

**Use this form to:**

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

**Instructions:**

1. The student completes sections 1-4, reviews sections 5 and 6.
2. The student must submit the application and all supporting documents (as indicated in Section 6: Applicant checklist) by uploading their documents to the [Graduate Student Bursary/Award submission form](#).

For deadlines and 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) \_\_\_\_\_  
Faculty (e.g. Arts) \_\_\_\_\_ Department or School (e.g. History) \_\_\_\_\_  
Registration status (term abroad):  full-time  part-time Overall (cumulative) graduate average \_\_\_\_\_ %  
Immigration status:  Canadian citizen or 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 2019): \_\_\_\_\_

### 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)

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) \_\_\_\_\_

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.

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

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1. I understand that only [University-sanctioned international travel](#) will be considered for this award and that I must adhere to all safety measures as detailed on [Waterloo International's Safety abroad website](#).
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. I authorize the University to release a copy of this application package to the appropriate awards selection committee if required.
6. 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.
7. 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.
8. I authorize Graduate Studies and Postdoctoral Affairs to discuss my financial information with department and faculty members as appropriate for departmental/Faculty funding verification.
9. 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.

### Section 6: Applicant checklist

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Include the following components in your application package to ensure that you will be considered for all possible International Experience Awards:

- Complete application (no signature required as you agree to Applicant's disclosure statement and signature when uploading application).
- Detailed **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 your 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

- 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.

Department funding letter for the term(s) of travel (upload if you have been given one).

Upload all documents in this checklist to the [Graduate Student Bursary/Award submission form](#).

Note: Incomplete applications will not be considered eligible for the award(s) listed in this application.