## **Application Procedure for the Explore Program**

- 1. Fill out the online <u>Application form</u> from the Explore website. Bring the completed form in person to **Client Services at the University Centre**, 3<sup>rd</sup> floor, for them to seal or stamp your application. A scanned copy will not be accepted. Once your application has been certified, it can then be mailed to the Ministry.
- 2. Once you are accepted into the program, you will be notified as to which institution, from the list of preferred ones you cited, is the one to which you will be admitted.
- 3. After completion of your Explore courses, be sure to ask the host institution to send an official transcript to

Angelina Candotti
Secretary to the Director
School of Languages & Literatures
University of Guelph
Room 269 MacKinnon
Guelph, ON N1G 2W1

Phone: 519 824 4120 Ext. 53883 Email: candotti@uoguelph.ca

## Important information

Once you are assigned to a host institution, you are on the same status as at Guelph: you are registered in a course. Should you need to drop the course for any reason, you must request that the host institution notify Guelph. It is highly recommended that you attend an institution that specifies that you can get a credit.

You will then be register for the course FREN\*1010 Independent French Studies in the Fall semester and have a P awarded on successful completion. You are advised to meet with me at the beginning of the Fall semester.

There is some leeway for all this: but if you do not do above before the 20<sup>th</sup> day of the semester following the EXPLORE program, you might not be able to get your credit.

## **Trois-Pistoles**

If you are registered to attend the Trois-Pistoles Programme, please see Joanne Scheuer for more information as you will need to fill out a Request for Letter of Permission. That should be done before you leave for Trois-Pistoles.