



I.V.S.A.

# INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, KVL, Dyrølægevej 9, 1870 Frederiksberg C, DENMARK

Fax: + 45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org

Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg

Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

## INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

To benefit the animal and people of the world

### *IVSA Individual Exchange Application Form*

\*Save the application form document in the following way:

**PHOTO**

local chapter name\_Surname\_GivenName.doc e.g.)south Korea\_jeff\_hotaek.doc

Personal Information			
Name in English (in Korean)		Gender	M / F
Phone #		Nationality	
Faculty		e-mail	
Expected Year of Graduation		Date of Birth	/ of the year
Address		year of study	
State/Province Participation Periods		City	
		Country Foreign Countries	
DETAILS OF PROPOSED VISIT			
● Name of country, city desired			
Country		Length of exchange period	( ) weeks
City	1)	Date	dd/mm/yy ~ dd/mm/yy
	2)		
Languages	1. I speak fluently : 2. I speak moderately :		



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## Place desired for IVSA student work experience

Clinic/Hospital, then answer (A) / Scientific research center or laboratory, then answer (B)

(please indicate order of preference)

Type A	University	Medicine		Private	small animal	
		Surgery			Large animal	
		Pathology			Mixed	
		Microbiology			Equine	
		others, then name it			others, then name it	
Type B	Medicine		Embryology			
	Pathology		Biochemistry			
	Microbiology		Histology			
	Laboratory animals		Toxicology			
	Public Health		Anatomy			
	Physiology		others, then name it			

## Lodging

If necessary, are you willing to contribute towards the costs of lodging?

Yes, I can pay €( ) a day.

No, I request free lodging. – ( )

I already have a place to stay or can find one on my own – ( )

## Visa

I require a document to get a visa – Yes ( ), No ( )

If yes – Please complete the following (for the letter of Invitation):

Full name and surname:

Passport Number:

Personal Identification Number:

Personal Address:

Name of university:



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## RULES FOR INDIVIDUAL EXCHANGES

Please read them carefully!!!

1. Exchanges are available to students enrolled in member faculties and to individual members of I.V.S.A.
2. Exchanges are to be arranged through the I.V.S.A. Exchange Officer (EO) in each member faculty.
3. Every application must be accompanied by a covering letter. This letter should explain what your **goals** are and what your past **veterinary related work experience** is. Also include information about the flexibility (or lack of it) of your **schedule for the time period** you request.
4. The individual exchange student will send the application form to the following: (6 months before exchange takes place)
  - a. Chief Exchange Officer , CEO ([ceo@ivsa.org](mailto:ceo@ivsa.org))
  - b. EO & President of the country the student wishes to visit (Hosting Country)
  - c. Exchange Student's Local Chapters EO & President
5. CEO will approve of the exchange – both Chapters involved have to be up to date with membership fee payments.
6. The host country will make an effort to provide free board and lodging whenever possible.
7. EO's are asked to ensure that the exchange forms arrive at the host country at least 6 month before the exchange date.
8. The EO of the hosting country has to let the student know within the following month (i.e. 5 months before the exchange is going to take place) if an exchange is possible and if not, whether or not the application form should be sent to the 2nd choice country.
9. In case the application form is sent to the EO of the 2nd choice country she/he will have to let the student know within the next month if an exchange is going to take place. So the student will know at least 4 months in advance if there is going to be an exchange.
10. Once the exchange has been confirmed by the hosting EO, the **student MUST** stay in contact with the host EO for further arrangements to be made between student and hosting EO. Home EO should be updated on arrangements between the student and hosting EO.
11. Exchange student **MUST** contact the host veterinarian/clinic to confirm the exchange. Contact should be established at the latest 2 months before the exchange will take place.
12. If no contact has been established 2 months before the exchange has to take place, it is up to the EO of the host country to find out for what reason no contact has been established. The EO has one month to accomplish this. This



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means that the veterinarian, both the EO and the student know at least one month before the exchange whether or not it is going to take place.

- 13. If students fail to contact the veterinarian without good reasons, she/he can be excluded from any other exchanges.
- 14. If the student requires assistance in acquiring a visa, she/he must request that information in writing at the time of application.
- 15. Students should arrange their own personal health insurance. If they choose not to, they do so at their own risk.
- 16. The above rules shall apply at the discretion of the host country.
- 17. Both the hosting EO and the student/applicant must write a report on the exchange and send it to the EOs (hosting and home EO) and the Chief Exchange Officer within 14 days of completing the exchange.
- 18. All exchanges are arranged at the applicants own risk and the IVSA cannot be responsible for any loss, injury quality of exchange or death resulting directly or indirectly from exchanges arranged through the organization.

## *INDIVIDUAL EXCHANGE APPLICATION*

Name: \_\_\_\_\_ Date(dd/mm/yy): \_\_\_\_\_

### **Before you send this application please make sure that you have the following:**

- (1) A complete application that includes proper information
- (2) A covering letter
- (3) Recommendation letter if needed

I certify that the information provided in this application is complete and correct to the best of my knowledge. As an applicant of the individual exchange, I accept that I must abide by the rules and regulations of the host country and show tolerance to their culture.

.....  
Student's Signature

.....  
Home Exchange Officer's Signature



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