

The Business School Semester Abroad Exchange Cover Sheet

Please check off each box below as you complete each action item and document needed for making an application to the Semester Abroad Exchange Program. **Please attach this Checklist as the Cover Page of your Semester Abroad Application.** Submit completed Application Package and Supporting Documents in person or by mail on or before **February 14, 2014** to Jennifer Wilson-Lee, Manager, International Initiatives, The Business School, H214 Lakeshore Campus, Humber College, 3199 Lakeshore Blvd. West, Toronto, ON M8V 1K8. Completed applications can also be emailed to jennifer.wilson@humber.ca with the subject line "Application for Student Exchange Program".

Name: _____ Student No. : _____

A. Please confirm you have completed the following action items prior to submitting your application by:

- I have read the Business School's Semester Abroad website thoroughly and have identified the host institution(s) that best support my Humber degree program.
- I have visited the websites of the host institutions I am interested in, reviewed the courses offered, and have completed the **Proposed Study Plan** found in the Application Form to the best of my ability in preparation for my meeting with my Program Coordinator.
- I have met with my Program Coordinator and have confirmed I am eligible to participate in the Business School Exchange Program. My Program Coordinator's name is _____.
- I have had the opportunity to ask questions to learn more about the Semester Abroad Student Exchange program with the Manager, International Initiatives.
- I have read and understand the Semester Abroad **Student Exchange Agreement** to learn about my responsibilities as a participant in the Exchange Program.

B. Please confirm your application is complete by including the following supporting documents as part of your application:

- This Checklist as my Cover Sheet
- Completed Humber Business School Semester Abroad Exchange Application Form (2 pages)
- Letter of Intent (1 page, single-spaced, Arial, 10 font)
- Unofficial Grade Report(s) printed out from the Student Record Services (SRS)