Arts & Science Exchange Applications Guide

This guide provides general and logistical tips for using the Arts and Science exchange applications. We strongly encourage you to read this before applying!

Tips for All Applications

- Use Google Chrome, Mozilla Firefox, or Microsoft Edge to complete your online application(s).
- The application(s) will time out if left unattended. Ensure to save your work and aim to complete your application(s) when you have gathered all information and supporting documentation.
- The online application system may not recognize all characters; ensure your computer's language settings are on "English (United States)" when completing your application.
- Remember, you may only apply once! Ensure you are confident with your selected universities and ranking before you apply.
- You are welcome to apply for multiple exchange programs (i.e. you could apply for both bilateral and the University of St Andrews exchange programs).
- **Do not wait until the final hour to apply.** Exchange programs are highly competitive and late applications cannot be accepted. Give yourself lots of time to apply.

Tips for Bilateral Exchange Applications

- Consider term dates at universities you are considering. Also know that some universities will only host students for one semester or one full year – make sure to research these nuances!
- Ensure you include your name and student number on your supporting documents.
- Third or fourth year student? Do not forget to attach your additional documents. Applications without required supporting documents are considered incomplete.
- Select universities that offer courses which will help you progress in your degree program.
- Some universities have language requirements. Watch for these and ensure your language proficiencies are demonstrated in your application (i.e. on your transcript through courses taken).
- It is advisable that you consider a diverse array of universities.

Tipis for Researching & Writing All Applications

- **Picking Potential Host Universities:** Look at all of exchange host universities and challenge yourself to research a school you may not have heard of before. Some universities are very popular. For example, in 2020 we received nearly 90 applications for 20 spots at the University of Edinburgh. This means that almost 70 students did not receive their top choice! All our partners have been carefully selected to ensure that you will receive a quality education when on exchange. If you apply to a less popular university, your chances of getting your top choice may improve. Consult our Exchange Capacity document to see which universities have been less popular in recent years.

- **Tell Us Why:** Facts in and of themselves do not necessarily mean anything – it's how you talk about them. So, when you tell us why you want to go on exchange, make sure you tell us *why*

it matters. For example, living in another culture may help you "get out of your comfort zone", but why does this matter? Why is it important?

- **Exchange is Reciprocal:** We don't just want to know what's in it for you. We want to see what you will bring to the exchange program and the larger impact you think exchange will have on you and others. Consider how you might positively impact your host university, how you can use exchange experience when connecting with Queen's upon return, and even how exchange might help you help others in your future.

- **Have a Friend Review Your Essay**: We know from past experience that students find applying for exchange both exciting and overwhelming. We regularly remind students to have a friend or peer look over their essay before they submit it to ensure their writing is clear and authentic.

Good luck with your exchange application(s)!

Useful Resources!

- [Exchange Programs webpage](#)
- [Exchange Checklist (PDF, 118KB)](#)

- Zoom Room
  Join IPO staff in our virtual Zoom Room each week until the end of term to discuss exchange.
- Recorded Webinars
  Review our exchange webinars on our website! Webinars are removed at the end of each cycle and then reviewed and posted again during the next cycle to ensure you receive up to date information.
- Spaces & Places
  This document presents the amount of space available at each university and is typically available on the Exchange Programs webpage.