



## Application to the OIN Student Exchange Program from India

1. Home institution nominates students to OIN.

**The limit of nominations per institution is four and the nominations must be ranked.**

2. Home institution scans complete OIN applications and all supporting documents

- All applications have to be saved as a pdf document

- Applications should be named as follows:

*OIN-IN-exchangeyear-Lastname Firstname-UniversityCode\**

**Please do not insert any empty spaces in the file name.**

Example: OIN-IN-20-21-Sha,Siddhi-BITS

- **Total size of one scanned pdf file including all documents cannot exceed 2 MB. If the applications are larger than 2MB please reduce the size. I use the following free online application: <https://smallpdf.com/compress-pdf>**

\*University codes:

IN University	Code	IN University	Code	IN University	Code
BITS Pilani	BITS	Dr. B.N. College of Architecture	BNCA	Indian Institute of Science Education & Research	IISER
IIT Bombay	IIT-B	Shiv Nadar University	SNU	Lady Shri Ram College for Women	LSR
Miranda House	MIR	Pondicherry University	PU	Symbiosis International University	SIU
Vishwakarma University	VU				

3. Home institution sends: (i) scanned applications and (ii) the ranked list **by January 31** by email to the OIN Office at [dtodd@ouinternational.ca](mailto:dtodd@ouinternational.ca) and Prof. Kamra at [Sukeshi.kamra@carleton.ca](mailto:Sukeshi.kamra@carleton.ca).
4. **IMPORTANT:** Home institution is required to forward one original print application of successful applicants only. Home institution must send the print copy of each successful application as soon as it is contacted, via email from the OIN office, about successful candidates.
5. Please mail print copies to the following address and send an email ([dtodd@ouinternational.ca](mailto:dtodd@ouinternational.ca)) confirming that the print copies have been sent:

**Dagmar Todd**  
**OIN Program Office**  
**270L York Lanes, York University**  
**4700 Keele Street**  
**Toronto, ON, M3J 1P3**  
**Canada**  
**Phone: 416-736-2100 x22919**