



BUSINESS  
ADMINISTRATION

# APPLICATION FOR ADMISSION Harlow Program

## Winter 2024

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 an academic advisor (to book an appointment, please email [busihelp@mun.ca](mailto:busihelp@mun.ca); however, this can also be completed through emailing with an advisor);
- 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](mailto:busihelp@mun.ca).

Questions? Email [busihelp@mun.ca](mailto: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 select one: 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.):

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**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 have arranged to meet with some of your fellow exchange students in France. It is late at night, and after a long day of traveling, you finally arrive at Charles de Gaulle airport. The agreed-upon meeting time comes and goes, but there is no one to meet you. After three hours, you decide to give them a call, but you discover that you have lost your contact information, what would you do?

2. You wake up one morning feeling depressed and tired and you do not want to get out of bed. You are also feeling very frustrated by how people do things in your host country and are even questioning why you are there. What would you do?
3. You are traveling on an overnight train through a country in which English is not spoken. When you wake up in the morning, you find all of your belongings strewn all over your cabin. To your dismay, your phone, money and passport have been stolen. What would you do?

## 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](mailto:busihelp@mun.ca).

## APPLICATION PROCESS

Applications will be reviewed and evaluated within one week following the deadline date. 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 24, 2023 by email to [busihelp@mun.ca](mailto: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 2023 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](mailto: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.