



**EXCHANGE PREFERENCE & LANGUAGE PROFICIENCY**

Choose from the list of partner institutions with which your faculty/school has an exchange agreement		<b>Sessions:</b> Fall, Winter, Summer, Full academic Year (Fall & Winter)				1- poor 2- a struggle	<b>Language Proficiency Scale:</b> 3- fair 4- good 5- fluent		
<b>Desired Partner Institution in order of preference</b>		<b>Desired Session on Exchange</b>				<b>Language of Instruction</b>	<b>Language Proficiency</b>		
		<b>FALL</b>	<b>WIN</b>	<b>SUM</b>	<b>YEAR</b>		<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
	<i>Example: Politecnico di Milano</i>				<b>x</b>	<i>Italian</i>	<b>4</b>	<b>3</b>	<b>5</b>
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									

**STATEMENT OF UNDERSTANDING**

**I, the undersigned, understand fully and clearly that, for the Queen's University Exchange programs, the following conditions apply:**

- 1) Students are expected to return to Queen's to complete their degrees after participating in the exchange.
- 2) Tuition and ancillary fees (eg. Student interest fees) are to be paid to Queen's PRIOR to commencement of the exchange, subject to the established methods and payment deadlines as they would normally be paid if the student was not participating in an exchange.
- 3) Students participating on an exchange will be responsible for all costs associated with transportation, books, health insurance, medical and personal expenses. It is the responsibility of the student to secure suitable accommodations as well as the costs thereof.
- 4) Participation in an exchange does not guarantee enrolment in desired courses at the partner institution.
- 5) Credit will be given only for Queen's-approved courses successfully completed at the partner institution.
- 6) Students are responsible for obtaining the necessary immigration documentation as required. Please note that it may take up to 8 weeks to obtain such documentation.
- 7) Students are responsible for ensuring that appropriate and sufficient health insurance is obtained to cover the period of time while on the exchange and travelling to and from the exchange.
- 8) While on exchange, students are subject to the rules and regulations of the partner institution and host country.
- 9) Students selected to participate in an international exchange will be required to complete the Off-Campus Activity Safety Policy (OCASP) Safety Planning Record-Form 1. **(Administered by Queen's Environmental Health & Safety).**
- 10) Students selected to participate in an international exchange will be required to enrol in the Emergency Support Program and attend a pre-departure orientation session offered by the Queen's University International Centre (QUIC).
- 11) I authorize Queen's University to release my Queen's academic record to the selection committee.

**Student Signature:**

**Date:**

**SPECIAL NEEDS**

Students with special needs (including learning or physical disabilities, a health condition, accompanied by other family members) may not be able to have their needs accommodated at each partner institution. Specifying a special need will be used for the sole purpose of matching students to the most appropriate partner institution.

**Please self-identify any special needs you may have.**

- Physical disability     Learning disability     Other

Details:

---



---



---



---



---

**SUPPLEMENTARY INFORMATION****MULTI-FACULTY EXCHANGE APPLICATIONS**

Information can be found at

<http://www.queensu.ca/international/students/outgoing/academic/multifacultyexchange>

**FACULTY OF LAW EXCHANGES**

**Application Deadline: 15 January 2010**

**Supporting Documents:**

- Faculty of Law Exchange Application summary and Consent Form
- A typed resume
- A letter of reference from a Queen's Law faculty member.
- A personal statement indicating:
  - (a) The reasons for your interest in the exchange, including any contributions the exchange will make to your future academic or employment plans.
  - (b) Any previous experience with international study or internships.
  - (c) The extent of your involvement in the law school and/or another community.
  - (d) Your financial ability to spend a term at the host university (many institutions require evidence of financial ability).

**Return application form and supporting documents to:**

**Nancy Somers, Room 512, Macdonald Hall.**

*The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Office of the University Registrar, Faculties /Schools, Departments, and the Queen's University International Centre. The information you provide will be used to assess your eligibility for participation in an exchange program. If you are selected to participate in an exchange program, the information you provide will be shared with the offices listed above and our exchange partners to assist with planning purposes for your exchange.*

*For more information, please contact:*

*Maryann Severin*

*University Exchange Coordinator*

*Queen's University International Centre (QUIC)*

*John Deutsch University Centre*

*Queen's University*

*Kingston, Ontario, Canada K7L 3N6 (613) 533-2604*