

# Instructions for UM ISEP Summer and Short Term Application (for ISEP- Exchange and/or ISEP-Direct Applicants)

Please read the *entire* application carefully before beginning to complete it!

## 1. UM Application Forms

**a. UM ISEP Application Form** - Complete the Application Form and be sure that you understand the conditions listed on the back before you sign it. Please note:

- A minimum GPA of 2.75 is required for participation in an ISEP Exchange.
- Participants must have at least sophomore status at the time of the exchange
- Students who have been placed on Disciplinary Probation for violation of the UM Student Conduct Code must wait six month after the probation period has ended before applying for an IP study abroad program. Students placed on Disciplinary Probation between the time of their acceptance into a program and their departure will automatically be withdrawn from the program.
- Students must be enrolled *full-time* at UM during the term(s) of exchange.

**b. Budget Worksheet** - Complete this form according to the directions listed on the form.

**c. Scholarship Application Form** - Complete this form if you would like to be considered for a scholarship from International programs. Award recipients will be announced in April.

## 2. ISEP Forms

*\*Forms indicated with an asterisk (\*) must be downloaded from the following website:*

[http://www.isep.org/Downloads/short\\_term\\_application.pdf](http://www.isep.org/Downloads/short_term_application.pdf)

- a. **\*ISEP Application Checklist - Please do not fill out the Application Fee section!**
- b. **Legible copy of the identification page of your passport**
- c. **\*Participant Profile**
- d. **\*Language Proficiency Report** - If you plan to take classes in a foreign language, you need to complete this form. The first page needs to be completed by you. Your current or most recent language professor should complete the second page; on the second page of the reference form you need to write the ISEP application deadline and IP address (International Programs, International Center, 32 Campus Drive, Missoula, MT 59812) so that your professors can return the forms directly to our office. If you submit this form with the rest of your applications, it has to be submitted in a sealed envelope. If you plan to take classes in English, do NOT complete this form.
- e. **\*Personal Statements** - Essays answering question Number 1 (1 in English and 1 in each proposed language of instruction other than English) in clear, thoughtfully prepared short

essays (about 250-500 words each). Include your name and the name of your home institution on each page. Do not include references to a specific host site or university.

- f. **\*Academic Reference Form** - This form must be completed by a university-level professor or instructor. Be sure to ask your professor to complete the form **and** write a separate letter answering the questions on the form and print it on the institution's letterhead. On the reference form you need to write the ISEP application deadline and IP address (International Programs, International Center, 32 Campus Drive, Missoula, MT 59812) so that your professors can return the forms directly to our office. If you submit the form with the rest of your applications, it has to be submitted in a sealed envelope.
- g. **Official Transcripts** - Submit *official* transcripts from *each* college or university you have attended, including UM. You may need to order these in advance so they arrive at UM in time for your application!

**Submit two copies of all of the above forms (except transcript) and essay!**

**3. \$ 50.00 Program Fee** - The program fee must be submitted with your application in order for you to be considered as a candidate. Make your check payable to "The University of Montana." The fee includes application processing, pre-departure orientation, assistance given to students before departure and while overseas, and re-entry workshop, among other services. The program fee is non-refundable.

**4. Interview** - Once *all* of your application forms and the program fee have been submitted to our office, we will arrange an appointment for an interview with the selection committee.

**5. Placement Fee** - Upon nomination by UM's International Programs, you will need to pay a placement fee of \$345 (if applying for reciprocal exchanges only or for both ISEP-Direct and reciprocal exchanges) or \$60 (if applying for ISEP-Direct only) to ISEP. This fee will be due shortly after you receive news of your nomination. **Please do not fill out the Application Fee section when first submitting your application to IP!**

**Make a copy of your application for your own records and be sure to submit everything!**