



OBW Application Form Instructions for Students from Baden-Württemberg

I. Application Package/ Supporting documents

The online OBW application form is only part of the application package. The entire package consists of the following documents (see section III, below):

- Saved .pdf version of the completed, signed OBW application form. This document will be sent to your e-mail address automatically when you complete the online process.
- Three separate “Study Proposals”**, one for each of your 3 chosen universities, each a maximum of **one page** in length, and not more. Each proposal needs to have your contact details, as well as the name of the university this study proposal is intended for, in the header.

The study proposal is an explanation of your reasons for wanting to participate in the exchange and what you hope to accomplish while on it. You should explain what makes you a good candidate and why you have chosen the universities you list on the application form.

- Make sure you emphasize on your **academic** endeavors.
 - Consult the course catalog and identify courses that might interest you. Explain why those are of interest to you and describe how these courses would contribute to your academic career.
 - You may mention classes that you have taken at your home university, if these are prerequisites for classes you want to take in Ontario, or if these may help you follow specific classes in any way. Feel free to mention internships or other work experience that is related to your field of study.
 - What are your academic objectives or career plans for the future and how would a semester/year abroad in Ontario and at the specific university help you reach that goal?
 - Avoid writing about personal family matters or travel plans while you are abroad. Ontario is a beautiful place with interesting travel destinations, but it should not go into your study proposal.
- Your *Curriculum Vitae* (resumé), a maximum of **one page** in length, in table form.
 - Official transcript(s)* or certified lists of all courses taken from all post-secondary institutions attended, in English (including grading system on back if applicable).
 - Official Bachelor degree certificate and graduate transcript* in English, if you wish to apply to a graduate department and take graduate level courses. These documents need to show that you have completed an undergraduate study level and are or will be enrolled as a Master student at your home university.
 - One letter of support* from a faculty member who know you and your work well. The referee must be in your major field of study.
 - A recognized English language assessment* (TOEFL, IELTS, etc.) – and a *recognized French language assessment* if you wish to attend courses in French.

II. Explanations of the Form’s Components

General Information

- **E-mail Address**
Please provide your official university e-mail address. We do not accept private e-mail addresses.

Academic Information

- **Duration of Exchange**
While OBW students usually go on exchange for two terms, there are spaces for one-term participation. If you wish to study in Ontario for one term, you may do so only with the prior agreement of the International Office of your home university.
- **Degree Sought**
If you do not yet have a completed Bachelor degree at your home university, you list Bachelor unless

you are studying toward the Staatsexamen. If you are enrolled in a Master program in BW, you list Master and fill in the field. If you have completed a university degree already, please provide the date and details of your Bachelor degree.

- **Which semester will you be entering by the time you start the exchange?**

This information is based on the study level you have indicated above. Which semester of your current BA/MA program will correspond to your first term in Ontario?

- **EFL Test**

Please indicate which English as a Foreign Language Test you have completed (TOEFL, IELTS, etc.) or which French test, if you wish to study in French. Please indicate the score.

- **Preliminary Course Selection at Host University**

You must indicate three choices of host universities (without duplications) for your application to be accepted. If you have especially good reasons to be at a specific university, please explain them in your "Study Proposal."

Please note that you may select only one university in any host city. In Toronto this means that you may select Ryerson University or York University, but not both.

Please look at the detailed information on the OBW website and in particular on potential host universities' websites to see if you are eligible to study a specific subject or in a specific department as an exchange student. Please check very carefully whether you meet the language requirements, the overall score and sub-scores. Only list universities that offer your field of study and where you meet the prerequisites.

- **Course Code and Title**

Please fill in the courses you would like to take at each of your chosen universities. Undergraduate students list 4-5 courses per term and can show some flexibility in course choices among different departments. Graduate students list 3 graduate seminars per term at one graduate department they want to apply to. Please always indicate the course numbers including the codes for specific departments in the application form.

You can find information on courses on the websites of the respective universities. Usually course labeling and levels are explained in the course catalogue or Undergraduate/Graduate Calendar. The following is an example from the University of Guelph and is similar at most Ontario universities:

"Each course is identified by a two-part code: The first part of the code refers to the subject area, the second to the level of the course. Thus, the course PSYC*3570 is a course in the subject area of Psychology and is of a level that places it among courses in the 3000 series. The series 1000, 2000, 3000 and 4000 numbers are intended to indicate progressively more demanding content, and correspondingly increasing competence on the part of the students enrolled in the course. Courses in the 1000 series are mainly for first year students, those in the 2000 series are mainly for second year students, and those in the 3000 series are for third year students. Similarly, courses in the 4000 series are mainly intended to be taken by students in the fourth year. ... The series 6000, 7000 indicate graduate courses."

The primary purpose of your indicating a preliminary course selection is to assist OBW and potential host universities a clearer understanding of your academic needs and wishes. Your final course selection will be made later in direct consultation with your host university.

III. Submitting your Application

By clicking the "submit" button a copy of your application is sent to the OBW program office and you should receive an email and .pdf file showing the information you have submitted. *It is highly recommended that you keep a copy of the pdf file for your records.*

NEXT STEP: Submit the full pdf file to your home university's international office, along with all necessary supporting documents. Before doing so, please check with your home university whether electronic copies of all documents are accepted or whether paper copies are required.

IV. Any Questions?

If you have questions about the Ontario/Baden-Württemberg Exchange Program or this application form, please contact the International Office at your home university, or the OBW Program Office.