

National Student Exchange (NSE) Program- NC State University Advising Agreement

This form must be completed, signed, and returned by:

First week in May - For Fall Exchanges
First week in December - For Spring Exchanges

Return the signed form to: NSE Coordinator
102 Sullivan Hall
Campus Box 7316- NCSU
Raleigh, NC 27695

Student's Name _____ Student ID _____
Student E-mail _____ Major _____
Expected Graduation Date (Year/Sem) _____ Class (FR, SO, JR, SR) _____
Time Period of Exchange (Year and Semesters) _____
Host Institution _____ Calendar at Host Institution* ___ semester, ___ quarter

*Courses transferring from a quarter calendar to NC State will generally earn one-third less value than semester credit hours

To the Student:

A. Prior to Exchange:

- 1.) List all the courses you may wish to take at the host campus in Columns A-D on this form
- 2.) Check the following website to determine if these courses have already been approved for transfer credit to NC State: <https://www.acs.ncsu.edu/scripts/ugadmiss/trnsfcrs> (If your course is not on the list, it does not mean that the credits won't transfer, please leave the NCSU equivalent blank and send the course information to the NSE office for evaluation).
- 3.) List the "NCSU Equivalent" Course and Credit Hrs ONLY in Columns E & F. **DO NOT WRITE IN COLUMNS G-J.** (Note: If a course you wish to take does not have an "NCSU Equivalent," simply leave columns E & F blank.)
- 4.) Review the proposed course list and transfer and distribution of course credits carefully with your advisor.
- 5.) **Your advisor will need to complete Columns G-J.**
- 6.) Secure the signatures of your advisor AND your departmental Coordinator for Advising (if different). Sign the form and return it to the campus NSE office (102 Sullivan Hall) by the date indicated above.

NOTE: If your advisor requires a copy of a course syllabus in order to determine distribution of transfer credits, please contact the NSE office. We will try to help obtain copies of required syllabi.

B. During Exchange: For each semester that you participate on an NSE exchange, you must request that an official transcript be sent from the host campus to the NC State NSE office: NSE, CB 7306- NC State, Raleigh, NC 27695-7306.

C. Following Exchange: When it is received, the NSE office will send the transcript to Admissions to process transfer of credits. This will normally take approximately 4-6 weeks. Please check periodically to ensure that the credits earned at the host campus have been applied to your ADA.

Required Signatures

My signature below indicates that I have reviewed the course selections and agree with the proposed transfer credit.

Student (Signature) _____ Date _____

Academic Advisor (Printed name) _____

(Signature) _____ Date _____

Departmental Coordinator of Advising (Printed Name) _____

(Signature) _____ Date _____

