

# Application Guidelines

## Student Exchange Programs (Virtual)

### Application Form

#### The application consists of two parts:

- Part I: to be completed and signed by the student applicant and a parent/guardian and then given to the liaison teacher.
  - It is the student applicant's responsibility to send the completed Part I of the application to their liaison teacher.
- Part II: to be completed and signed by the liaison teacher as well as by the school principal.
  - It is the liaison teachers' responsibility to submit the completed full application package (i.e. Part I **AND** Part II) to Alberta Education.

#### A complete application includes:

- All sections must be complete and typewritten. Incomplete applications will not be accepted.
- This application form uses digital signatures; therefore, each signatory must use a different device to sign.
- Part I of the application form (completed by the student) must include:
  - A passport-sized photo of the student applicant that is placed in the top right hand corner of the first page, as indicated in the outlined box;
  - Labeled colour photos of the family and applicant. No individual or original photos accepted;
  - All sections completed; and
  - All required signatures.
- Part II of the application form (completed by the liaison teacher and principal) must include: all sections completed and all required signatures.

#### Email complete applications to Alberta Education:

- Liaison teachers must submit complete application packages by email to: [studyabroad@gov.ab.ca](mailto:studyabroad@gov.ab.ca).
- Students and liaison teachers will be notified when Alberta Education receives their application.

### Application Deadlines

Application deadlines vary and depend on the specific virtual exchange program.

Exchange Program	Program Dates 2023-24	Application Deadline	Grades
Quebec	October 30 – December 10	October 10, 2023	9 – 12
Japan	October 30 – December 10	October 10, 2023	10 – 12
Ukraine	November 6 – December 17	October 15, 2023	9 – 12
Mexico	November 6 – December 17	October 15, 2023	9 – 12
Spain	February 5 – March 18	January 15, 2024	9 – 12
Germany	February 5 – March 18	January 15, 2024	9 – 12
Italy	March 25 – May 6	February 15, 2024	9 – 12