

## 2020 STUDY ABROAD STUDENT APPLICATION GUIDE

For students applying for Study Abroad programs through the Global Education Network (GEN).

### Contents

<b>Contents</b> .....	1
<b>Introduction to Study Abroad and the Global Education Network</b> .....	2
<b>GEN – Study Abroad Program Schedule 2020</b> .....	3
<b>Before You Start</b> .....	4
<b>Application &amp; Selection Process</b> .....	5
Application.....	5
Selection.....	5
Academic and professional leadership.....	6
Personal skills.....	6
<b>Application Form</b> .....	6
Section 1: Personal Information.....	6
Section 2: Academic Information.....	6
Section 3: Travel Information.....	7
Section 4: Program Selection.....	7
Section 5: Applicant Profile.....	7
Section 6: Short Essay.....	7
Section 7: Emergency Contact Information.....	8
Section 8: References.....	8
Section 9: Checklist.....	8
Section 10: Applicant Confirmation.....	8
<b>Supporting Application Documents</b> .....	8
Unofficial Transcript.....	8
Resume.....	8
References.....	8
<b>What Next?</b> .....	9

## Introduction to Study Abroad and the Global Education Network

This document is to be used by SAIT students interested in applying to participate in a Study Abroad Program through the Global Education Network. This document contains key information and should be used throughout the application process in order to ensure applicants meet the necessary criteria.

The Global Education Network (GEN) is a partnership of four institutions; Box Hill Institute in Melbourne, Australia; the Institute of Technical Education in Singapore; Kirkwood Community College in Iowa, USA and SAIT here in Calgary. The four institutions work together to facilitate the exchange of staff and students with the goal of providing an innovative learning experience, enhancing intercultural knowledge and developing intercultural competencies. For more information on the GEN network, please visit:

<http://www.globaledunetwork.org/>

In order to achieve these goals, a range of program types are available;

**Short Term Exchange Programs:** These programs are around three weeks in duration and provide students with the opportunity to participate in a range of classes relevant to their SAIT program at one of the partner institutes. In addition to class time, students will also participate in a range of cultural activities organized by the host institution.

**Service Learning Programs:** This type of program can last between two and three weeks in a pre-determined destination. This program is not directly linked to a student's academic program but instead involves working on a community focused, voluntary program; often involving practical hands on work. In addition to the project work, students will participate in a variety of cultural activities organized in-country.

## GEN – Study Abroad Program Schedule 2020

Study Abroad Program Name	Program Dates (excluding travel days)	Application Deadline	Interview Dates	Eligible SAIT Programs	Approximate Program Cost
Short Term Exchange Program to Box Hill Institute (Melbourne, Australia)	May 19 – June 6, 2020	February 3, 2020	February, 2020	Open to all SAIT students.	\$2,500
Design Thinking Short Term Exchange Program to Kirkwood Community College (Cedar Rapids, Iowa)	June 13 - 27, 2020	March 2, 2020	March, 2020	Open to all SAIT students.	\$1,000
Community Service Learning Program (Chang Mai, Thailand)	June 20 – July 4, 2020	March 2, 2020	March, 2020	Open to all SAIT students.	\$1,700
Paramedic Short Term Exchange Program to the Institute of Technical Education (Singapore)	August 2 - 15, 2020	April 3, 2020	April, 2020	Open to SAIT students from the Paramedic programs only.	\$1,500
Aerospace Short Term Exchange Program to the Institute of Technical Education (Singapore)	August 2 - 15, 2020	April 3, 2020	April, 2020	Open to SAIT students from the Avionics and Aircraft Maintenance program only.	\$1,500
Short Term Exchange Program to the Institute of Technical Education (Singapore)	August 2 - 22, 2020	April 3, 2020	April, 2020	Open to all SAIT students.	\$1,700
Short Term Exchange Program to Kirkwood Community College (Cedar Rapids, Iowa)	September 20 – October 10, 2020	May 1, 2020	May 2020	Open to all SAIT students (academic schedule permitting).	\$1,200

## Before You Start

There will be four components to your application; the application form, a copy of your academic transcript and your resume as well as 2 references; one academic and one personal. You should ensure that you have set aside sufficient time to complete all of these documents in advance of the application deadline.

SAIT provides a generous bursary to support GEN exchanges; \$1,500 is awarded as a contribution towards the costs of travel, insurance and accommodation. All other expenses are the student's responsibility and will be applied to their mysait account following the study abroad program. The above program schedule contains an **estimate cost** for each trip, which includes airfare, insurance, accommodation, program activity fees, and some meals. Please note, this is only an estimate and final costs depend on actual airfare and other unfixed costs as well as your personal spending habits. To help with trip expenses you may consider alternative options such as fundraising or other creative solutions.

In addition to the financial aspects of the program, you should also consider whether or not this exchange is right for you. In doing so, you should ask yourself the following:

- Do I have empathy for others?
- Do I work well in a team?
- Am I adaptable?
- Am I flexible?
- Can I deal with uncertainty?
- Am I resourceful?
- Am I interested in meeting new people?
- Am I interested in other cultures?
- Am I open minded?
- Do I have clear and realistic goals / objectives for this experience?

If you have answered yes to these questions, then an exchange may be right for you! It is important for you to take responsibility for the success of your exchange. Having realistic expectations plays a big part in how enjoyable this experience will be.

In addition, you should be prepared for giving up some of the comforts of home you may be used to, such as hot showers and onsite Wi-Fi. Having an open mind and realistic expectations will be essential to enjoying this experience.

Before starting your application, you should also ensure you meet the following eligibility criteria. At the time of your application you must be:

- A full time SAIT student
- 18 years of age or older
- A Canadian citizen or permanent resident
  - International Students on study permits should contact [study.abroad@sait.ca](mailto:study.abroad@sait.ca) to discuss eligibility
- In good academic standing
- Returning to SAIT for at least one more semester following the completion of the study abroad program
- Eligible to gain entry to the host country

## Application & Selection Process

### Application

Once you have reviewed the above information, have decided on a study abroad program and feel that an exchange is right for you, you will need to complete the Study Abroad Student Application Package. This consists of the following documentation, which will be outlined in more detail on the following pages:

- Application form
- SAIT transcript
- Resume
- 2 References; one academic and one personal

Template documents have been provided within the application package for all of the above listed components.

You should ensure your application and supporting documentation is typed and not handwritten. You should save them all to a zip folder as “Program Name\_Student Name” i.e. Short Term Exchange to Box Hill Institute \_ John Doe.

Completed application packages are to be emailed to [study.abroad@sait.ca](mailto:study.abroad@sait.ca) before the program deadline. Applications submitted after the deadline will not be considered.

### Selection

Those considered to have most closely met the selection criteria will be contacted for a panel interview. At this interview, students will be asked to make a short elevator pitch (1-2 minutes) to persuade the panel of their suitability to participate in the program and will also be asked a series of interview questions.

During the interview we will be looking for students who have the following skills and abilities:

### Academic and professional leadership

- Able to explain the advantages of participating in the GEN program from a student's perspective
- Have achieved an acceptable level of academic performance
- Demonstrate competent oral and written communication skills
- Demonstrate a professional work ethic in industry and in the classroom

### Personal skills

- Present themselves as credible professionals and SAIT ambassadors
- Show respect for others and for cultural differences
- Be proven team players in the classroom and in the workplace
- Demonstrate leadership ability
- Display an awareness and understanding of current social, economic and political issues in Canada
- Demonstrate achievement in areas other than career and academic; i.e. volunteer work or team sports.

We aim to inform all applicants in writing, of the selection decision within a week of the interview; however dependent upon the number of applicants this isn't always possible.

If you are selected to participate in a GEN study abroad program, you will be asked to confirm your participation in writing as well as by providing an electronic copy of your passport picture page.

## Application Form

The application form is made up of ten sections; and the below information should support you in completing each.

### Section 1: Personal Information

Within this section you need to provide your personal information. You should complete all fields within this section accurately as we will use this to contact you for the interview, as well as for purchasing flights if selected to participate in the program.

### Section 2: Academic Information

Here you should specify the SAIT program you are enrolled in as well as the current semester. As stated on page 5, you will need to be returning to SAIT for at least one semester following the exchange in order to be eligible to participate.

### Section 3: Travel Information

This section should be completed as per your passport as the information will be used to purchase flights if selected for the program.

Please note, your passport will need to be valid for at least 6 months from the program **end date** in order for you to be able to participate in the program. If you do not meet this requirement at application stage you will still be eligible however, you will need to purchase a new passport **at your own cost** upon confirmation of participation.

Students who are not Canadian citizens or permanent residents are still able to apply however, they will need to ensure they are eligible to enter the host country before submitting an application. Non-Canadian citizens or permanent residents are not eligible to receive the GEN bursary and should contact [study.abroad@sait.ca](mailto:study.abroad@sait.ca) for additional cost information.

### Section 4: Program Selection

This refers to the specific study abroad program you are interested in participating in and you should select one of the following options;

- Short Term Exchange to Box Hill Institute
- Paramedic Exchange to the Institute of Technical Education (Singapore)
- Service Learning Program to Cambodia
- Project Management Program at Box Hill Institute
- Short Term Exchange to the Institute of Technical Education
- Aerospace Exchange to the Institute of Technical Education

Please note, if you wish to apply for more than one program (you can only participate in one GEN program per year however) you will need to submit an application for each.

### Section 5: Applicant Profile

You should use this section of the form to provide a brief summary of yourself. This should include your career goals, extracurricular activities, interests, hobbies and previous travel experience. There is no word limit for this section of the form however, text exceeding the box size will not be visible so please ensure you provide succinct answers to your questions.

### Section 6: Short Essay

Space has been provided within the application form for you to answer the question: Why are you applying for this program? Talk about what you hope to learn. Your desire to travel to the destination(s) should not be part of your response.

Your essay must be single space typed using Arial font, size 11 and saved along with the other necessary documents to your application zip folder.

## Section 7: Emergency Contact Information

Here you should provide the information of the person who should be contacted by SAIT in case of an emergency during a study abroad program. This information will be retained on file if selected and used in case of emergency, so you should ensure it is accurate.

## Section 8: References

You will need to provide the personal information for two people who will support your application; one must be academic and the other personal. More information of the referencing process can be found on page 10 of this guide.

Once you have submitted your application you should email the template reference document to your referee asking them to complete and return directly to [study.abroad@sait.ca](mailto:study.abroad@sait.ca) .

## Section 9: Checklist

This section of the form provides you with a checklist of all the necessary elements for your completed application package. You should tick each criteria as you complete it to ensure you do not miss anything.

## Section 10: Applicant Confirmation

Once you have completed all necessary sections of the application form you should electronically sign the form; enter the date and save the form to your application zip folder.

# Supporting Application Documents

## Unofficial Transcript

In order to apply for a study abroad opportunity you will need to submit a copy of your unofficial SAIT transcript. In order to do this, you will need to log into your MySAIT account then select the MyStudent tab > Student Profile > Academic Transcript > Select Credit Education> Select Academic Transcript> Submit> Save as PDF or Take screen shots> Save to your application zip folder.

## Resume

Please save an up to date copy of your resume to the application zip folder. There is no specific template provided for your resume so you can use your existing format.

## References

As part of your application package you are required to get two references; one academic and one personal. Included in the application package is a template for each type of reference, you should email the appropriate template (academic or personal) to the persons you have identified in the application form. Your referee must return the completed template directly to [study.abroad@sait.ca](mailto:study.abroad@sait.ca) with your name as the subject of the email.



## What Next?

Once you are satisfied that your application package has been fully completed, your references have been requested and all documentation has been saved to a zip file with the title "Program Name\_ Student Name" and email the folder to [study.abroad@sait.ca](mailto:study.abroad@sait.ca) .

Applicants will not be contacted regarding their application in advance of the deadline however you will receive an email acknowledging receipt of your application package within 3 days of submission. All applicants will be contacted following the application deadline to confirm whether or not they have been invited to interview. If you are invited to interview, you will be offered a range of times and dates which will be allocated on a first come first served basis. Should you have any questions or concerns while completing your application, please contact [study.abroad@sait.ca](mailto:study.abroad@sait.ca)