

## Reference requirements for SMU Exchange applicants

For the SMU Exchange Program application, applicants are required to submit two letters of reference.

At least one of these references must be academic in nature (i.e. a letter written by a Saint Mary's professor). A second reference can be academic or personal; thus, the applicant's current or former professor, supervisor, coach, mentor, etc. can provide a reference letter. A letter written by a friend, a classmate, or relatives will not be accepted.

In writing the letter, the referees should note the following:

- a) The letter should be addressed to the Project Manager - International Mobility, Global Learning and Intercultural Support, Saint Mary's University.
- b) The letter should state the length of time and capacity in which the referee has known the applicant. In addition, the letter of reference should focus on any or all of the following as applicable:
  - the applicant's notable academic/personal qualities
  - how essential the proposed international program is towards the successful completion of the applicant's degree program and towards career goals
  - the reasons why the applicant is a good candidate to represent Saint Mary's University internationally
  - overall recommendation (e.g. strongly recommended, recommended, or recommended with reservations).
- c) The referee can give the letter to the applicant in a sealed envelope to be submitted along with the rest of the supporting documents. Or, the letter can be sent directly by the referee to the Global Learning and Intercultural Support Office in one of the following ways:

### In person

Atrium 106, Global Learning and Intercultural Support

Office hours: Monday-Friday, 9:00am-5:00pm (summer hours 9:00am-4:30pm)

### Via inter-office mail (for SMU faculty and staff)

Attention: Miyuki Arai, Global Learning and Intercultural Support

### By e-mail

Send a scanned document as an attachment to [mobility.international@smu.ca](mailto:mobility.international@smu.ca)

### By fax

1 902 420 5530

### By mail

Attn: Miyuki Arai, Global Learning and Intercultural Support (Atrium 106),  
Saint Mary's University, 923 Robie St  
Halifax NS B3H 3C3  
Canada

The letter must reach the Global Learning and Intercultural Support Office on or before the deadline.

In requesting a letter from a referee, the applicants are expected to:

- specify whether the requested letter is for academic or non-academic reference
- request a letter at least several weeks in advance prior to the application deadline to ensure that the letter will be completed on time
- inform the referee of the specific application deadline
- explain about the specific SMU Exchange program, destination and duration being considered, and provide the referee with any pertinent background information that will help complete the letter.

Any questions regarding the reference letter should be directed to:

**Miyuki Arai** (Ms), Project Manager-International Mobility  
Global Learning and Intercultural Support (Atrium 106)  
Tel: 902 496 8725 E-mail: [mobility.international@smu.ca](mailto:mobility.international@smu.ca)