



Application for Exchange

Deadline for Priority Placement: February 1, 2018

Application Deadline: February 1, 2018

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:

Karen Steele

130 Gaines Hall

National Student Exchange Office

✓ **To be completed by the NSE Coordinator.**

_____ CIP Code (Classification of Instructional Programs)

Credential Level:
____ 02 Associate Degree 03 Bachelor's Degree
____ 04 Post Bacc. Certificate 05 Master's Degree

_____ Program Length

✓ = Placement Form Fields

✓ **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 _____

Cell Phone _____/_____

Home Phone _____/_____

Emergency Phone _____/_____

Campus E-mail _____

Preferred/Personal E-mail _____

Campus I.D. Number _____

✓ **Demographic Information**

Date of Birth (MM/DD/YYYY): _____

Gender Identity: Female Male Other

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: _____

Ethnicity (optional)

- Hispanic or Latino, of any race
- American Indian or Alaska Native, not Hispanic or Latino
- Asian, not Hispanic or Latino
- Black, not Hispanic or Latino
- Native Hawaiian or Other Pacific Islander, not Hispanic or Latino
- White, not Hispanic or Latino
- Two or more races, not Hispanic or Latino
- Not reported (race or ethnicity unknown)

✓ Scholastic and Other Information

Current Class Level: Fr So Jr Sr

Class Level While on Exchange: So Jr Sr

Cumulative grade point average at this campus: _____ (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

Are you currently enrolled in the honors program? Yes No

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

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

Marital Status: Single Married

Will you be accompanied on exchange by: spouse Yes No children Yes No

Do you wish to go on exchange with another student(s): No Yes: student's name _____

Name of campus at which the student is enrolled: _____

✓ 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.

Name of Institution

Tuition Payment Plan

I need classes in my major while on exchange.

1. _____	<small>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.</small> ___A only B only _A or B (prefer _)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	___A only B only _A or B (prefer _)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____	___A only B only _A or B (prefer _)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. _____	___A only B only _A or B (prefer _)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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?

No Yes If yes, please explain: _____

Are you currently under any campus disciplinary action for violation of codes of academic or student conduct?

No Yes If yes, please explain: _____

Do you have any outstanding indebtedness to the campus (tuition, fees, room, meals, library or parking fines)?

No Yes If yes, please explain: _____

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.

Advisor/faculty/staff	department/office	phone	e-mail
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Name	relationship to applicant	phone	e-mail
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✓ Emergency Contact

Identify a person who should be informed in case of an emergency at your host NSE campus.

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 (FERPA) 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, I do not have any outstanding indebtedness to the campus, 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

- recommendations/references
- program of study statement
- 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 _____