



APPLICATION FOR EXCHANGE FOR IUPUI UNDERGRADUATE STUDENTS

RETURN THIS APPLICATION TO: Asha McCauley *University Director, NSE*
Taylor Hall room 2143

DEADLINE

Priority Application Deadline: February 15
(late applications may be considered)

Nonrefundable application fee of \$200 Received On: _____

(application is not complete until the fee has been paid)

Make check payable to IU

PRIOR TO COMPLETING THIS APPLICATION READ:

NSE eligibility requirements, policies, and procedures
(NSE.org)

IUPUI eligibility requirements
(UC.IUPUI.EDU/STUDYAWAY)

INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTING YOUR APPLICATION

Unofficial Transcript

Recommendations/References

Program Essay Statement

Nonrefundable Application Fee

Advising Agreement Form

Language Proficiency Report (if applicable)

GENERAL INFORMATION

NAME First: _____ Middle: _____ Last: _____

CURRENT ADDRESS Street/Residence Hall and Room: _____

City: _____ State: _____ ZIP Code: _____

PERMANENT ADDRESS Street: _____

City: _____ State: _____ ZIP Code: _____

Cell Number: (____) - ____ - _____

IUPUI E-Mail Address: _____ Alternate E-Mail Address: _____

IUPUI Student ID Number: _____

DEMOGRAPHIC INFORMATION

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

Ethnicity (optional, select all that apply):
 Black/African American Asian
 Hispanic/Latinx Caucasian
 Native American Prefer not to answer
 Pacific Islander Other _____

Gender: Male Female

Are you currently living in on-campus housing? Yes No

Are you an Indiana Resident? Yes No

Country of Citizenship: United States Other (please specify): _____

Non-resident alien if non-resident, then visa type: _____ Lawful Permanent Resident

PRIMARY REASON FOR EXCHANGE – check all that apply

Access different courses/faculty Evaluate graduate schools Live in a different area Foreign language study
 Personal growth Participate in host campus honors program Look for future employment Other _____

GENERAL INFORMATION

Current Class Level: Freshman Sophomore Junior Senior

Cumulative Grade Point Average: _____ Major: _____ Minor: _____

Are there any core classes for your major that you must take while on exchange? Yes No
(host campus cannot guarantee enrollment into specific classes)

Are you currently receiving financial aid? Yes No

Where do you plan to reside at the exchange school? Residence Hall Off Campus Sorority/Fraternity House

Are you currently enrolled in the IUPUI Honors College? Yes No

Marital Status: Single Married

Do you wish to go on exchange with another student? Yes No

If yes, name of student(s): _____

If yes, are you willing to attend the host school if the other student is not offered admission and you are? Yes No

Name of campus at which the student is enrolled: (if not an IUPUI student) _____

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 order the institutions you wish to attend. Please only list schools that you are willing to attend if offered admission.

1: _____ 2: _____ 3: _____

4: _____ 5: _____

EDUCATIONAL BACKGROUND

Number of credit hours completed to date: _____ Number of credit hours enrolled in current semester: _____

Expected graduation date: _____

Do you have any incomplete grades or academic concerns? Yes No

If yes, please explain: _____

Activities, positions, honors achieved while in college: _____

GENERAL INFORMATION

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 (e.g. 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 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
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faculty/staff	department/office	phone	e-mail
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name	relation to applicant	phone	e-mail
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EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: (____) - _____ - _____

Cell Phone Number: (____) - _____ - _____ E-mail Address: _____

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: _____

SIGNATURE

I have read and fully understand:

- information in the section "How it Works" at nse.org,
- 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 ESSAY STATEMENT

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. You may type your responses on a separate page and attach it to this form.

Please List the NSE Schools to which you are applying:

1: _____ 2: _____
3: _____ 4: _____
5: _____

1. What are your reasons for applying to National Student Exchange? What do you hope to gain from participation?
2. How did you select the school(s) listed on your application?
3. What are your academic aspirations while on exchange and how will they contribute to your degree program at IUPUI?
4. How will going on exchange contribute to your personal development?
5. What do you hope to achieve on exchange that you cannot do at IUPUI?
6. Do you intend to finish your degree at IUPUI?
7. Do you have any academic, family, work or personal obligations that might interfere with participation in National Student Exchange?
If so, please explain.
8. What do you enjoy most about being a student at IUPUI?
9. Have you examined your financial situation to ensure you can satisfy all financial obligations while on exchange?
10. Please list any additional information that you think the NSE coordinator(s) at your selected host institution(s) should know about you as a decision is made on your application for exchange.

PROGRAM ESSAY STATEMENT

Student Name: _____

Student ID: _____ Major: _____ Time Period of Exchange: _____

Status During Exchange: Freshman Sophomore Junior Senior

Proposed Exchange Period: Fall 20__ Spring 20__ Summer 20__

Work completed at host institution will be recorded as transfer credit on the IUPUI transcript.

*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

Please 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. 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.

Please complete one advising agreement form for every school listed in your NSE application.

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.



IUPUI NATIONAL STUDENT EXCHANGE ADVISING AGREEMENT FORM

NAME OF THE HOST INSTITUTION: _____

COURSES YOU PLAN TO TAKE AT THE HOST INSTITUTION

1: _____ department	_____ course number/ title	_____ credit hours
2: _____ department	_____ course number/ title	_____ credit hours
3: _____ department	_____ course number/ title	_____ credit hours
4: _____ department	_____ course number/ title	_____ credit hours
5: _____ department	_____ course number/ title	_____ credit hours
6: _____ department	_____ course number/ title	_____ credit hours
7: _____ department	_____ course number/ title	_____ credit hours
8: _____ department	_____ course number/ title	_____ credit hours

CORRESPONDING IUPUI EQUIVALENT (advisor use only)

1: _____ department	_____ course number/ title	_____ credit hours
2: _____ department	_____ course number/ title	_____ credit hours
3: _____ department	_____ course number/ title	_____ credit hours
4: _____ department	_____ course number/ title	_____ credit hours
5: _____ department	_____ course number/ title	_____ credit hours
6: _____ department	_____ course number/ title	_____ credit hours
7: _____ department	_____ course number/ title	_____ credit hours
8: _____ department	_____ course number/ title	_____ credit hours

REQUIRED SIGNATURES

_____	_____	_____	_____
advisor	department/ office	phone	e-mail
Signature: _____			Date: _____
Student Signature: _____			Date: _____
Evaluation Date: _____			

A final copy of this signed agreement will be in the campus NSE Office.

Advisors, if you have questions, please contact
Asha McCauley University Director, NSE
 (317) 274 -2517
 azwillia@iupui.edu

BUDGET FORM

This form is for applicants' reference only. It does not need to be submitted with the application. However, you will need to review the campus budget section of the NSE website to locate estimates for the items listed below. Please also be prepared to meet with a financial aid counselor after placement to further review your aid eligibility.

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.

ESTIMATED COSTS:	PER SEMESTER/QUARTER:	PER YEAR
IUPUI Tuition/Fees:	\$ _____	\$ _____
Room and Board (host school):	\$ _____	\$ _____
Books and Supplies:	\$ _____	\$ _____
Insurance (if required by host institution):	\$ _____	\$ _____
Local Transportation:	\$ _____	\$ _____
Personal Expenses:	\$ _____	\$ _____
Travel Expenses (to and from host city, other):	\$ _____	\$ _____

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.). For more information: nse.org/exchange/budgets/

FINANCIAL RESOURCES:	PER SEMESTER/QUARTER:
Personal Savings:	\$ _____
Family Support:	\$ _____
Federal Grants/Loans:	\$ _____
Pell	\$ _____
Work Study	\$ _____
Perkins	\$ _____
SEOG	\$ _____
FFEL	\$ _____
Parent Plus Loans:	\$ _____
State Financial Aid:	\$ _____
Scholarships:	\$ _____
Other:	\$ _____



IUPUI NATIONAL STUDENT EXCHANGE FACULTY / STAFF REFERENCE FORM

APPLICANT PLEASE COMPLETE THIS SECTION

Applicants 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 university within the United States, its territories, and Canada 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.

How well do you know the applicant?

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

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

PLEASE RATE THE APPLICANT IN THESE AREAS – select the most appropriate response

	EXCELLENT	VERY GOOD	AVERAGE	BELOW AVERAGE	UNABLE TO JUDGE
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

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 Parent Other: _____

Name(please print): _____

Phone Number: (____) - ____ - ____ E-mail Address: _____

Signature: _____ Date: _____

Return this Form to:

IUPUI
 Attn: **Asha McCauley** University Director, NSE
 815 W. Michigan St., Room 2143
 Indianapolis, IN 46202
 or submit via email azwillia@iupui.edu



IUPUI NATIONAL STUDENT EXCHANGE ACADEMIC ADVISOR REFERENCE FORM

APPLICANT PLEASE COMPLETE THIS SECTION

Applicants Name: _____

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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
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IUPUI NATIONAL STUDENT EXCHANGE OTHER REFERENCE FORM

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