CHECKLIST FOR THE NATIONAL AND INTERNATIONAL PROGRAM

FULL NAME: ____________________________

STUDENT NUMBER: ____________________________

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

PARTNER INSTITUTION CHOICES IN ORDER OF PREFERENCE:

1. ____________________________

2. ____________________________

3. ____________________________

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: GET AN ACADEMIC REFERENCE FROM ONE OF YOUR PROFESSORS

☐ Academic reference form
### STEP 4: IF REQUIRED, GET PROOF OF LANGUAGE PROFICIENCY

- Proof of language proficiency (if required)

### STEP 5: 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 along with full course descriptions (faculty approval not required)
- One photo (passport-style) (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.