



# CHECKLIST FOR THE NATIONAL AND INTERNATIONAL PROGRAM

FULL NAME:

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STUDENT NUMBER:

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Type of Mobility Agreement (1st Choice):  General  Restricted  Marco-Polo  NACLE

## PARTNER INSTITUTION CHOICES IN ORDER OF PREFERENCE:

1.

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2.

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3.

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## STEP 1: GETTING STARTED

- Attend an information session (**mandatory for ALL students interested in participating in the exchange program**)

## STEP 2: PREPARING THE DOCUMENTS YOU WILL NEED FROM YOUR FACULTY

- Written authorization from your faculty (Letter of eligibility)
- Preliminary course selection form along with full course descriptions: First choice institution (**approved by your Faculty**)

## STEP 3: IF REQUIRED, GET PROOF OF LANGUAGE PROFICIENCY

- Proof of language proficiency (if required)

**STEP 4: FILL OUT AND PREPARE REMAINING DOCUMENTS IN ORDER TO COMPLETE THE ONLINE APPLICATION (DOCUMENTS WILL HAVE TO BE UPLOADED)**

- Online Application (available via uoZone)
- Letter of Motivation
- Curriculum vitae (Resume)
- Co-op authorization (if required)
- Photocopy of your passport information page
- Unofficial uOttawa transcript (available on uoZone)
- Second and third course** selection form (faculty approval not required)
- One photo (passport-style but not official) (JPEG or PNG)
- Administrative fee \$80 (credit card or debit)
- Release of liability form, completed and signed

For more [information regarding required documents](#), please visit the International Office website.