

## OUI Application Instructions

- Home institution nominates students to one of the OUI programs
- Home institution scans complete OUI applications and all supporting documents
  - The application and all supporting documents have to be saved as **one pdf document**
  - Applications should be named as follows:

Regular program: *OUIprogram-ON-exchangeyear-Lastname,Firstname-UniversityCode\**

Example for OBW: OBW-ON-19-20-Smith,Michael-GUE

Summer program: *OUIprogram-Summerprogram-exchangeyear-Lastname,Firstname-UniversityCode\**

Example for OBW: OBW-SRP-19-Smith,Michael-GUE

- Please do not insert any empty spaces in the file name**
- Total size of one scanned pdf file including all documents cannot exceed 2 MB.** If the applications are larger than 2MB please reduce the size. I use the following free online application: <https://smallpdf.com/compress-pdf>.

- Home institution ranks their students (applies to all OUI programs)
- Home institution sends scanned applications by email to the academic director **and** the program office by the respective deadline:

	Regular exchange	Summer programs
<b>OBW</b>	David Darby <a href="mailto:ddarby@ouinternational.ca">ddarby@ouinternational.ca</a> OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> <b>Deadline: January 31</b>	David Darby <a href="mailto:ddarby@ouinternational.ca">ddarby@ouinternational.ca</a> OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> <b>SLP (IBH) Deadline: March 1</b> <b>SRP Deadline: December 15</b>
<b>OJS</b>	Ron Champion <a href="mailto:rchampion@ouinternational.ca">rchampion@ouinternational.ca</a> OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> <b>Deadline: January 31</b>	Ron Champion <a href="mailto:rchampion@ouinternational.ca">rchampion@ouinternational.ca</a> OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> <b>SLP Deadline: March 1</b> <b>SRP Deadline: January 31</b>
<b>OIN</b>	Sukeshi Kamra <a href="mailto:Sukeshi.Kamra@carleton.ca">Sukeshi.Kamra@carleton.ca</a> OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> <b>Deadline: January 31</b>	Sukeshi Kamra <a href="mailto:Sukeshi.Kamra@carleton.ca">Sukeshi.Kamra@carleton.ca</a> OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> <b>SIP Deadline: March 1</b> <b>SSP Deadline: January 31</b>
<b>ORA</b>	Rosanna Furgiuele <a href="mailto:rfurgiuele@ouinternational.ca">rfurgiuele@ouinternational.ca</a> OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> <b>Deadline: January 31</b>	Rosanna Furgiuele <a href="mailto:rfurgiuele@ouinternational.ca">rfurgiuele@ouinternational.ca</a> OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> <b>SLP Deadline: March 1</b> <b>SRP Deadline: January 31</b>

Home institution also forwards one original paper application with all supporting documents (**no photocopies needed**) to the OUI Program Office.

- Original paper applications will be kept in the OUI Program Office
- The OUI Program office will forward scans only to the host institutions in the respective countries when placements have been completed

\*University code:

ON University	Code	ON University	Code	ON University	Code	ON University	Code
Algoma	ALG	Brock	BRO	Carleton	CAR	Guelph	GUE
Lakehead	LAK	Laurentian	LAU	McMaster	MAC	Nipissing	NIP
OCAD	OCAD	Ottawa	OTT	Queen's	QUE	Ryerson	RYE
UOIT	UOIT	Waterloo	WAT	Western	UWO	Windsor	WIN
York	YORK						