

## OUI Application Instructions

- Home institution nominates students to OUI programs (please note: students can only apply to one OUI Summer Program)
- 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-21-22-Smith,Michael-GUE

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

Example for OBW: OBW-SRP-21-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 program office by the respective deadline:

	Regular exchange	Summer programs
OBW	OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> Deadline: January 31	OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> IBH Deadline: March 1 SRP Deadline: December 15
OJS	OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> Deadline: January 31	OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> SLP Deadline: March 1 SRP Deadline: January 31
OIN	OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> Deadline: January 31	OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> SIP Deadline: March 1 SSP Deadline: January 31
ORA	OUI Program Office at <a href="mailto:dtodd@ouinternational.ca">dtodd@ouinternational.ca</a> Deadline: January 31	OUI Program Office at <a href="mailto:apoleszczuk@ouinternational.ca">apoleszczuk@ouinternational.ca</a> SLP Deadline: March 1 SRP Deadline: January 31

**We do not require any paper copies to be sent to our office.**

- The OUI Program office will forward the electronic application documents 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	Queen's	QUE	Ryerson	RYE	Ontario Tech	ONT
Western	UWO	Windsor	WIN	York	YORK		