



## Application to the OJS Student Exchange Program from Jiangsu

1. Home institution nominates students to OJS
2. Home institution scans complete OJS applications and all supporting documents
  - All applications have to be saved as a pdf document
  - Applications should be named as follows  
*OJS-JS\_ currentyear–Lastname Firstname–UniversityCode\**  
**Please do not insert any empty spaces in the file name.**  
Example: OJS-JS\_16-17–Zhang,Ming–NUAA
  - **Total size of one scanned pdf file including all documents cannot exceed 2 MB.**

\*University codes:

JS University	Code	JS University	Code	JS University	Code
Changzhou University	CZU	Jiangnan University	JIA	Jiangsu University	JSU
Nanjing University of the Arts	NUA	Nanjing Normal University	NNU	Nanjing University	NJU
Nanjing University of Astronautics/Aeronautics	NUAA	Nantong University	NTU	Soochow University	SOO
Yangzhou University	YZU	Xi’an Jiaotong-Liverpool University	XIA		

3. Home institution sends scanned applications **by January 31** by email to David Wood ([dmwood@ouinternational.ca](mailto:dmwood@ouinternational.ca)) with copy to the OJS Office at [dtodd@ouinternational.ca](mailto:dtodd@ouinternational.ca)
4. Home institution also forwards one original paper application (**no photocopies needed**) to Li Binbin, **by January 31:**

Li Binbin  
 College of International Education  
 Nanjing University of Aeronautics and Astronautics  
 29 Yudao St.  
 Nanjing 210016  
 Tel. +86-25-84892970

5. Li Binbin will send original paper applications by post to the OJS Program Office
6. The OJS Program Office will forward scans only to the host institutions in Ontario when placements have been completed