



**NC STATE UNIVERSITY**

# National Student Exchange Application for Exchange

Academic Year 2012-13 (Fall, Spring, or Both Semesters)

**Application Deadline: February 15, 2012**

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

Application Interview Date: \_\_\_\_\_

Nonrefundable: \$225 Application Fee Received: \_\_\_\_\_

(The application is not considered complete until the fee has been paid and **all** questions are answered.)

Prior to completing this application, please read:

- NSE eligibility requirements, policies, and procedures.
- Campus NSE policies and procedures on cover letter.

**Please return this form to:**

NC STATE UNIVERSITY  
**National Student Exchange Office**  
102 Sullivan Hall, Box 7316  
Raleigh, NC 27695-7316  
Telephone Number: (919) 515-2353

Please type or print very clearly.

## CONTACT INFORMATION

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Local Address:

Street/Residence Hall and Room \_\_\_\_\_

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

Permanent Address:

Street \_\_\_\_\_

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

Local Phone \_\_\_\_\_ / \_\_\_\_\_ Cell phone \_\_\_\_\_

Permanent Phone \_\_\_\_\_ / \_\_\_\_\_

E-mail \_\_\_\_\_ Alternate E-mail \_\_\_\_\_

Social Security Number \_\_\_\_\_ n/a \_\_\_\_\_ 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 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 \_\_\_\_\_  Resident alien

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
- other: \_\_\_\_\_
- enter host campus honors program
- exchange as a resident assistant
- language study
- look for future employment

**SCHOLASTIC AND OTHER INFORMATION**

Current Class Level:  Fr  So  Jr  Sr  
 Number of Credits completed to date: \_\_\_\_\_  
 Number of credits enrolled in current term: \_\_\_\_\_  
 Current Cumulative grade point average: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 Minor: \_\_\_\_\_

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:  
 \_\_\_\_\_  
 \_\_\_\_\_

Will you need courses in your major while on exchange?  Yes  No  
 Are you requesting financial aid (Plan A) from the host campus?  Yes  No  
 Are you currently receiving financial aid?  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  Yes  No children  Yes  No

Do you wish to link your exchange with another student(s):  Yes  No  
 If yes, name of the student(s) \_\_\_\_\_  
 Name of campus at which the student is enrolled:  
 \_\_\_\_\_

How did you learn about the NSE program? Please be specific.  
 \_\_\_\_\_

Did you attend a NSE information session? If so, date: \_\_\_\_\_

**EXCHANGE REQUEST**

Period of requested exchange:  Fall Semester 2012  Spring Semester 2013

*[Please note that NC State University does not exchange with campuses on a quarter system.]*

List in priority order the institutions you wish to attend and the tuition payment plan(s) you could use. **You should only list institutions where you would accept placement.**

Name of Institution	Tuition Payment Plan
	Plan A=In-state tuition/fees are paid to your host institution. Plan B=You pay your normal tuition/fees to NC State.
1. _____	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 ____)

**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., note takers, 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 that 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.

**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? Yes No

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. Please contact NSE office at 515-2353 for additional information. 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 (TWO REQUIRED)**

List the individuals who are writing references for you. Submit reference forms to your advisor and one other faculty/staff member.

\_\_\_\_\_  
 advisor department/office phone

\_\_\_\_\_  
 faculty/staff department/office phone

**EMERGENCY CONTACT**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street: \_\_\_\_\_

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

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:

\_\_\_\_\_(initial) 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, fiscal records, medical records, all for the purposes of exchange placement and participation, continuation, or termination.

\_\_\_\_\_(initial) 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.

\_\_\_\_\_(initial) 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.

\_\_\_\_\_(initial) 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 National Student Exchange Central Office and to the NSE host institution at which I am placed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SUPPORTING MATERIALS OR OTHER REQUIREMENTS (include with your application):**

- Provide an unofficial transcript.
- 2 recommendations/references: One reference must be from your Academic Advisor and the other reference should be from another University affiliated person (forms attached with application).
- Program of study statement (form attached with application).
- Language proficiency report (if applicable; form provided by NSE office).
- Non-refundable application fee (checks only, made payable to NC State University- NSE).
- Contact financial aid and/or any other departments or private sources from which you receive funding to determine the effect of NSE participation on your financial awards.
- We strongly encourage you to discuss your participation in NSE with your parents/guardians.

**SIGNATURE**

\_\_\_\_\_(initial) I have read and fully understand:

- information on eligibility, policy, and procedures presented in the *NSE Directory*; and
- campus policies and procedures governing my exchange participation, including maintaining a minimum 2.5 GPA and maintaining full-time student status.

\_\_\_\_\_(initial) I acknowledge that:

- it is my sole responsibility to contact financial aid and any other sources (such as, but not limited to, departmental scholarships) from which I plan to receive educational funding to determine whether or not exchange in NSE will change my award; it is also my responsibility to apply for any type of funding that I wish to receive; and
- a financial award amount that I may receive as a student at North Carolina State University may differ either in the award amount or source of financial aid (ie. loan vs. institutional grant) that I may receive as a NSE participant at a different campus.

\_\_\_\_\_(initial) 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; and
- I must, at all times prior to and during my exchange, meet the eligibility requirements (academic, behavioral, and financial) of the program and those of my home and host campuses, and that failure to do so will result in the cancellation of my exchange.

\_\_\_\_\_(initial) 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. I understand that failure to do so will result in the cancellation of my exchange.

\_\_\_\_\_(initial) I affirm that all information is complete, accurate, and true to the best of my knowledge. I have read all the information provided in the cover letter, application and NSE eligibility requirements, policies, and procedures (pages 10-18 of the *NSE Directory*).

I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_



NC STATE UNIVERSITY

## Reference - Academic Advisor NC State University

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### 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 \_\_\_\_\_

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### TO THE ACADEMIC ADVISOR:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university within the United States and its territories for up to one year. Students participate in NSE to take advantage of the unique geographic, cultural, and academic characteristics of the institution and region.

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.)

Judge	Excellent	Very Good	Below Average	Average	Unable to
Academic Ability	4	3	2	1	X
Maturity	4	3	2	1	X
Cooperation and Adaptability	4	3	2	1	X
Initiative and Motivation	4	3	2	1	X
Social Skills	4	3	2	1	X
Open-mindedness	4	3	2	1	X
Integrity	4	3	2	1	X
Independence	4	3	2	1	X
Resourcefulness	4	3	2	1	X
Self-Confidence	4	3	2	1	X

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 (please print)

Position or Title

Phone

E-mail Address

Signature

Date

**RETURN THIS FORM TO:**  
(e-mail or hard copy)

Sean Cassidy (sean\_cassidy@ncsu.edu)  
NSE Coordinator  
Telephone Number: (919) 515-2353 Fax: (919) 515-7168  
102 Sullivan Hall CB 7316-NCSU  
Raleigh, NC 27695-7316



NC STATE UNIVERSITY

## Reference NC State University

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### APPLICANT: PLEASE COMPLETE THIS SECTION

Applicant's Name \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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### TO THE EVALUATOR:

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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.

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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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Independence	4	3	2	1	X
Resourcefulness	4	3	2	1	X
Self-Confidence	4	3	2	1	X

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.

Faculty/Staff

Other: \_\_\_\_\_

Name (print)

Position or Title

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Phone

E-mail Address

---

Signature

Date

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**Please return this form to:**  
 Sean Cassidy (sean\_cassidy@ncsu.edu)  
 NSE Coordinator  
 102 Sullivan Hall CB 7316-NCSU  
 Raleigh, NC 27695-7316  
 Telephone Number: (919) 513-3984  
 Fax: (919) 515-7168



NC STATE UNIVERSITY

## Program of Study Statement NC State University

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. **This form should be completed before you meet with your advisor.** Submit this statement to your academic advisor or department chairperson for approval and signature prior to returning the form to the NSE coordinator.

Name of Department Chairperson/Academic Advisor	Title
Signature	Date

**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:

What are your academic expectations 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?

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?

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

Describe (if any) your prior travel experience:

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**RETURN THIS FORM TO:**  
(e-mail or hard copy)

Sean Cassidy (sean\_cassidy@ncsu.edu)  
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Telephone Number: (919) 515-2353  
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