



## Ontario/Jiangsu Student Exchange

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# OJS Application Form Instructions for Students from Jiangsu

## I. Introduction

Complete the application form using Adobe Acrobat Reader, which can be downloaded for free at <https://get.adobe.com/reader/>. You must use this form and fill it in by computer; handwritten responses cannot be accepted. If the information you provide is too large for a particular field, please continue on a separate sheet and add it to the application package.

## II. Application Package/ Supporting documents

The form is only part of the application package. The entire package consists of the following **original** documents (no copies):

- Printed version of the *OJS Application Form* **with your signature at the bottom of the page.**
- Your “*Statement of Study or Research*”

Please attach a summary of your reasons for wanting to participate in the OJS Program. Outline as completely as possible your academic goals and interests for your academic exchange in Ontario. Indicate your reasons for choosing the Ontario universities you listed in the OJS Application Form.

Your summary should be a maximum of one page in length and should bear the heading “Statement of Study or Research.”

- 1-page *curriculum vitae* (résumé).

Please attach a **one-page** CV to this application. Include relevant information on where you have lived, your education, employment, volunteer work, hobbies and interests, relevant skills and qualifications, as well as prizes, scholarships and awards.

**Please do not submit any additional documents such as high school marks, certificates or awards for extracurricular activities. All additional documents will be discarded from your application.**

- Official transcript(s)* or certified lists of courses taken from all post-secondary institutions attended (provide the information in English and include the grading system).
- One letter of support* from a faculty member who knows you and your work well.
- A *language assessment* form/report for English. **Most Ontario universities require a recent (two years) IELTS or TOEFL test report.**
- If you are applying to an Ontario university which is bilingual (English and French), please attach an *assessment of your French language competence* as well.
- A *passport-sized picture*, **taped or glued to the top right corner of the OJS Application Form.**

## III. Submitting the Application Form and Supporting Documents

Please note that we do **not** accept Hotmail or QQ email addresses, which are often blocked by Ontario universities. Please use your university-issued email address for correspondence with our office.

After you have completed the form, click on the “Print Form” button at the bottom right of the page. **Sign the printed form** in the space provided and submit the form, along with the supporting documents listed under point II to your university’s International Office as part of your application package.

If you have questions about the Ontario/Jiangsu Student Exchange Program or this application form, please contact the International Office at your home university, or the OJS Program Office in Toronto.