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 typically are not accepted. Give yourself lots of time to apply.

Tips for Bilateral Exchange Applications

- Relevant resources should inform your justification of criterion in the Exchange Decision Matrix. Examples of relevant resources include: Queen’s University resources, host university resources, speaking with host university representatives and students who have lived experiences abroad. An example of an irrelevant resource might be information about a local resort you would like to visit while abroad. This is irrelevant because it does not inform the reading committee of your learning abroad.
- You are asked to explore an experience you had with cultural difference in one of the application’s essay questions. We encourage all students to refer to a resource developed by Lee Richard, International Training Coordinator in the Queen’s University International Centre, for an introduction to how you could discuss culture and culture difference. Our thanks to Lee and the QUIC for lending this helpful resource!
- 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 that will help you progress in your degree program.
- Some universities have language requirements. Watch for these and ensure your language competencies are demonstrated in your application as per our application instructions.

Tips 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:** 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.

- **Share Your Action Plan:** If your exchange goal is immersing yourself in a different culture that’s great but the International Programs Office needs to know how you will make that happen. Make sure to tell us how you will meet your goals on the program.

**Good luck with your exchange application(s)!**

### Useful Resources!

- **Exchange Checklist**
  Make sure to use this checklist to consider important questions before applying!

- **Find a University webpage**
  On this website you will access partner university profiles and fact sheets.

- **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 anytime on our website!

- **Spaces & Places** (to be posted in December)
  This document presents the amount of space available at each university.

- **Exchange Capacity**
  This document compares 2020-21 host university available spaces and applications received.