

Checklist for Letter of Explanation

What to include in LOE?

1. Study Plan

- Short introduction of yourself
- Why have you chosen to study in Canada?
- Write about the organization/university/program.
- Why are you not pursuing a similar program in your country?
- Why homeland education is not good for you.
- What are the educational goals that you pursue?
- How the education you get here will contribute to your country in the future?
- Explain the reasons for selecting the particular university for admission. Here, you can provide information regarding features of the program being offered, example mention the professors are that you like

2. Ties to your home country

- Your families, assets; properties, career opportunities etc., support letter from current employer etc.;

3. Travel history (if applicable):

- If you travelled to other countries before, it's good to provide a summary of your travel history to demonstrate your compliance with the immigration rules.

4. Immigration status (if applicable)

- If you currently are not living in your country of nationality, explain your legal status in that country and provide a copy of your immigration status.

5. Additional documents (if applicable)

- Previous transcripts;
- Provide details of your education history: dates when the course started and ended, name and address of the school, the course taken, qualification, degree or certificate awarded for the course;
- Support letters from your employer or family members (if they provide financial support. E.g. your siblings/aunts who live in Vancouver will accommodate you for free)

6. A summary of all the additional documents at the end of the LOE

What **not** to include in your LOE?

- Family background
- Informal language or slangs
- Irrelevant information
- Repetition of words or phrases
- Don't make vague statements and give demonstrative examples of professional competence and academic brilliance.
- Never lie or provide false information in documents

Writing tips for a good LOE

- Prepare a checklist of what you want to write about
- Length should be around 500-600 words (within 2 pages, not including the additional letters/documents)
- Clear and simple language must be added to make the content understandable.
- Make sure to do a couple of drafts for editing and reading;
- No need to use APA style, font 11 or 12 is acceptable;
- Use headings e.g. purpose of studies, travel history etc.;
- Insert page numbers on your letter of explanation;
- Enclose a summary of your supporting documents at the end of your letter.

Common Mistakes (can lead to rejection)

- Copying a SOP from the internet or a friend
- Being too casual or direct
- Not giving yourself enough time
- Writing too much about your childhood
- Repetitive sentences or words
- False statement or inaccurate information
- Forged documents or signatures