

# HOW DO I APPLY?

*Follow these steps and start planning the year before you go abroad.*

## BEFORE MATCH

### ❑ STEP 1

#### Attend a mandatory information session

Check LEARN for upcoming dates.



### ❑ STEP 2

#### Use Waterloo Passport to research potential host schools

Consider term dates, course availability, language requirements and eligibility. Narrow down your wish list to your top host schools. Talk to your faculty and Co-operative Education about your plans.



### ❑ STEP 3

#### Complete your application

Submit your application in Waterloo Passport before October 31 to be considered in the first-round of matching. Your application fee must be paid before you can be matched with a host school.



### ❑ STEP 4

#### Wait for academic endorsement

While you wait, research how you can make the most of this experience. Also, discover how earning a Global Experience Certificate can showcase your ability to be a global citizen.

## MATCH

### ❑ STEP 5

#### Learn which school you're matched with

In December, find out from your Global Learning Coordinator which host school you've been matched with and **accept the match**. Being "matched" does not mean you've been accepted by the host school, but it does mean that we've held a space for you at that school.



### ❑ STEP 6

#### Obtain course approvals

Once your host school is confirmed, you can submit your course equivalency requests to your Faculty Exchange Representative. You may complete this step earlier depending on your faculty.



### ❑ STEP 7

#### Complete the host school's exchange application

The application deadline for each host school is different, but you can expect to receive instructions from your Global Learning Coordinator three to six months before your exchange term.

## AFTER MATCH

### ❑ STEP 8

#### Find out if you've been admitted

Carefully read your offer of admission and complete tasks the host school requires. For example, some schools will ask you to formally accept their offer.



### ❑ STEP 9

#### Finalize your travel arrangements

After you've been admitted, you can start finalizing your travel arrangements and find a place to live. This is when you'll also need to apply for your study permit or visa, if required.



### ❑ STEP 10

#### Complete the online international travel safety and security requirements and IC4E training

You can complete these required courses at any time before you go, just make sure you get it done!

**BOARD A PLANE AND LET THE ADVENTURE BEGIN!**

