule** are posted online at <http://www1.carleton.ca/isso/new-students/incoming-students/>. You must use the Course Calendar and Public Class Schedule to ensure that your courses are being offered as well as in the appropriate term.

ACADEMIC YEAR (period of study at Carleton)

The academic year is two terms from September to the end of April. Courses may be scheduled for a full year (F/W), a Fall term (F), or a Winter term (W).

Half credit courses are identified by [0.5] in the Calendar and are normally offered in one term, either Fall (early September to December 23 or Winter (early January to end of April). Refer to the Course Calendar and Class Schedule to determine when the course will be offered.

Full credit courses are identified by [1.0] in the Calendar and normally begin in September and end in late April.

HOW TO READ A COURSE NUMBER

BUSI 4303 [0.5 credit]

For example: BUSI identifies the course and in this case, means this is a Business course

[0.5] indicates a half credit course (one term only)
[1.0] indicates a full credit course (Sept-April)

Course Year Level: Indicates the year level. For 2000, 3000 or 4000 courses, read the **description** of the pre-requisite(s) VERY carefully to make sure you possess the required background knowledge. For each upper-level Carleton course that you select, you **must** include your pre-requisite experience or you will not be permitted to take the course

Example

Pre-Requisites: BUSI 3300 – Intro to Operations Management
ECON 2202 or STAT 2607 – Statistics
You must have this background in order to take a BUSI 4303.

Recommended full course load for exchange students:
Undergraduate: 1000 (1st year) 2000 (2nd year) 3000 (3rd year) 4000 (4th year)
Full term: Sept to April maximum 5.0 credits; recommend 4.0
One term only: Maximum 2.5 credits; recommend 2.0
Graduate: 5000 (5th year)
Full term: Sept to April maximum 4.0 credits; recommend 3.0
One term only: Maximum 2.0 credits; recommend 1.5

Course Selection (in order of your preference)

Select 8 courses for one term or 14 for two terms in the chart below **in order of preference**. Normal course load is 4 for each term. Your registrarial specialist will attempt to register you in 4 of your selected courses, per term.

Course code	Course Title	Pre requisites taken at home university * (YOU MUST COMPLETE THIS SECTION)

* Course number(s) and title(s) of courses taken at your home university that are similar to the pre-requisite.

Student Name: _____

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8. ARRANGEMENTS FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS: If you have a disability or special needs that may require assistance at Carleton University, please provide a brief statement of assistance that you may need.

9. DECLARATION I hereby declare that the information provided on this application is correct and complete including my declaration of citizenship and immigration status. I understand that misrepresentation of this data may result in registration at Carleton University being cancelled. I understand that acceptance as a study abroad student does not guarantee access to or registration in all courses offered. Certain limited enrollment courses may not be available to visiting students.

10. CONSENT TO COLLECTION, RETENTION AND DISCLOSURE OF INFORMATION: By submitting this Application, the Applicant acknowledges and agrees that, should the Application be successful, Carleton University will necessarily be required to disclose to the Applicant's home institution information about the Applicant that would otherwise be classified as confidential or "personal information", and be protected as such, pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA) of Ontario or by the laws of the Applicant's home country. By submitting this Application, the Applicant hereby consents to the collection, retention and disclosure of information regarding the Applicant for the purpose of facilitating the exchange contemplated by this Application, and agrees that such collection, retention and disclosure does not constitute breach of any rights of privacy held by the Applicant pursuant to FIPPA or pursuant to the laws of the Applicant's home country or otherwise.

Signature

Date



Study Abroad Program Application

KEEP THIS PAGE FOR YOUR REFERENCE

In submitting your application for exchange to Carleton, it is important to ensure that all requirements are completed and enclosed. Please use the following checklist for reference.

CHECK LIST FOR SUBMISSION

- Completed and signed Study Abroad Application Form
- Official copy of transcript (academic record and letter of permission if applicable)
- Proof of English language proficiency (if applicable)
- Portfolio for Architecture or Industrial Design Course(s) (if applicable)

Housing – Housing is your responsibility – On-line application www.carleton.ca/housing. **Register early** to ensure a placement in residence. Check the Housing web site for important dates and deadlines.

You will need your 9-digit Carleton University Identification Number (CUID) to apply on-line for residence accommodation. You will receive your CUID after your Study Abroad Application Form has been received by the Study Abroad Coordinator and you have been admitted to Carleton.

OFF-CAMPUS ACCOMMODATION. Check www.carleton.ca/housing for information and listings. Also, visit <http://www1.carleton.ca/isso/new-students/arrival/housing-and-accommodations/> for temporary accommodations.

IMPORTANT CONTACTS

Study Abroad students

Sarah Lanoue	Coordinator, International Projects	T: 613-520-6600
	International Student Services Office (ISSO)	F: 613-520-3419
	128 University Centre, Carleton University	E: sarah_lanoue@carleton.ca
		W: www.carleton.ca/isso

For application, airport arrivals, temporary accommodation, health insurance, contact the International Student Service Office (ISSO) by e-mail, telephone or by checking information posted online at www.carleton.ca/isso.

On campus residence accommodation

Karen Haarbosh	Manager, Accommodation Services	T: 613-520-5612
	Department of Housing	F: 613-520-3952
	261 Stormont House	E: accommodations@carleton.ca
	Carleton University	W: www.carleton.ca/housing

Course registration, Registrar’s Letter of Acceptance

Amy Fraser	Senior Academic Evaluation Officer (Acting)	T: 613-520-3500
	Registrar’s Office	E: registrar@carleton.ca
	300 Tory Building	W: www.carleton.ca/registrar

WE LOOK FORWARD TO CONSIDERING YOUR APPLICATION TO CARLETON UNIVERSITY

International Student Services Office (ISSO)

ISSO, 128 University Centre, 1125 Colonel By Drive, Ottawa, Ontario CANADA K1S 5B6

T: 613-520-2519 F: 613-520-3419 W: www.carleton.ca/isso E: sarah_lanoue@carleton.ca

CARLETON UNIVERSITY
ADMISSIONS SERVICES

AUTHORIZATION FOR THIRD PARTY TO ACT ON BEHALF OF APPLICANT
(for the **2012/2013** Admissions cycle)

Please print clearly

I, _____
First/ last name

Address (complete address including country)

Telephone/ e-mail

Date of birth _____
Year/ month/ day

Carleton University student number

hereby authorize

First/ last name

Date of birth (Year/ month/ day)

Address (complete address including country)

Telephone/ e-mail

Relation to applicant

to act on my behalf in all matters concerning my application for admission to Carleton University including, if necessary, registration matters initiated or processed by Admissions Services. I understand and agree that all information concerning my application to the University can be communicated to the person, agent or agency named above.

Note: This form is valid only for the above named year

Signature of applicant

Date

City and country

***Protecting your privacy:** At Carleton University, we recognize and respect the importance of privacy. The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information please contact Janice O'Farrell, FIPPA Representative for Admissions Services (315 Robertson Hall, 520-2600 ext. 3710). Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.*