



Application for NSE Exchange



Application Deadline: **February 15**

Date Application Submitted: _____

NONREFUNDABLE APPLICATION FEE Received: _____

The application is not complete. *No placement request will be submitted* until the fee has been paid. Should you not be placed; be placed yet decline your placement; accept your placement and later withdraw, or become ineligible, no refund will be given.

Prior to completing this application, read: NSE website, nse.org/students, that outlines eligibility, application, academic and financial matters, exchange policies, procedures, and other considerations, as well as UM's website on NSE.

Return this form to:

UM National Student Exchange
Dr. Cheryl Minnick, NSE Director
Lommasson Center 154, Missoula, MT 59812
Direct: 406-243-4614; or Main Office: 406-243-2022

To be completed by the NSE Director:

Program Semester & Year _____
CIP Code (Classification of Instructional Programs) _____
Credential Level:
___ 02 Associate Degree ___ 03 Bachelor's Degree
___ 04 Post-Bac (Certificate) ___ 05 Master's Degree

Contact Information

First Name: _____ Middle _____ Last _____

Current Address:

Street or Residence Hall and Room _____

City, State/Province, and Zip/Postal Code _____

Permanent Address:

Street _____

City, State/Province, and Zip/Postal Code _____

Primary Phone ____/____/____ Alternative Phone ____/____/____ Emergency Phone ____/____/____

Campus Email _____ Alternative Email _____

Campus ID # _____ Birthdate (mm/dd/yyyy) _____

Demographic Information

Gender Identity: Female Male

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

Are you a resident of the state or 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

Did either of your parents receive a bachelor's degree from a 4-year institution? Yes No

Primary reason(s) for exchange

- access different courses/faculty
- evaluate graduate schools
- live in a different area
- personal growth
- participate in the host's international program
- enter host's honors program
- exchange as a resident assistant
- language study
- look for future employment
- other: _____

Ethnicity (optional)

- Hispanic/Latino
- Native/First Nation
- Asian
- Black
- Hawaiian/Pacific Islander
- White
- Two or more races
- Not reported

Scholastic and Other Information

Major: _____ Minor: _____ Cumulative GPA at UM: _____

credits completed to date: _____ / # credits currently enrolled in: _____ Expected graduation date: _____

Current Class Level: Fr So Jr Sr

Class Level while on Exchange: So Jr Sr

Will you need courses in your major while on exchange?

Yes No

Are you currently enrolled in the honors program at UM?

Yes No

Activities, positions, honors while in college: _____

Do you qualify for a Federal PELL Grant?

Yes No

Are you currently receiving financial aid at UM?

Yes No

If Plan A, will you request financial aid from your host school?

Yes No

Are you receiving VA educational benefits at UM?

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, student's name and campus at which they are enrolled: _____

Where do you plan to reside during your exchange?

Residence Hall Sorority/Fraternity Off-campus

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: _____

Who referred you to NSE: _____

Language Proficiency

If you plan to exchange to a university in **Puerto Rico, you must be certified for Spanish proficiency.*

If you plan to exchange to a **French-speaking university in Canada, you must be certified for French proficiency.*

If English **IS NOT your first language, for all other NSE locations you must demonstrate proficiency in English prior to placement.*

In what language(s) are you fluent? English French Spanish Other: _____

Exchange Requests

Requested exchange: Fall Semester 20____ Spring Semester 20____ Summer 20____
 Fall Quarter 20____ Winter Quarter 20____ Spring Quarter 20____

IN PRIORITY ORDER, list 5 institutions you wish to attend and the tuition payment plan(s) you could use. Please note the cost of room and meals are paid to your HOST campus regardless of which tuition payment plan you select.

Name of Institution	Tuition Payment Plan	I need classes in my major while on NSE
	Plan A Pay in-state/in-province tuition/fees to your HOST campus; Plan B Pay normal tuition/fees to your HOME campus	
1. _____	___ A only ___ B only ___ A or B (prefer ___)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	___ A only ___ B only ___ A or B (prefer ___)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____	___ A only ___ B only ___ A or B (prefer ___)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. _____	___ A only ___ B only ___ A or B (prefer ___)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. _____	___ A only ___ B only ___ A or B (prefer ___)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 (i.e., note takers, taped texts); a medical condition which might require 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/extent of your circumstances and current arrangements being made for you at UM. 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 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. Written documentation is usually due to the host campus 2-3 months prior to enrollment.

Other Considerations

Have you ever been convicted of a felony? Yes No

Are you on probation, parole, or do you 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 academic or student conduct codes?

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: _____

Recommendation / Reference

List the person who is completing a reference for you. Submit the NSE Reference Form to the individual writing your reference, your advisor, a faculty/staff member, or a person who will recommend you for exchange. They will return it to UM's NSE Director.

Advisor, Faculty or Staff	department/office	phone	Email
Other	department/office	phone	Email

Emergency Contact

In case of an emergency at your host NSE campus, please identify a person who should be informed:

Name _____	Relationship to you _____
Street _____	City, State/Province and Postal Code _____
Primary Phone _____/_____	E-mail _____

Release of Information

Collection, retention, and dissemination of your records and information about you are subject to federal regulation under the 1974 Family Education Rights and Privacy Act. You are responsible for specifying the persons/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 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 Director/Coordinator and/or designee to obtain information appropriate to my application and participation in the exchange including, but not limited to, recommendations; transcripts/permanent academic records; conduct, fiscal and medical records, for the purposes of exchange placement and participation, continuation, or termination.
- I give permission to the NSE Director/Coordinator and/or designee to contact appropriate personnel to verify that I am under no disciplinary action for violation of academic and/or student conduct codes, 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 Director/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 use by home and host campuses and the NSE Central Office in the 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

- | | |
|---|--|
| 1. Unofficial CyberBear Transcript | 4. Language Proficiency Report (if applicable) |
| 2. Recommendation / Reference | 5. Budget Worksheet |
| 3. Program of Study Rationale Statement | 6. Intake Interview |

Signature

I have read and fully understand:

- *Policies and Procedures* at nse.org, as well as campus policies and procedures governing my exchange participation

I further understand that:

- Participation in 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 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 2.5 cumulative GPA and earn a 2.5 GPA the term prior to my exchange will result in my exchange cancellation.
- Failure to pay all financial obligations to my home and host campuses will result in the cancellation of my exchange.

Regarding credit transfer, I understand that:

- My exchange is not completed until I submit to UM a transcript of my host campus work.
- Until financial obligations are met, UM and my host campus will not release transcripts; and I will not be permitted to re-enroll at, or graduate from, my home campus.

If accepted for participation in the National Student Exchange, I agree to adhere to all the rules and regulations of both my home (UM) 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 _____