



BUSINESS
ADMINISTRATION

APPLICATION FOR ADMISSION Harlow Program

Winter 2026

Applications will be assessed for three main criteria:

1. Overall likelihood of success studying abroad in the FBA Harlow Program
2. Likelihood of academic success within the FBA Harlow Program
3. Likelihood of financial ability to study abroad in the FBA Harlow Program

All application packages must include the following:

- Completed application form;
- Current resume (including work and volunteer experience);
- Up-to-date unofficial transcript;
- Completed Program Planning Worksheet and verification from Athena Farr (Academic Advisor and Exchange Coordinator)
(to book an appointment, please email busihelp@mun.ca or via <https://outlook.office.com/book/BookingsFBAAcadAdv@MUNL.onmicrosoft.com/?ismsaljsauthenable>)
- Justification letter (detailed in following pages); and
- Two letters of reference (one requires to be academic).

Applications will not be considered complete until all components are received.

Submit your full application to busihelp@mun.ca.

Questions? Email busihelp@mun.ca.

APPLICANT INFORMATION

Name (as it appears on passport): _____

Student number: _____ Email: _____@mun.ca

Date of birth: _____ Place of birth: _____

Nationality: _____

If you are not a Canadian citizen, please indicate your status: _____

ADDRESSES

**Please select the address to which you would like all correspondence sent*

Permanent address:

Street: _____ City: _____

Province: _____ Country: _____ Postal Code: _____

Local address:

Street: _____ City: _____

Province: _____ Country: _____ Postal Code: _____

Telephone (home): _____ Telephone (cell): _____

PROGRAM OF STUDY

Please circle: BBA B.Comm. B.Comm.(Co-op.)

Focus area (if applicable): _____

NEXT OF KIN INFORMATION

Name: _____ Relationship: _____

Address:

Street: _____ City: _____

Province: _____ Country: _____ Postal Code: _____

Telephone (home): _____ Telephone (cell): _____

JUSTIFICATION LETTER

Admission to the Harlow program is competitive. To ensure your applications is comprehensive and well researched, a justification letter (approx. 500-1000 words) is required. Be sure to include the letter as part of your application package.

Please include the following components in your justification:

- An indication of your general reasons for wanting to study at Harlow.
- An indication of how your academic, professional and personal development will benefit from studying at Harlow.
- An indication of how studying at Harlow will aid you in becoming more successful business professional.
- Include an expense outline in anticipation of the financial commitment required for your exchange. Budgeting examples can be found online (<https://www.mun.ca/goabroad/go-global-outbound/exchange/>). What financial supports will you be using to fund your experience abroad?

BACKGROUND INFORMATION

List any prior international experience, (e.g. vacations, work terms, mentor program, extracurricular activities, etc.):

SCENARIO QUESTIONS

Living abroad may present many challenging situations that require you to change the way you do things. Briefly describe, with specificity, how you would deal with the following situations. Include your responses on a separate sheet of paper as part of your application package. Maximum 300 words per response.

1. You've planned a weekend trip within the UK with a tight itinerary. However, your train gets delayed for several hours, causing you to miss a connection and potentially your accommodation check-in. You're in an unfamiliar city, it's getting

late, and you're unsure what's still open or safe. What would you do to adjust your plans and ensure your safety and well-being?

2. You are navigating daily life in the UK, but you find that your bank card isn't working properly and you are running out of cash. You still have a few days before your next deposit or backup funds will come through. What steps would you take to deal with this situation calmly and responsibly?

3. You've been invited by a group of students to travel for the weekend. While excited, you realize they haven't made firm plans—no confirmed accommodations, vague travel routes, and little regard for budget or safety. You're torn between wanting to be social and knowing it could be risky. What would you do, and how would you make your decision?

REFERENCE LETTERS

To assist us in deciding on the appropriateness of each student's participation in the Harlow program, we ask that you provide two reference letters (at least one academic) that speak to your motivation, adaptability, academic skills, and those personal qualities that will give you the ability to benefit fully from the exchange experience.

Please note that the reference letters must be forwarded directly to busihelp@mun.ca.

APPLICATION PROCESS

Applications will be reviewed and evaluated within one to two weeks following the deadline date. As the application process is highly competitive and selective, you **may** be contacted for an interview to complete the application process. Your application decision will be communicated with you via your @mun.ca email address.

Please note that the application deadline is **September 23, 2025 by 4:00 PM by email to busihelp@mun.ca**.

Upon acceptance, your exchange coordinator will communicate with you about the criteria for successful completion of the Harlow program. Successful completion of the Harlow program includes:

- attending meetings and pre-departure orientations prior to departing;
- participating in the Harlow program in the Winter 2026 semester;
- completing a debrief meeting upon return to Memorial University;
- following academic advice from your academic advisor on course selections;
- having satisfactory academic performance while abroad;
- demonstrating appropriate non-academic conduct while abroad; and
- being a positive ambassador for Memorial University.

If you have any questions regarding the Harlow program or the application process, please contact **FBA Academic Program's Office**, busihelp@mun.ca.

Signature: _____ Date: _____

Memorial University protects your privacy and maintains the confidentiality of your personal information. The information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed to process your application for the Harlow program, to verify your qualifications and determine your eligibility for the program; for administration of student records; for provision of student and alumni services; and for university planning and research. Upon acceptance for the Harlow program, this information will form part of your student record and will be used to document your progress in an academic program. Students' personal information may be disclosed to academic and administrative units, to federal and provincial agencies, as legally required, and to student governance associations. If you have any questions concerning the collection and use of this information, please contact the Academic Programs Office at 709-864-8512.