



UNIVERSITY OF
CALGARY



Application Guide

**International Exchange,
Research & Internship Programs**

Starting Your Adventure!

Your completed application will consist of:

1. An online application
2. Supporting documents (*if necessary*)

All of our global program web pages have an “[Apply](#)” button at the top. This will take you to the [RAISA Portal](#) (Registration & Application of International Study Activity). Log in with your regular UCalgary IT username and password!



Kelsey H., Exchange in the Netherlands

Requirements for the Online Application

1. **Written Questions:** There is where you explain your motivation/interest for the specific program you're applying to. Draft your answers in a separate document to check spelling & word count. If applying to multiple programs, you may re-use the same answers, but it's strongly recommended to customize your answers when possible.

Most exchange, research, and internship programs have the same basic questions:

- Why do you want to go to this specific university, city or country?
- How will it help you achieve your academic, professional, or personal goals?
- How will you fund this experience? (Savings, loans, awards, etc.)
- Going abroad can be overwhelming. When you feel stressed, how do you cope? How can you use your coping strategies abroad?

Some programs ask extra questions, such as your language abilities. There is also a space to indicate if you're applying with another student and want your applications linked.

2. **Tentative course list** (exchange programs) or **Placement List** (research and internship): Create a list of courses or placements you would like to do at the host university/program.

It's okay to base your list on past/current year offerings. We are looking for general academic fit only at this point! Make sure to check the academic requirements for the global program (such as restricted courses or minimum/maximum required to enroll); this can be found in the “[Academic Information](#)” tab on the program web page.

- List the using the full course name
- Include number and credits/units, if available
- List **double** the courses that you intend to take.
- For research/internship placements, list 3-5.

Please talk to your academic advisor before submitting your application. Your academic advisor will not be able to confirm transfer credit at this point, however, they can check what degree requirements you have remaining and give you general guidance, e.g. if you need to take junior or senior level courses on your exchange.

Supporting Documents

Some programs require additional documents. For example:

1. **Official transcripts from other post-secondary institutions you've attended.** *ONLY applicable for transfer students, or students who have a prior degree before UCalgary. Students who have only studied at UCalgary do not need to submit a transcript.*

Your transcripts can be emailed to globalstudy@ucalgary.ca, or mailed to:

UCalgary Signature Learning
MT 501, 2500 University Drive NW
Calgary, AB T2N 1N4 Canada

2. **Academic reference letter(s).** Most programs do NOT require a reference letter. If required, this will be stated in the “**Eligibility and Application Requirements**” tab on the program web page. References may be collected at one of two times:
 - At the same time as the RAISA application. Exchange programs for JD Law students, as well as some research/internship programs, require this. You will need to obtain a reference and have your professor submit it directly to our office for confidentiality. See our [Reference Guide](#) for instructions.
 - Later in the new year, after your RAISA application has been accepted. Some exchange programs in Asia and Europe require this. You should ask your professor if they can provide a reference, but wait for further instructions, as the exchange program might require a specific reference form.
3. **Any other supporting documents that might be required.** This might include proof of language proficiency, a copy of your resume, etc. Check the “**Eligibility and Application Requirements**” tab on the program web page.



Scott B., SAPL Melbourne program – from a visit to New Zealand

How To Submit Your Application

1. **Log in** to the [RAISA Portal](#) with your IT username (firstname.lastname) and password
2. **Create a profile**
3. Click on **Study Programs**
4. Search for and select your first program
5. Fill out and save the program application
6. Search for your second program, fill out and save the application
7. Search for your third program, fill out and save the application
8. Once you start to **submit** your program applications, you will be prompted to rank them in your top 3 order of preference
9. Once submitted, you won't be able to keep editing the application; this is why we recommend saving it first!

Why apply for 3 programs?

Applying for only one program means that if you aren't selected for that program, we can't offer you a spot on another. For a small handful of students (with certain academic restrictions) this may be the only option, but for all other students we highly recommend applying to three programs. You'll have the option to rank your choices when you submit your applications.

Be mindful of application deadlines: **early November for global programs in the spring/summer, and **early January** for global programs in the fall/winter.**

All applicants who submit their applications by the deadline will be considered equally; it is not first-come first-served! After this deadline, if there is still space available, program applications will reopen. This is never guaranteed, and we strongly recommend that you apply by the main deadline for the best chance of getting into your desired program.

After You Submit Your Application

All applicants will be contacted by email 1-2 months after the deadline. Please be patient during this time; we receive hundreds of applications and go through them all carefully.

If your first choice program is competitive (more students applied than we can accept), you might be asked to attend an interview or provide additional information. The application assessment is holistic and looks at your personal motivation/suitability, and is not simply based on GPA.

You will be notified of the results – whether your application is approved to move ahead or not.

If you are approved, you will be guided on the next steps, which includes:

- registering for your program
- submitting your program agreement
- paying a \$150 non-refundable application fee (required for all exchange programs)

Frequently Asked Questions

Q: What will help make my application stand out from the other applications?

A: Be sure to read instructions and resources fully before applying and ensure your application is complete with correct spelling, proper grammar, and good formatting. This shows that you have put effort into your application.

We also want to see that you have done your research: knowing something about the programs you're applying to and the culture(s) of the places you're planning to go to, and explaining how this experience will impact you.

After that, **we're looking for candidates who exhibit a wide range of skills** – some key ones being flexibility, tolerance for ambiguity, open-mindedness, resiliency, communication, self-reliance, and of course, a good sense of humour! You don't need to have international experience before you go, but if you can relate to the challenges of being abroad by showing how you've adapted to challenges here, that will help.

Q: What other things can I prepare?

A: Make sure your passport is up to date. It will most likely be required as part of your host university application or visa application. Your passport should be valid for at least 6-8 months *after* your planned return to Canada.

Want more information? Check our [Exchange FAQs](#) for other questions and answers, or [visit our office](#) – our advisors and trained peer ambassadors are always here to help!

"My semester abroad was the most amazing experience I had in my university career. As cliché as it sounds, it really is a life changing experience that helped me grow personally and professionally."

-Ivan N., UCalgary Exchange Alumni at Korea University

