



# Application for Exchange

Deadline for Priority Placement: **February 1**

Application Deadline: **March 1**

Date Application Submitted: \_\_\_\_\_

Applications are not considered complete until all components are submitted including the \$150 fee to NSE HQ.

Prior to completing this application, please:

- *Policies and Procedures* at [nse.org](http://nse.org), *Students* Pages 11-24 of the *NSE Student Guide: Exchange Policies and Procedures*
- Meet with the Campus Coordinator to discuss your exchange university selection(s)

## Return This Form To:

Julie Good, NSE Campus Coordinator, Cleveland State University  
[j.a.good88@csuohio.edu](mailto:j.a.good88@csuohio.edu)

### √ 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 (if different from current address):

Street \_\_\_\_\_

City, State/Province, and Zip/Postal Code \_\_\_\_\_

Cell Phone \_\_\_\_/\_\_\_\_

Home Phone \_\_\_\_/\_\_\_\_

Email address to receive payment link for \$150 NSE application fee to headquarters \_\_\_\_\_

Campus E-mail \_\_\_\_\_ Preferred/Personal E-mail \_\_\_\_\_

CSU ID 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**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**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 \_\_\_)  
 \_\_\_A only  B only \_\_\_A or B (prefer \_\_\_)  
 \_\_\_A only  B only \_\_\_A or B (prefer \_\_\_)  
 \_\_\_A only  B only \_\_\_A or B (prefer \_\_\_)  
 \_\_\_A only  B only \_\_\_A or B (prefer \_\_\_)

**I need classes in my major while on exchange.**

- Yes  No  
 Yes  No  
 Yes  No  
 Yes  No  
 Yes  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	department/office	phone	e-mail
_____	_____	_____	_____
faculty/staff	department/office	phone	e-mail
_____	_____	_____	_____
name	relationship to applicant	phone	e-mail

## Short Answer Questions

Please respond to these short answer questions. If you don't have enough room, please use a separate Word doc

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?

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?

## ✓ **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**

- This signed application
- 3 recommendations/references
- Responses to short answer questions on academic and personal goals and reasons for exchange application
- Language proficiency report (if applicable- Quebec or Puerto Rico)
- Previous meeting with NSE campus coordinator
- \$150 fee paid directly to headquarters via an emailed link

## **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*

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 \_\_\_\_\_