

**University of Guelph – Business English Language Program
Application Form
PLEASE PRINT CLEARLY**

Please read and fill in this form electronically (or print clearly), then submit with payment to esl@uoguelph.ca. Applications are not considered complete and will not be processed until payment has been received. All information is required.

STUDENT INFORMATION:

Family /First Name: _____

Permanent Mailing Address: _____

Country: _____ Postal Code: _____

Preferred Telephone #: _____

Date of Birth (day/month/year): _____ Female Male

Applicant's Personal Email: _____

Faculty _____

Major _____

Year In University _____

EMERGENCY CONTACT:

Name: _____

Relationship: _____

Mailing Address: _____

Country: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

ALTE SELF ASSESSMENT:

If applicable, please indicate your current score on one of the following English proficiency tests:

TOEFL PBT _____ TOEIC _____
TOEFL iBT _____ IELTS _____

Please rate yourself on the following table below. Circle one "Can Do Statement" per column that describes your ability.

English Language Proficiency / ALTE Self Assessment Table

ALTE Level	Listening/Speaking	Reading	Writing
ALTE Level 0	CAN understand basic instructions or take part in a basic factual conversation on a predictable topic.	CAN understand basic notices, instructions or information.	CAN complete basic forms, and write notes including times, dates and places.
ALTE Level 1	CAN express simple opinions or requirements in a familiar context.	CAN understand straightforward information within a known area, such as on products and signs and simple textbooks or reports on familiar matters.	CAN complete forms and write short simple letters or postcards related to personal information.
ALTE Level 2	CAN express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.	CAN understand routine information and articles, and the general meaning of non-routine information within a familiar area.	CAN write letters or make notes on familiar or predictable matters.
ALTE Level 3	CAN follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information, and understand detailed instructions or advice.	CAN make notes while someone is talking or write a letter including non-standard requests.
ALTE Level 4	CAN contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	CAN read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.	CAN prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate.
ALTE Level 5	CAN advise on or talk about complex or sensitive issues, understanding colloquial references and dealing confidently with hostile questions.	CAN understand documents, correspondence and reports, including the finer points of complex texts.	CAN write letters on any subject and full notes of meetings or seminars with good expression and accuracy.

- I confirm that this ALTE rating is based on my own personal assessment of my ability, and not that of my agent.
 - I understand that I may be required to complete pre-arrival language testing without assistance of any kind.
 - I understand that I will take an English language placement test when I arrive on campus at the University of Guelph.
- I understand that if my language level is lower than that required to participate in the program, the University of Guelph also reserves the right to refuse my registration without refund of tuition paid.

Signature of Applicant: _____ Date: _____

Homestay Application / Student Questionnaire

Student Contract:

I agree to participate in all required orientation sessions organized by the English Language Programs Office.

I agree that the English Language Programs Office is not responsible for problems that might occur if I give incomplete or false information about health and diet matters.

I accept that if I provide false, inaccurate or incomplete information, the English Language Programs Office may:

- Take longer to process this application
- Refuse to provide Homestay
- Remove me from my Homestay at a later date.

I understand that the English Language Homestay program follows the customs and laws of Canada. This means that any homestay student will have to pay a money penalty if he or she wants to stop participating in the homestay program before the final date in the Homestay contract.

I agree that the University of Guelph may share information in my application with my host family.

I agree to stay with my host for a minimum of two months and be a responsible and active member of the host family's household.

I agree to give 30 days notice if I decide to move, and I understand that if I do not give 30 days notice, I will be required to pay for an additional month.

I understand that, under Canadian laws, insurance held by the owner of the home does not protect a tenant (homestay student or other renter) for loss of personal property due to theft, damage in fire etc. The University of Guelph is not liable for any damage incurred while in Homestay and I understand it is my responsibility to purchase adequate coverage for my belongings.

I understand that if I want to continue in the Homestay Program for an additional term and I do not apply to renew my homestay placement and do not pay for the full amount for the next term homestay, I am required to make a new Homestay Application and will be charged a new Homestay Placement fee of \$200 CAD.

I understand that I am liable for any damages I caused to the home or property of my host.

I understand that I am liable for telephone charges for any and all long distance calls I place on my host's phone.

All Host Families are visited to ensure that their homes are clean and comfortable, and to ensure that the family understands its responsibilities. All families have agreed to provide you with a private room, three meals a day, and to treat you as a member of the family.

Homestay homes vary. You may be placed in a home, town-house, apartment or condominium. Rooms may be located in the upper, main or basement level of the home.

Homestay hosts can consist of couples or single people, with or without children. Sometimes hosts are older people whose children no longer live at home.

Canada is a multicultural country with people of different backgrounds that make us unique as a country. Host families may be of different ethnicities.

I have completed this English Language Homestay program Student Application with correct information about what I like and dislike, as well as other important information to find a suitable Homestay placement.

In order to ensure accurate information, this questionnaire must be filled out by the student or in consultation with the student.

Please answer these questions in relation to you and your true personality, hobbies, interests etc. While we make every effort to accommodate you in an appropriate home, **please be aware that we will not always be able to meet all of your preferences.**

1. What is your marital status? Single Married

2. Do you live: With your parents Alone Shared with Others
In a: House Apartment Condominium

3. Do you smoke? Never Occasionally Regularly
Are you allergic to cigarette smoke? Yes No

4. Do you drink alcohol? Never Occasionally Regularly

5. Do you have any allergies? Yes No

If "Yes" please describe: _____

6. Do you prefer a family? (Children can be newborn to young adult)

With Children Without Children No preference

7. Dietary Requirements:

Meat	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Everyday
Vegetables	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Everyday
Rice	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Everyday
Pasta	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Everyday
Fish	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Everyday
Fruit	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Everyday

Please list favourite foods: _____

Please list foods you dislike: _____

Do you require a special diet? Is there anything you do not eat? Yes No

If "yes" please describe: _____

8. Do you prefer being placed in a family that is hosting another student from your program?

Yes No No preference

9. Many Canadian families have pets. Can you live with:

Cats ? Yes No No preference

Dogs ? Yes No No preference

Birds ? Yes No No preference

10. Health: Failure to report an existing medical condition on the application form may result in immediate termination of your Homestay.

Do you a medical or physical condition that may require special arrangements for your homestay?

Yes No

If "Yes", please describe: _____

Will you be required to take any medication during your stay in the Homestay program?

Yes No

If "Yes", please explain: _____

11. Personality Profile.

Do you play a musical instrument? Yes No

If "yes" which ones? _____

Do you enjoy cooking? Yes No

We suggest that you bring some recipes with you if you want to cook a meal for your host family.

I know that the Homestay Coordinator will work hard to find a host match that meets my criteria, but I understand that it may not be possible to meet all of the requests and criteria stated in my application.

I understand that Homestay fees and terms are subject to change without notice.

I understand and agree to the payment schedule, refund policy, and terms of the University of Guelph's English Language Homestay Program.

I have read and fully understand the terms and conditions outlined in this application. I understand that I must commit to staying with a Homestay family for the entire length of the term. I also understand that this information may be shared with other University of Guelph departments.

By checking this box and adding my name to the "Signature of Applicant" line below, I am adding my electronic signature indicating that I agree to abide by the terms and conditions outlined in this application.

Signature of Applicant: _____

Date of Application: _____

For any issues or questions relating to Homestay, before or during your stay in Guelph, please contact:

Shara Inotay Tel. +1.519.824.4120 ex. 53744 or email homestay@uoguelph.ca.

We care about your privacy. Personal information that you provide to the University is collected under the authority of the University of Guelph Act (1964) and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). It is used to process your application for homestay, to facilitate homestay and room assignments, to process selection and for the purpose of statistical reporting to government agencies as required by law. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). If you have questions about the use and disclosure of this information please contact the English Language Programs Admission at esl@uoguelph.ca

- I keep my room very neat and clean reasonable less organized
- I socialize/party not often sometimes often
- I go to bed early varies late
- I like music/TV a little sometimes very much
- I like sports to play to watch only never
- I shower/bathe morning afternoon evening

What hobbies and interests do you have? _____

12. Imagine, you live in Homestay and your host makes your meals. The food is very different, and you do not like it or you do not know what it is. What do you say or do?

Other (Please describe):

- Talk to host Talk to my friends Talk to Homestay Coordinator
- Say nothing Eat outside of Homestay home

13. Imagine, you arrive in Homestay. Your host is excited to meet you, they talk to you about their family, their house rules and ask you about your culture. They speak very fast, and you did not hear or understand what they said. What do you say or do?

Other (Please describe):

- Nod and say yes Say nothing Ask my host to speak slower

14. Do you wish to be involved in family activities? Yes No

- Sight-seeing Walking Shopping
- Visiting Family/Friends WatchingTV/Movies Sports

What are your goals / activities you want to do during your stay?

Express Yourself

15. Write a letter to Introduce yourself to your host. Help them get to know you. What do you look forward to? What kind of person are you?

(for more space, include extra page)

Learning Expectations, Strengths and Challenges

1. What do you expect to learn from this Business English Program?

2. What are the strengths and challenges in your English learning?

Level of Interest—Skills and Activities

Please look at the business and language skills we are providing in the Kansai Business English in 2017. Please check (✓) the ones you are interested in.

Business Skills		Language Skills	
Canada Job Search Skills		Speaking	
Interviews		Reading	
North American Cover Letters / Resumes		Writing	
Conducting Meetings (agendas, minutes)		Pronunciation	
Presentations		Vocabulary	
Email Writing		Grammar	
Telephoning			

What are other topics /skills that you would like to learn (please specify)?