Application for Exchange

Deadline for Priority Placement: ________________
Application Deadline: ________________

Date Application Submitted: ________________
Nonrefundable Application Fee Received: ________________
The application is not complete – and no placement request will be submitted – until the fee has been paid. Should you not be placed, be placed and decline your placement, accept your placement and later withdraw or become ineligible, no refund will be given.

Prior to completing this application, read:
• Pages 11-24 of the NSE Student Guide: Exchange Policies and Procedures or the section on Policies and Procedures at nse.org, Students
• Campus policies and procedures for NSE

Return This Form To:

Contact Information
Name: First ____________________________ Middle ______________ Last ____________________________
Current Address:
Street/Residence Hall and Room ____________________________
City, State/Province, and Zip/Postal Code ____________________________
Permanent Address:
Street ____________________________
City, State/Province, and Zip/Postal Code ____________________________
Current Phone _______/___________ extension _________ Permanent Phone _______/___________
Alternate/Cell Phone _______/___________
E-mail ____________________________ Alternate E-mail ____________________________
Campus I.D. Number ____________________________

Demographic Information
Date of Birth (MM/DD/YYYY): ____________________________ Gender: ☐ Female ☐ Male
Are you currently living in on-campus housing? ☐ Yes ☐ No
Are you a resident of the state/province in which your home campus is located? ☐ Yes ☐ No
Country of Citizenship: ☐ United States ☐ Canada ☐ Other ____________________________
☐ Non-resident alien — If non-resident alien, visa type ____________________________ ☐ Lawful permanent resident
Demographic Information, continued

Primary reason(s) for exchange - check all applicable
- access different courses/faculty
- evaluate graduate schools
- live in a different area
- personal growth
- participate in host campus international program
- enter host campus honors program
- exchange as a resident assistant
- language study
- look for future employment
- other: ________________________________

Scholastic and Other Information

Current Class Level:  
- Fr
- So
- Jr
- Sr

Class Level While on Exchange:  
- Fr
- So
- Jr
- Sr

In what languages are you fluent (check all applicable)?
- English
- French
- Spanish
- Other ________________________________

Cumulative grade point average: __________ (4.0 scale)

Major: ________________________________ Minor: ________________________________

Will you need courses in your major while on exchange?  
- Yes
- No

Are you currently receiving financial aid?  
- Yes
- No

Are you requesting financial aid (Plan A) from the host campus?  
- Yes
- No

Are you receiving VA educational benefits?  
- Yes
- No

Where do you plan to reside at the exchange school?  
- Residence hall
- Sorority/Fraternity
- Off-campus

Are you currently enrolled in the honors program?  
- Yes
- No

Marital Status:  
- Single
- Married

Will you be accompanied on exchange by:  
- spouse
- children

If yes, name of the student(s) ________________________________

Do you wish to go on exchange with another student(s)?  
- Yes
- No

Name of student(s) ________________________________

Exchange Requests

Period of requested exchange:  
- Fall Semester 20___
- Spring Semester 20___
- Fall Quarter 20___
- Winter Quarter 20___
- Spring Quarter 20___
- Summer 20___

List in priority order the institutions you wish to attend and the tuition payment plan(s) you could use.

NOTE: Costs for room and meals are paid to your host campus regardless of which tuition payment plan you select.

(Use an additional sheet if more than five institutions are requested.)

Name of Institution

1. ___________________________________________  
   Tuition Payment Plan
   Plan A=You pay resident (in-state/in-province) tuition/fees to your host campus.
   Plan B=You pay your normal tuition/fees to your home campus.
   _A only  _B only  _A or B (prefer ___)

2. ___________________________________________  
   _A only  _B only  _A or B (prefer ___)

3. ___________________________________________  
   _A only  _B only  _A or B (prefer ___)

4. ___________________________________________  
   _A only  _B only  _A or B (prefer ___)

5. ___________________________________________  
   _A only  _B only  _A or B (prefer ___)

Educational Background

Number of credits completed to date: __________

Number of credits enrolled in current term: __________

Expected graduation date: ______________________

Do you have any incomplete grades, missing grades, or other deficiencies (e.g. failure to complete required proficiency tests)?  
- Yes
- No

If yes, please explain: ________________________________

Activities, positions, honors while in college: ________________________________
Special Needs or Circumstances
If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., notetakers, taped texts); a medical condition which might require immediate attention during exchange; or a condition which might affect emotional or mental well-being during exchange, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. Also indicate whether or not we may contact your requested host campuses at this time.

NSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a placement site which can provide reasonable accommodation of your needs. Following placement, it is your responsibility to consult the host campus coordinator and ADA officer to determine the deadlines by which you must submit written, current, and professionally documented information as required by your host campus. Written documentation is usually due to the host campus two to three months prior to enrollment.

Other Considerations
Have you ever been convicted of a felony?  □ Yes  □ No  
Are you on probation, parole, or have any legal judgments pending against you either inside or outside campus?  
□ Yes  □ No  If yes, please explain:
Are you currently under any campus disciplinary action for violation of codes of academic or student conduct?  
□ Yes  □ No  If yes, please explain:
Do you have any outstanding indebtedness to the campus (tuition, fees, room, meals, library or parking fines)?  □ Yes  □ No

Language Proficiency
What is your native language?  □ English  □ French  □ Spanish  □ Other: ________________________________

If you plan to exchange to a campus in Puerto Rico, you must be certified for proficiency in Spanish. If you plan to exchange to a French-speaking university in Canada, you must be certified for proficiency in French. If English is not your first language, for all other NSE locations you must demonstrate proficiency in English. Language proficiency must be determined prior to placement.

Recommendations/References
List the individuals who are writing references for you. Submit reference forms to your advisor, at least one faculty/staff member, and one other person who will recommend you for exchange.

<table>
<thead>
<tr>
<th>advisor</th>
<th>department/office</th>
<th>phone</th>
<th>e-mail</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>faculty/staff</th>
<th>department/office</th>
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</table>

<table>
<thead>
<tr>
<th>name</th>
<th>relationship to applicant</th>
<th>phone</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Emergency Contact
Name ___________________________________  Relationship ___________________________________

Street ____________________________________________

City, State/Province, and Zip/Postal Code ________________________________

Land-line Phone _____/_______  Cell Phone _____/_______  E-mail __________________________
**Release of Information**

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

- I understand that it will be necessary for my campus to obtain certain information about my academic and non-academic record in order to: 1) ascertain my eligibility and suitability for an exchange through NSE, and 2) facilitate my exchange after it is arranged. I hereby grant permission to the NSE coordinator and/or designee to obtain information that is appropriate to my application and participation in the exchange including, but not limited to, letters of recommendation, permanent academic records and transcripts, conduct, fiscal records, medical records, all for the purposes of exchange placement and participation, continuation, or termination.
- I give permission to the NSE coordinator and/or designee to contact appropriate personnel in order to verify that I am under no disciplinary action for violation of codes of academic and student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for exchange.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to my home NSE Coordinator, designee, and those individuals/committees responsible for reviewing and approving my application for exchange participation.
- I hereby give permission for the information contained in my application to be submitted on NSE’s restricted, Web-based placement site for the use of the home and host campuses and the NSE Central Office in placement and record-keeping processes.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to the NSE Central Office and to the NSE host institution at which I am placed.

Signature ___________________________ Date ___________________________

**Supporting Materials or Other Requirements**

- unofficial transcript
- recommendations/references
- program of study statement
- statement of personal goals and reasons for exchange participation
- language proficiency report (if applicable)
- interview

**Signature**

I have read and fully understand:

- information on pages 11-24 of the NSE Student Guide: Exchange Policies and Procedures or the section on Policies and Procedures at nse.org, Students
- campus policies and procedures governing my exchange participation

I further understand that:

- participating in the National Student Exchange is a privilege and not a right.
- submitting an application is not a guarantee of application acceptance or placement.
- failure to maintain (prior to and during my exchange) all of the eligibility requirements of the program and those of my home and host campuses will result in the cancellation of my exchange.
- failure to maintain a cumulative 2.5 gpa as well as have a 2.5 gpa in the term prior to my exchange will result in the cancellation of my exchange.
- failure to pay all financial obligations to my home and host campuses will result in the cancellation of my exchange.
- until financial obligations are met, my home and host campuses will not release transcripts; and I will not be permitted to re-enroll at, or graduate from, my home campus.
- my exchange is not completed until I submit to my home campus a transcript of my host campus work.

If accepted for participation in the National Student Exchange, I agree to adhere to all the rules and regulations of both my home and host institutions. Failure to do so will result in the cancellation of my exchange.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Signature ___________________________ Date ___________________________
Program of Study Statement

Applicant's Name

Please complete the information requested on this form regarding how your proposed exchange will contribute to your academic and personal development as well as why you have selected particular colleges and/or universities as exchange sites. Add additional pages if necessary. Submit this statement to your academic advisor or department chairperson for approval and signature prior to returning the form to the NSE coordinator.

NOTE: It is suggested that a copy of the signed form be retained in the student's advisement file.

To Be Completed By The Applicant:

NSE Campus(es) for which you are applying:

1. 

2. 

3. 

4. 

5. 

Why have you selected the campuses you have listed as possible exchange sites?

What are your academic aspirations while on exchange and how will they contribute to your degree program?

Please complete reverse side.
Do you expect to take courses in your major or are you more interested in non-major courses?

What courses are you considering taking while on exchange?

How will going on exchange contribute to your personal development?

What do you hope to accomplish on exchange that you could not do at your home campus?

Approval by the Department Chairperson/Academic Advisor:

Name (print) ______________________ Title ______________________
Phone ______________________ e-mail ______________________
Signature ______________________ Date ______________________

Return this form to:
Advising Agreement Application

This form must be completed, signed, and returned to the NSE Coordinator prior to exchange.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Student I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Expected Date of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Period of Exchange</th>
<th>Status During Exchange</th>
<th>Host Institution</th>
<th>Calendar at Host Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>____ sophomore ____ junior ____ senior ____ other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To Be Completed by the NSE Coordinator

Work taken on exchange will be recorded on the home transcript in the following manner:

* Courses transferring from a quarter calendar to a semester calendar generally earn one-third less value than semester credit hours. Courses transferring from a semester calendar to a quarter calendar will generally earn one third more value than quarter credit hours. Fractions of hours may be rounded up or rounded down as deemed appropriate by institutional policy. A full-year exchange is strongly encouraged when moving between the two calendars.

Directions for the Student

On the reverse side of this page, list the department, number, title, and credit hours for each course you might take at the host institution as described in the host college catalog. You should select at least twice as many courses as you plan to take on exchange and list courses for the entire period of your exchange not just for your first term. For each course selected, attach a copy of the course description. With the help of your academic advisor, indicate how each course will be accepted (e.g., major requirement, major elective, elective, core requirement). If the course will replace a major course, indicate the course that will be replaced. Secure the signatures of your advisor and other individuals as directed by the NSE coordinator. Sign the form and return it to the campus NSE office prior to exchange.

**NOTE:** Access to courses at your host campus is based on offerings and availability and cannot be guaranteed. You must meet all pre-requisites or co-requisites as required by the host campus.

Required Signatures

<table>
<thead>
<tr>
<th>Academic Advisor</th>
<th>(\text{printed name})</th>
<th>(\text{signature})</th>
<th>(\text{date})</th>
</tr>
</thead>
<tbody>
<tr>
<td>(\text{title and department})</td>
<td>(\text{telephone})</td>
<td>(\text{e-mail})</td>
<td>(\text{\quad})</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>(\text{printed name})</th>
<th>(\text{signature})</th>
<th>(\text{date})</th>
</tr>
</thead>
<tbody>
<tr>
<td>(\text{title})</td>
<td>(\text{\quad})</td>
<td>(\text{\quad})</td>
<td>(\text{\quad})</td>
</tr>
</tbody>
</table>

| Student | \(\text{\quad}\) | \(\text{\quad}\) | \(\text{\quad}\) |

| NSE Coordinator | \(\text{\quad}\) | \(\text{\quad}\) | \(\text{\quad}\) |

A final copy of this signed agreement will be sent to the student and to the advisor. A copy will be kept in the campus NSE office and in the student’s permanent file in the records office.
Consider the length of your exchange (part of the academic year or all of the academic year), the number of times you are likely to travel to and from your home to your host campus, and the cultural and travel/sight-seeing opportunities you would like to take advantage of while on exchange. Also note:

- Tuition and fees frequently increase from 5-15 percent per year.
- Room and meals frequently increase in excess of 5 percent each year.
- Financial aid while on exchange may vary from that which you currently receive.

<table>
<thead>
<tr>
<th>Estimated Costs:</th>
<th>Per Term</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan A: Host Tuition/Fees</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan B: Home Tuition Fees</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Host Room and Meals*</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Books/Supplies*</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Insurance*</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Transportation on the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Campus*</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Personal Expenses*</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel to/from Host</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>$________________ $________________            $________________ $________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Costs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to costs estimated above, other additional expenses may include fees that are a condition of your enrollment (e.g., general service, laboratory, art and photography supplies, field experience, student teaching, internship, technology fees, computer fees, etc.) and other fees (e.g., application, orientation, field trips, NSE program fees, health services, parking, special events, student activities, athletics, etc.). See NSE Campus Profiles and campus on-line fee schedules for additional information.

<table>
<thead>
<tr>
<th>Resources:</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Savings</td>
<td>$________</td>
</tr>
<tr>
<td>Family Support</td>
<td>$________</td>
</tr>
<tr>
<td>Federal Grants/Loans</td>
<td>$________</td>
</tr>
<tr>
<td>Pell</td>
<td>$________</td>
</tr>
<tr>
<td>Work Study</td>
<td>$________</td>
</tr>
<tr>
<td>Perkins</td>
<td>$________</td>
</tr>
<tr>
<td>SEOG</td>
<td>$________</td>
</tr>
<tr>
<td>Direct Loan</td>
<td>$________</td>
</tr>
<tr>
<td>Parent Plus Loan</td>
<td>$________</td>
</tr>
<tr>
<td>State Financial Aid</td>
<td>$________</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$________</td>
</tr>
<tr>
<td>Other:</td>
<td>$________</td>
</tr>
<tr>
<td>Work during exchange</td>
<td>$________</td>
</tr>
</tbody>
</table>
| $________ $________                           Total Estimated Resources per Term

U.S. Federal Financial Aid
- For Plan A: applied for, and disbursed from, the host campus unless otherwise directed by your home NSE Coordinator.
- For Plan B: applied for, and disbursed from, the home campus.
- If exchanging to Canada, aid is applied for, and disbursed from, the host campus.

Other Aid (i.e., state aid, scholarships, tuition waivers) Not all aid is applicable to exchange programs and some may be dependent upon Plan A or Plan B. Check with your financial aid officer and/or scholarship source.
Applicant: please complete this section.

Applicant’s Name

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:

I, ________________________________, waive my right to access this evaluation.

Signature ________________________________ Date ________________

To the Academic Advisor:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university within the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands for a single term or an academic year. Students participate in NSE to take advantage of the unique geographic, cultural, and academic characteristics of institutions and/or regions.

In making decisions on the appropriateness of a student's participation in the exchange, we need to know about their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the exchange experience. While we will appreciate any observations that will assist us in evaluating the present applicant, of special interest are qualities such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, open-mindedness, and integrity.

Please indicate the basis and extent of your acquaintance with the applicant. Placing your remarks in a comparative perspective will further assist the NSE office in reaching a decision about the applicant.

In summation, please state frankly your opinion of this applicant's chances for academic and non-academic success in an exchange program, weighing both strong and weak points.

Occasionally, an academic advisor has not had enough contact with a student to do an adequate personal evaluation. However, in that situation we would like a statement regarding your willingness to work with the student to determine where courses taken at the host campus will fit into the student's home academic program. We would also like to know the appropriateness of exchange at this time in the student's program of study. We are particularly concerned that the student’s academic progress will not be hindered by participating in NSE. Those statements can be entered in section 4 on the reverse side of this form.
1. How well do you know the applicant? (Check the most appropriate response.)

- Extensive contact in a variety of settings
- Well acquainted in classroom or campus environment
- Limited contact in classroom or campus environment
- Other __________________________________________

2. In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in these areas. (Circle the most appropriate response.)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Ability</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Maturity</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Cooperation and Adaptability</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Initiative and Motivation</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Social Skills</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Open-mindedness</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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<tr>
<td>Integrity</td>
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<td>3</td>
<td>2</td>
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<td>X</td>
</tr>
<tr>
<td>Independence</td>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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<tr>
<td>Resourcefulness</td>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Self-Confidence</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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</tbody>
</table>

3. Exchange to another campus would be appropriate for the applicant: ___ Yes ___ No

4. Remarks
Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Name (print) __________________________________________ Title __________________________________________
Phone __________________________ e-mail __________________________________________
Signature ________________________ Date ________________________

Return this form to:
Applicant: please complete this section.

Applicant's Name

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:
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Signature ________________________________  Date ________________

To the Faculty or Staff Member:

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<td>4</td>
<td>3</td>
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<td>1</td>
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</table>

3. Exchange to another campus would be appropriate for the applicant: ___ Yes ___ No

4. Remarks
Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Name (print) _______________________________ Title _______________________________
Phone ___________________________ e-mail _______________________________
Signature _______________________________ Date __________________________

Return this form to:
Applicant: please complete this section.

Applicant's Name

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:
I, ________________________________________, waive my right to access this evaluation.
Signature ______________________________________ Date ______________

To the Evaluator:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university within the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands for a single term or an academic year. Students participate in NSE to take advantage of the unique geographic, cultural, and academic characteristics of institutions and/or regions.

In making decisions on the appropriateness of a student's participation in the exchange, we need to know about their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the exchange experience. While we will appreciate any observations that will assist us in evaluating the present applicant, of special interest are qualities such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, open-mindedness, and integrity.

Please indicate the basis and extent of your acquaintance with the applicant. Placing your remarks in a comparative perspective will further assist the NSE office in reaching a decision about the applicant.

In summation, please state frankly your opinion of this applicant's chances for academic and non-academic success in an exchange program, weighing both strong and weak points.
1. How well do you know the applicant? (Check the most appropriate response.)

☐ Extensive contact in a variety of settings
☐ Well acquainted in classroom or campus environment
☐ Limited contact in classroom or campus environment
☐ Other ____________________________________________________________________

2. In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in these areas. (Circle the most appropriate response.)

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<th>Very Good</th>
<th>Average</th>
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3. Exchange to another campus would be appropriate for the applicant:  ___ Yes  ___ No

4. Remarks
   Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Name (print) ________________________________________________

Your relationship to the applicant ________________________________________________________

Phone ___________________________ e-mail ________________________________

Signature ___________________________ Date __________________________

Return this form to: