



International Student Exchange Program Referee Guidelines

In order to apply for the University of Manitoba's International Student Exchange Program through the International Centre (IC), applicants must submit two reference letters:

- One academic reference letter from a professor or instructor at the University of Manitoba.
- One professional reference letter from a supervisor/manager of a paid or volunteer position.

General Guidelines

- The application deadlines are December 1st and April 1st. Reference letters should be received by the IC office on or before the deadlines.
- Reference letters must be submitted to the IC office from the referee in sealed and signed envelopes (via the applicant or by mail) or sent by email to student_exchange@umanitoba.ca directly from the referee's email account. Email submission is preferred.
- Reference letters should clarify how long and in what capacity the referee knows the applicant.
- When possible, reference letters should be on organizational letterhead.

Academic Referee Guidelines

IC wants to ensure that exchange students have a successful and enriching academic experience at their host universities. Please outline the academic skills or strengths this student has that would be beneficial for his/her study abroad experience. Referees may comment on how an academic exchange would enhance the applicant's education. Referees may also comment on how this student would be able to contribute to the academic environment at his/her host university and to the University of Manitoba upon his/her return.

Professional/Volunteer Referee Guidelines

IC wants to ensure that our students have positive experiences abroad. Participating in the International Student Exchange Program involves living, studying and travelling in a different culture. It can be stressful and students will have to adjust and cope in their new environments. It is important to recognize that they become ambassadors for the University of Manitoba, Winnipeg and Canada as they encounter those from around the world. Describe what characteristics the applicant has that make him/her a strong candidate for the International Student Exchange Program. Outline the personal qualities and skills that would allow the applicant to successfully live, study and travel in an international context. Referees may comment on the applicant's personality, work ethic and interpersonal skills. Referees may also comment on how participating in the International Student Exchange Program would enhance the applicant's broader career goals.

Mailing Address and Contact Information

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