

**Use this form to:**

- Apply for an international experience award, including the [UW International Experience Award](#), [David Johnston International Experience Awards](#) and [UW Student Mobility Funding program](#).

**Instructions:**

1. The student completes sections 1-4, reads and signs section 5 then reviews section 7 for application completeness.
2. The student takes their completed application into their [department Graduate Co-ordinator](#) to have section 6 signed, confirming their department income for the term.
3. The student or department graduate co-ordinator should submit the complete application package (including required supporting documents as indicated in section 7) to The Centre | Ira G. Needles Hall (NH), first floor.

**Deadlines:** (apply by the deadline for the term in which you will be travelling)

- spring term – March 15
- fall term – July 15
- winter term – November 15

For more information including eligibility, review the [Graduate Student International Experience Award application web page](#).

**Section 1: Student information**

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University of Waterloo student identification number \_\_\_\_\_  
Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_  
Email \_\_\_\_\_  
Faculty (e.g. Arts) \_\_\_\_\_ Department or School (e.g. History) \_\_\_\_\_  
Program level:  master's  doctoral      Registration status:  full-time  part-time  
Overall (cumulative) graduate average \_\_\_\_\_% Number of terms completed in current program \_\_\_\_\_  
Immigration status:  Canadian citizen     permanent resident     student visa     protected person/refugee  
Marital status:  single     married/common law     separated/divorced     widowed     sole support parent  
Number of dependent children \_\_\_\_\_ Ages of dependent children \_\_\_\_\_

**Section 2: Travel information**

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Country \_\_\_\_\_ City \_\_\_\_\_  
Departure date (mm/dd/yy) \_\_\_\_\_ Return date (mm/dd/yy) \_\_\_\_\_  
Type of experience:  academic exchange     research     volunteer work     official co-op work term  
 field placement for degree requirement     course     other \_\_\_\_\_  
Is this your first term traveling to this destination  yes  no  
(if no, provide the reason for your previous visit) :

\_\_\_\_\_  
\_\_\_\_\_

### Section 3: Financial information

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Have you applied for the Ontario Student Assistance Program (OSAP) or other provincial student aid?

yes  no

Some International Experience Award funds have a financial need component. If you would like to be considered for these awards, please provide a screen shot of your OSAP funding summary (for the term you are travelling), from the [OSAP](#) or other provincial aid website. If you chose not to apply to OSAP/other provincial aid, but still wish to demonstrate financial need, you must then provide a letter to explain your reasons for not applying and must submit a copy of your most recent CRA Notice of Assessment.

#### Travel Budget

Provide full term budget, even if only travelling for part of the term. If travel spans over two terms then provide multiple copies of this section – one for each full term – and indicate the applicable term below).

Travel Term (i.e. Spring 2018): \_\_\_\_\_

#### Resources:

Income	Amount
Estimated pre-travel saving	\$
Scholarships/awards/bursaries	\$
Anticipated OSAP/provincial loan	\$
Anticipated OSAP/provincial grant	\$
Government sponsorship	\$
Teaching/Research Assistantship (TA/RA)	\$
Expected salary (if applicable)	\$
Spouse/partner contribution	\$
Other (e.g. investments) (must provide a breakdown and include explanation in personal statement)	\$

Total resources for the term \$ \_\_\_\_\_

#### Expenses:

Local Expenses (in Waterloo)	Amount	Destination Expenses (while abroad)	Amount
Tuition, fees, UHIP (if applicable)	\$	Round-trip airfare	\$
Book/supplies (if applicable)	\$	Mandatory placement fees (if applicable)	\$
Housing	\$	Housing	\$
Food	\$	Food	\$
Phone/internet	\$	Phone/internet	\$
Transportation	\$	Transportation	\$
Personal care	\$	Personal care	\$
Clothing	\$	Clothing	\$
Entertainment/recreation	\$	Entertainment/recreation	\$
Other (specify type and amount)	\$	Other (specify type and amount)	\$

Total local expenses \$ \_\_\_\_\_ Total destination expenses \$ \_\_\_\_\_

Total expenses for the term (add local expenses + destination expenses) \$ \_\_\_\_\_

#### Section 4: Spousal information (if applicable)

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Spouse/partner includes common-law relationships where you and your spouse have cohabitated continuously for a period of **at least three years**, or are in a relationship of some permanence and are the natural or adoptive parents of a child.

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Will your spouse/partner be living in Canada during your study period?  yes  no

Spouse/partner is:  full-time student  part-time student  employed  unemployed

University of Waterloo student identification number, if applicable) \_\_\_\_\_

Occupation (if employed) \_\_\_\_\_ Annual income \$ \_\_\_\_\_

#### Income verification

If you wish to apply for an International Experience Award with a financial need component, and you did not apply for OSAP, then please provide a copy of your spouse/partner's most recent Canada Customer and Revenue Agency Notice of Assessment to verify his/her income.

#### Spouse/partner's declaration and consent

I declare that all of the information that I have given on this form is complete, true and accurate. If any information is inaccurate, I understand that any award/bursary to my spouse may be reassessed and/or withdrawn.

Spouse/partner signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

#### Section 5: Applicant's declaration, consent and signature

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1. I confirm that the information provided in this application package is complete and accurate to the best of my knowledge.
2. I understand that I am responsible for providing all required documentation as indicated in the application instructions or as directed by the administering office, and that if I do not submit the required documentation/information I may be disqualified for consideration of this award.
3. I understand that the collection of personal information provided in this application package is used solely for determining my eligibility for this award and similar awards. Information submitted during the application process will be protected, used, and released in compliance with Ontario's *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F31) and the University of Waterloo's policies.
4. I understand that all income, assets and other resources may be verified using my OSAP/provincial aid application information, if applicable, and/or Quest.
5. In order to adjudicate my application for a university award, I authorize the University of Waterloo to release my financial need information and award decision to the appropriate award selection committee(s).
6. I authorize the University to release a copy of this application package to the appropriate awards selection committee if required.
7. I understand that if I am selected to receive this award, and are also an OSAP recipient, the awards funds may affect my OSAP funding.
8. I acknowledge that if my funding changes in the term or for the intended period of support for which this award is provided, or if any details change that would disqualify me from continuing to hold this award, I will immediately notify Graduate Studies and Postdoctoral Affairs as I understand that it may result in a reassessment and/or cancellation of my award. All details provided in the application are subject to verification by the awarding office.
9. I authorize Graduate Studies and Postdoctoral Affairs to discuss my financial information with department and faculty members as appropriate for departmental/Faculty funding verification.
10. If selected as an award recipient, I authorize the University to release any non-financial application details to the award donor/sponsor/agency, such as name, program/plan/level of enrollment, value of award, as well as supporting documentation (e.g., letter, resume), where applicable.

Applicant signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

## Section 6: Department confirmation and signature

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(Please provide your completed application to your department graduate program co-ordinator to complete this section)

*I have reviewed the application and verified the departmental financial support is accurate in Section 3: Financial Information.*

Department Graduate Co-ordinator name \_\_\_\_\_

Department Graduate Co-ordinator signature \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

## Section 7: Applicant checklist

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Include the following 4 components in your application package to ensure that you will be considered for funding.

- Complete, signed and dated application.
- Obtained signature of department co-ordinator prior to submission to GSPA (*Section 6*).
- Attach a **personal letter** describing the international experience (maximum one page), what you hope to gain from this experience and why you require financial assistance to participate in this experience.
- If applying for International Experience Awards with a financial need component, you must submit either:
  - o Your [OSAP Funding Summary](#) (or provincial aid assessment) OR
  - o A detailed letter explaining your financial need situation and a copy of most recent [CRA Notice of Assessment](#) (for you and your spouse, if applicable)
- Attach one of the following:
  - o A letter from you academic supervisor as proof of the intended study experience confirming that the experience is of direct benefit to your research or is part of your program requirements OR
  - o A letter or other document from the host organization that you will be working for confirming employment, nature of experience as well as start and end dates.

## Section 8: Graduate Studies and Postdoctoral Affairs use

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Institutional term \_\_\_\_\_ Resources (\$) \_\_\_\_\_ Expenses (\$) \_\_\_\_\_

INST COA (\$) \_\_\_\_\_

Unmet need (\$) \_\_\_\_\_

Approved by \_\_\_\_\_ Awarded amount (\$) \_\_\_\_\_

Comments \_\_\_\_\_

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