

## Documentation Checklist

### Send the following to:

Academic Programs Office  
Faculty of Business Administration, BN-1015  
Memorial University of Newfoundland,  
St. John's, NL, A1B 3X5  
CANADA

Email: [international.business@mun.ca](mailto:international.business@mun.ca)

Tel.: +1.709.864.8512

Fax: +1.709.864.8954

*\*if emailed, documents 1 -3, & 5 must be sent by an official representative of your home university.*

#### Deadline to receive documents 1– 7:

Fall semester (Sept. to Dec.) – **April 15**

Winter Semester (Jan. to May) – **September 15**

#### 1. Application for Exchange

#### 2. Undergraduate Application for Admission

- *as an exchange student, you do not need to pay the \$40 application fee*
- *graduate exchange students also need to fill out this form*

#### 3. Official Transcript(s)

- *please provide English translation*
- *if you are a graduate/masters student, please provide undergraduate/bachelor transcript*

#### 4. English Language Proficiency

- *Methods of proving English language proficiency can be found online here:*

<https://www.business.mun.ca/international/incoming/exchange-students/int-exchange-english-proficiency.pdf>

#### 5. Your CV/Résumé (in English)

#### 6. Letter of nomination/recommendation from your home university

#### 7. MUN Mentors (Optional)

#### 8. Course Selection Form

- *For the Fall semester, please email or fax no later than **June 30***
- *For the Winter semester, please email or fax no later than **October 20***

**Please note: You should retain copies of all documentation for your files.**