



## Ontario/Baden-Württemberg Student Exchange

270K&L York Lanes, York University, 4700 Keele Street, Toronto, Ontario, M3J 1P3

Tel +1-416 736 2100 ext. 40006 or 22919  
Fax +1-416 736 5709

Website [obw.ouinternational.ca](http://obw.ouinternational.ca)  
Email [apoleszczuk@ouinternational.ca](mailto:apoleszczuk@ouinternational.ca)  
[dtodd@ouinternational.ca](mailto:dtodd@ouinternational.ca)

## OBW Application Form Instructions for Students from Ontario

### I. Introduction

In order to fill out the application form, you need Adobe Acrobat Reader installed. You can download it for free at <https://get.adobe.com/reader/>. You must use this form and fill it in by computer; handwritten responses cannot be accepted. If the information you provide is too large for a particular field, please continue on a separate sheet and attach it.

### II. Application Package/ Supporting documents

The form is only part of the application package. The entire package consists of the following **original** documents (no copies):

- Printed version of the *OBW Application Form with your signature at the bottom of the page.*
- 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 endeavors.
- Browse through the course catalog and identify courses that might interest you.
- Explain why you have chosen 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.*”

- 1-page *curriculum vitae* (resumé).
- Official transcript(s)* or certified lists of 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.
- A *language assessment* form completed by a qualified German teacher.
- A *passport-sized picture*, **taped or glued to the top right corner of the OBW Application Form.**

### III. Explanations of the Form’s Components

#### **Academic Information**

You must indicate your first through third 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.”

Email address: we are NOT accepting Hotmail addresses. Please use your university-issued Email address.

### III. Instructions for Completing and Submitting the Form

After you have completed the form, click on the “Print Form” button at the bottom right of the last page. **Sign the printed form** in the space provided and submit the form, along with the supporting documents listed under point II to your university’s International Office as part of your application package.

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.