



Ontario/Jiangsu Student Exchange

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OJS Application Form Instructions for Students from Jiangsu

I. Application Package/ Supporting documents

The online OJS application form is only part of the application package. The entire package consists of the following documents (see section III, below):

- Saved .pdf version of the completed, signed OJS application form. This document will be sent to your e-mail address automatically when you complete the online process.

- Your “Study Proposal”

The study proposal is an explanation of your reasons for wanting to participate in the exchange and what you hope to accomplish while on it. You should explain what makes you a good candidate and why you have chosen the universities you list on the application form.

- Make sure you emphasize on your **academic** endeavors.
- Consult the course catalog and identify courses that might interest you. Explain why those are of interest to you and describe how these courses would contribute to your academic career.
- You may mention classes that you have taken at your home university, if these are prerequisites for classes you want to take in Ontario, or if these may help you follow specific classes in any way. Feel free to mention internships or other work experience that is related to your field of study.
- What are your academic objectives or career plans for the future and how would a semester/year abroad in Ontario and at the specific university help you reach that goal?
- Avoid writing about personal family matters or travel plans while you are abroad. Ontario is a beautiful place with interesting travel destinations, but it should not go into your study proposal.

- Your *Curriculum Vitae* (resumé), a maximum of **one page** in length.
- Official transcript(s)* or certified lists of all courses taken from all post-secondary institutions attended
- 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.
- One letter of support* from a faculty member who know you and your work well. The referee must be in your major field of study.

II. Explanations of the Form's Components

General Information

- **E-mail Address**

Please provide your official university e-mail address. We do not accept private e-mail addresses.

Academic Information

- **Degree Sought**

If you do not yet have a completed Bachelor's degree at your home university, you list Bachelor. If you are enrolled in a Master's program, you list Master. If you have completed one or more university degrees already, please provide the date and details of each completed degree.

- **Which semester will you be entering by the time you start the exchange?**

This information is based on the study level you have indicated above. Which semester of your current BA/MA program will correspond to your first term in Ontario?

- **EFL Test**
Please indicate which English as a Foreign Language Test you have completed (TOEFL, IELTS, etc.) or which French test, if you wish to study in French. Please indicate the score.
- **Preliminary Course Selection at Host University**
You must indicate three choices of host universities (without duplications) for your application to be accepted. If you have especially good reasons to be at a specific university, please explain them in your "Study Proposal."

Please note that you may select only one university in any host city. In Toronto this means that you may select Ryerson University or York University, but not both.

Please look at the detailed information on the OJS website and in particular on potential host universities' websites to see if you are eligible to study a specific subject or in a specific department as an exchange student. Please check very carefully whether you meet the language requirements, the overall score and sub-scores. Only list universities that offer your field of study and where you meet the prerequisites.

- **Course Code and Title**
Please fill in the courses you would like to take at each of your chosen universities. Undergraduate students list 4-5 courses per term and can show some flexibility in course choices among different departments. Graduate students list 3 graduate seminars per term at one graduate department they want to apply to. Please always indicate the course numbers including the codes for specific departments in the application form.

You can find information on courses on the websites of the respective universities. Usually course labeling and levels are explained in the course catalogue or Undergraduate/Graduate Calendar. The following is an example from the University of Guelph and is similar at most Ontario universities:

"Each course is identified by a two-part code: The first part of the code refers to the subject area, the second to the level of the course. Thus, the course PSYC*3570 is a course in the subject area of Psychology and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first year students, those in the 2000 series are mainly for second year students, and those in the 3000 series are for third year students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth year. ... The series 6000, 7000 indicate graduate courses."

The primary purpose of your indicating a preliminary course selection is to assist OJS and potential host universities a clearer understanding of your academic needs and wishes. Your final course selection will be made later in direct consultation with your host university.

III. Submitting your Application

By clicking the "submit" button a copy of your application is sent to the OJS program office and you should receive an email and .pdf file showing the information you have submitted. *It is highly recommended that you keep a copy of the pdf file for your records.*

NEXT STEP: Submit a copy of the full .pdf file to your home university's international office, along with all necessary supporting documents. Before doing so, please check with your home university whether electronic copies of all documents are accepted or whether paper copies are required.

IV. Any Questions?

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