



# Ontario/Baden-Württemberg Student Exchange

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## OBW Application Form Instructions for Students from Ontario

### 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.

- Your “*Statement of Motivation*”

This 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 place the emphasis on your academic endeavours.
- Browse through the course catalog and identify courses that might interest you.
- Explain why you have chosen each of the three Baden-Württemberg Universities you have listed.
- You are welcome to mention any personal/family reasons for applying, but they should not be the main focus of your letter of motivation.

Your summary should be a maximum of **one page** in length and should bear the heading “*Statement of Motivation.*”

- Your *Curriculum Vitae* (resumé), a maximum of **one page** in length.
- Official transcript(s)* or certified lists of all courses taken from all post-secondary institutions attended
- 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 *language assessment* form completed by a qualified German teacher.

### 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**

- **Degree Sought**

If you do not yet have a completed Bachelor’s degree at your home university, you list Bachelor. If you are enrolled in a Master’s or Ph.D. program in Ontario, you list Master or Ph.D. accordingly. If you have completed one or more university degrees already, please provide the date and details of each completed degree.

- **Which year of your degree studies will you be in by the time you start the exchange?**

This information is based on the study level you have indicated above. Which year of your current BA/MA/PhD program will correspond to your time in Germany?

- **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 “*Statement of Motivation.*”

Please look at the information available on the OBW website and – more importantly – on the universities’ websites to see if the subject(s) you wish to study are offered at the universities you name. Only list universities where you can find suitable courses in your field(s) of study.

### **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 a copy of 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.