



# ISEP Application Checklist

International Student Exchange Programs  
International-to-US Students

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

I have enclosed the following forms in the order below with ONE SINGLE-SIDED PHOTOCOPY (not stapled) OF EACH to my ISEP Coordinator:

- \_\_\_ Participant Profile
- \_\_\_ Legible copy of the identification page of your passport (required)
- \_\_\_ Host Site Request List
- \_\_\_ TOEFL score (non-native English speakers only) See Membership Directory for site specific requirements
- \_\_\_ Language Proficiency Report, if you do not have a TOEFL score at the time of submitting your application
- \_\_\_ Personal Statement in English
- \_\_\_ Two Academic References (each one must be completed by a university-level professor or academic advisor)
- \_\_\_ Educational History
- \_\_\_ Course Request List (one for each site on your Host Site Request List)

I have submitted the following original documents, which my ISEP coordinator will copy:

- \_\_\_ ISEP Application Checklist
- \_\_\_ Official current academic record(s)/transcript(s) from each college or university attended

## Application Fee

Fees are non-refundable, and should be submitted with the application unless otherwise indicated below. See **ISEP website** for fee information. Mark the relevant fee and method of payment below.

- \_\_\_ \$355 ISEP-Exchange only or ISEP-Exchange with ISEP-Direct alternative (\$360 after January 1, 2011)
- \_\_\_ \$60 ISEP-Direct only

\_\_\_ Dual Placements (two consecutive semesters at two different sites):

- \$455 Two ISEP-Exchanges     \$415 ISEP-Exchange plus ISEP-Direct     \$120 Two ISEP-Direct
- (\$ 460 after Jan. 1, 2011)                      (\$420 after Jan. 1, 2011)

- \_\_\_ My institution will submit the application fee on my behalf to ISEP.
- \_\_\_ I am enclosing a check or money order in US funds payable to ISEP for the application fee listed above.
- \_\_\_ I will pay the application fee by credit card:     VISA     MasterCard     Carte Blanche     Diner's Card

Credit Card Details:

Card Number \_\_\_\_\_ Expiration: \_\_\_\_ / \_\_\_\_ (Month/Year)

Billing Zip Code \_\_\_\_\_ Security Code \_\_\_\_\_

PRINT Name of Cardholder

Cardholder Authorized Signature

Date



# ISEP Coordinator Reference

International Student Exchange Programs

**Name:** \_\_\_\_\_ **Home Institution:** \_\_\_\_\_

## To Be Completed by the Home ISEP Coordinator

The above named student has been (please check one):

- Unconditionally selected by this institution for participation in an ISEP program.
- Selected by this institution for participation in an ISEP program, if the following condition(s) are met:

Please provide a few comments regarding the appropriateness of this candidate for placement.

I have reviewed the complete application (including Course Request Lists) and discussed it with the applicant. I support this nomination. I am satisfied that the applicant has received approval for participation in an ISEP program from all required faculty members and administrative officials, and that all relevant information required for ISEP placement has been fully supplied.

\_\_\_\_\_  
ISEP Coordinator's signature

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Email (type or print)

\_\_\_\_\_  
Date (type or print)



# Participant Profile

International Student Exchange Programs  
International-to-US Students

Please read "How to Apply" on the ISEP Web site before completing this form. Type or print clearly in ink and in BLOCK LETTERS. Be sure to submit the original application and a complete single-sided copy of your entire application to ISEP.

1. Name (as it appears on your passport): \_\_\_\_\_  
last (family or surname) first (given) middle or maiden

Sex:  Male  Female

2. Home institution: \_\_\_\_\_

3. Please write your address as it would appear on an envelope, using one line for each line of your address.

Present address: \_\_\_\_\_ Permanent address: (mail will be sent here after date give at  
Valid until \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year) left. Attach summer contact address, if different.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (with area code): \_\_\_\_\_ Telephone (with area code): \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

4. If you participate in ISEP, do you permit ISEP to give your email address to students participating in your program?  Yes  No

5. a. Specify the country or countries in which you have citizenship: \_\_\_\_\_

b. If you have dual citizenship, indicate which passport you will be using to travel to your host country: \_\_\_\_\_

c. Specify the country or countries of which you are legal permanent resident: \_\_\_\_\_

6. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (ex: Sept. 19, 1980) 7. Place of birth: \_\_\_\_\_  
month / day / year city state and country

8. Person(s) to contact in case of emergency:

Name(s): \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (with area code): \_\_\_\_\_ Email: \_\_\_\_\_

9. Will dependents (spouse, children) accompany you during the program?  Yes  No

If yes, please indicate on a separate sheet the name(s), relationship, birth date (month/day/year), the city and country of birth, and include a copy of passport.

10. Do you have any special needs or require special services during your program (i.e., dietary considerations, learning aids, or facilities with handicapped access)?  Yes  No If yes, please describe on a separate sheet.

11. Highest degree completed or in progress at home institution: \_\_\_\_\_

Major field: \_\_\_\_\_ Minor field: \_\_\_\_\_ Completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/year)

12. For visa purposes, please list **ONE** main field of study to be completed during your exchange. Note: Any Academic Training during or after your exchange may only be authorized in this field of study: \_\_\_\_\_

13. Please check box if you are receiving a Fulbright Scholarship which includes your J-1 Visa.

14. TOEFL scores are required for non-native speakers of English applying to the United States (except for Puerto Rico where the language of instruction is Spanish) and some English speaking International-to-International sites. **Note: ISEP must receive an official copy of your score directly from ETS. ISEP's reporting number is 9250.** TOEFL scores are only valid two years from the date taken.

**TOEFL score:** \_\_\_\_\_ Indicate date when the exam was/will be taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

Official TOEFL (taken through ETS)

Institutional TOEFL (taken through your home institution)



Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

19. I authorize the ISEP Coordinator at my home institution to send my official academic records/transcripts to ISEP, and I authorize ISEP to send them to ISEP Coordinators at prospective host institutions. I understand that official academic records/transcripts of work I undertake at my host institution will be sent to ISEP, and, in turn, to my home institution.

I am responsible for ensuring the payment of my non-refundable application fee to ISEP. I agree to notify my home institution coordinator immediately if I no longer want to be considered for ISEP placement. I recognize that withdrawal does not entitle me to a refund of the application fee.

**If I accept placement, I agree that:**

- I will take part in all aspects of the program, including orientation and evaluation.
- I will submit a completed ISEP participant evaluation at the end of my program.
- I will pay to my home institution the designated program fee covering the full period of my placement.
- If accepting an ISEP-Direct placement, I will pay the \$500 non-refundable program deposit at time of acceptance. This deposit will be applied towards the full program fee.
- I will have the status of non-degree student unless I have been admitted to a degree program by my host institution.
- My placement will be limited to the period specified. An extension request is subject to review and approval by my home and host institutions and ISEP.
- My placement may be terminated by ISEP or by my host institution if I fail to remain enrolled full time at my host institution, fail to maintain minimum academic standards as defined by my home or host institution, or am found by ISEP or the host institution to be in violation of laws or regulations of my host country or institution.
- If I withdraw from the program anytime after accepting the placement, or if my placement is terminated after I arrive at my host institution:
  - a) I may still be obligated to pay the full program fee at the discretion of my home institution in collaboration and agreement with ISEP and my host institution.
  - b) I will forfeit my right to receive benefits as an ISEP participant and must reimburse my host institution for any money advanced to me to cover benefits after the date of my withdrawal or termination.
  - c) I will still be obligated to pay the application fee.

ISEP seeks to ensure that benefits and services outlined in the ISEP Terms of Participation for Institutional Members are provided by institutions cooperating with ISEP and shall seek to correct any inadequacies brought to its attention. I understand that ISEP's responsibility to participants does not extend beyond such endeavors and that ISEP is not liable to any participant for benefits not provided by the participant's home or host institution.

I acknowledge that all statements in this application are complete and accurate to the best of my ability. I have read and understand the terms and conditions of undertaking an ISEP program. I am aware that it is my responsibility to obtain all visas and to arrange air travel.

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Applicant's signature

Date

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Applicant's name (type or print)

Home institution

*The International Student Exchange Programs, Inc. (ISEP) is an independent nonprofit membership organization of institutions of higher learning in the United States and abroad. It is the policy of ISEP and of all its member institutions in the United States not to discriminate on the basis of sex, color, race, ethnic or national origin, sexual orientation, religious affiliation or physical handicap in offering or confirming placement of ISEP participants.*



# Host Site Request List

International Student Exchange Programs  
International-to-US Students

PLEASE BE SURE TO READ ALL OF THE FOLLOWING SPECIAL INSTRUCTIONS ON THIS FORM BEFORE FILLING IT OUT.

- List below, **in order of your preference**, ISEP member institutions at which you wish to study. It is recommended that you **identify as many institutions as possible at which you would be willing to accept placement**.
- A Course Request List must be completed for each institution that you list.**
- If you are a Dual Placement Applicant (students requesting placement at two different sites for two consecutive placement periods) list your requested choices for the first placement period on lines 1-5 and for the second placement period on lines 6-10.  
**Check this box if you are a Dual Placement Applicant**
- If you plan to apply for an ISEP-Direct (fee paid/non-exchange) program**, please note there are some ISEP-Direct sites that offer multiple fee and/or academic program options. You must indicate which fee option you prefer next to the university name. Please visit the following link for a full listing of ISEP Direct fee options: [http://www.isep.org/students/Programs/isep\\_direct\\_Main.asp](http://www.isep.org/students/Programs/isep_direct_Main.asp)  
Examples:
  - University of Plymouth- Exchange
  - Macquarie University - ISEP-Direct - tuition and (single) room
  - University of Ulster- ISEP-Direct - Magee campus - tuition only
- Consortium: If you plan to apply to an ISEP institution that has multiple campuses**, please list the campus you would prefer. However, the final placement decision is determined by the host institution. **Please note:** Not all academic fields offered by a multi-campus institution will be available on every campus; make sure that the fields of study you are requesting are available on the campus you list. ISEP Consortia members in the United States include: Georgia, Missouri & North Carolina.  
Example:
  - North Carolina Consortium—UNC Asheville
- Restricted Sites in the US:** If you apply for a Restricted site, it must be listed as your first choice; you are only permitted to apply for **ONE Restricted site**. Students who do not want a restricted site as their first choice should not list a restricted site anywhere on their Host Site Request List.

Host Site Request List — Please type or print clearly in BLOCK LETTERS.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

You can authorize ISEP to place you at any academically appropriate site if none of the sites requested are available. If you wish to be considered for other sites, ISEP will try to find an appropriate site for you and notify your ISEP Coordinator. If you do not wish ISEP to select an alternative site for you, you will not be placed unless a space opens up later at one of your requested sites.

**If the sites listed above are unavailable (please check one):**

- I authorize ISEP to place me at any academically appropriate site.
- I do not wish to be considered for other sites.

Applicant's signature

Date

Applicant's name (type or print)

Home institution





# Language Proficiency Report

International Student Exchange Programs

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

## To be Completed by a Professional Language Instructor

**ISEP participants matriculate directly into host institutions and should be able to follow university lectures in the foreign language, participate in seminar discussions, take notes and understand written materials in their field. The willingness of host institutions to accept future ISEP participants will be determined by the performance of the participants selected. Your opinion of the applicant will be of great assistance in the selection process. It is important that your comments be detailed and frank. Thank you for your assistance.**

**Although references written in English are most convenient for ISEP, the reference may be completed in any major language. Please type or print clearly. Return this form by the specified date to the addressee designated on the following page.**

1. Language for which this report is being submitted: \_\_\_\_\_

2. How was the evaluation determined?

- Based on knowledge of applicant's coursework in language at this institution.
- Written examination. Name of test and date administered: \_\_\_\_\_
- Oral examination. Date administered: \_\_\_\_\_

3. Please indicate your opinion of the applicant's present language ability in each of the following categories (continued on reverse). If you are familiar with the ACTFL proficiency guidelines, please include the estimated ranking. If not, leave blank.

### a. Aural Comprehension

- None
- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

ACTFL ranking \_\_\_\_\_

### b. Writing Ability

- None
- Writes simple sentences on conventional topics, with frequent errors in spelling and structure
- Writes simple sentences on conventional topics, with some errors in spelling and structure
- Writes on academic topics with few errors in structure and spelling
- Writes with idiomatic ease of expression and feeling for the style of the language

ACTFL ranking \_\_\_\_\_

### c. Speaking Ability

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but not with consistent accuracy; adequate to participate in conversational topics
- Has control over structural patterns; can handle a wide range of conversational situations

ACTFL ranking \_\_\_\_\_

### d. Reading Ability

- None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subjects
- Understands materials that contain idioms and specialized terminology
- Understands sophisticated materials, including those in proposed field of study

ACTFL ranking \_\_\_\_\_

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

Language for which this report is being submitted: \_\_\_\_\_

4. Among other students you have taught at this level, how would you rank this student's ability in the target language?
- Top 10%
  - Top 25%
  - Top 50%
  - Lower 50%
5. What is your opinion of the applicant's ability to pursue **university-level coursework** in this language alongside native speakers?
- Will require considerable training before necessary competence can be attained
  - Will require additional training before beginning the program
  - Should be able to manage adequately after a short period of adjustment abroad
  - Should have no difficulty
6. Please add any additional comments relating to the applicant's linguistic ability.

7. Please mark as appropriate:

- I do not approve the applicant for study abroad in this language.
- I unconditionally approve the applicant for study abroad in this language.
- I conditionally approve the applicant for study abroad in this language.

In the case of conditional approval, what are the conditions the applicant must satisfy to receive clearance for study abroad?

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please type or print clearly)

\_\_\_\_\_  
Position or title

\_\_\_\_\_  
Office address, telephone, and email

**Please return by \_\_\_\_\_ to the ISEP Coordinator**

**Name:**

**Office address:**

**Telephone:**

**Email:**



# ISEP Personal Statement

International Student Exchange Programs  
International-to-US Students

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**Name:** \_\_\_\_\_ **Home Institution:** \_\_\_\_\_

On a separate sheet of paper, please answer the following question in a clear, thoughtfully prepared short essay (about 300-500 words). Include your name and the name of your home institution on each page.

**You may include references to a particular region, but please do not include references to a specific host site or university as your application may be sent to any of the choices you listed on your Host Site Request List. Please include specific host site information under Number 5 on the appropriate Course Request List, on Page 13 of this application.**

**If you are applying to study in a language(s) other than English, submit this essay in both English and the other language(s). Please do NOT use an online translation program (such as Google Translate).**

**QUESTION:** ISEP is unique because it offers the opportunity for full immersion in the host culture. However, it is your responsibility to make the most of this experience. Introduce yourself and explain your goals for studying abroad and for integrating into the host culture? What specific situations from your past (i.e., coursework, job experience, travel, intercultural experience) have helped you prepare to accomplish these goals?



To be Completed by the Applicant

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

Reference requested from: \_\_\_\_\_  
(referee must be a university-level professor or academic advisor)

**Under the US federal law (Section 438 of Public Law 90-247, as amended) students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.**

Applicant's signature

Date

To be Completed by the Individual Providing the Reference

The applicant named above is applying for study abroad through the International Student Exchange Program (ISEP). Since participants usually directly matriculate into their host institutions and in all cases serve as representatives of their nation and institution, ISEP is concerned with the applicant's academic and personal suitability for study abroad. The willingness of host institutions to accept future participants will be affected by this applicant's performance. Although references written in English are most convenient for ISEP, the reference may be completed in any major language.

**A. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.**

	Below average	Average	Above average	Outstanding	Inadequate opportunity to observe
Knowledge in area of specialization					
Motivation and seriousness of purpose					
Ability to plan and carry out research/ independent study					
Ability to express thoughts in speech and writing					
Emotional stability and maturity					
Self-reliance and independence					

**B. Please submit a reference letter to answer the following questions on a separate sheet with your institution's letterhead. Include your name, title, office address, email address, and signature. Return this form with the letter by the specified date to the ISEP Coordinator listed below.**

1. How long and in what capacity have you known the applicant?
2. Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in the ISEP program will be of benefit, both academically and personally; (d) weaknesses; (e) linguistic preparation, if applicable; and (f) any other factors that you believe may affect a successful experience on an ISEP program.

Please return by \_\_\_\_\_ to the ISEP Coordinator:

<b>Name:</b>
<b>Office address:</b>
<b>Telephone:</b>
<b>Email:</b>



To be Completed by the Applicant

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

Reference requested from: \_\_\_\_\_  
(referee must be a university-level professor or academic advisor)

**Under the US federal law (Section 438 of Public Law 90-247, as amended) students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.**

Applicant's signature

Date

To be Completed by the Individual Providing the Reference

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**A. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.**

	Below average	Average	Above average	Outstanding	Inadequate opportunity to observe
Knowledge in area of specialization					
Motivation and seriousness of purpose					
Ability to plan and carry out research/ independent study					
Ability to express thoughts in speech and writing					
Emotional stability and maturity					
Self-reliance and independence					

**B. Please submit a reference letter to answer the following questions on a separate sheet with your institution's letterhead. Include your name, title, office address, email address, and signature. Return this form with the letter by the specified date to the ISEP Coordinator listed below.**

- How long and in what capacity have you known the applicant?
- Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in the ISEP program will be of benefit, both academically and personally; (d) weaknesses; (e) linguistic preparation, if applicable; and (f) any other factors that you believe may affect a successful experience on an ISEP program.

Please return by \_\_\_\_\_ to the ISEP Coordinator:

<b>Name:</b>
<b>Office address:</b>
<b>Telephone:</b>
<b>Email:</b>



# Educational History

International Student Exchange Programs  
International-to-US Students

Please provide the following information in order to help ISEP and your prospective host institution interpret your university-level transcript(s)/academic record(s) and to understand how the course of study you have followed to date compares with the host academic system.

1. Name: \_\_\_\_\_  
last (family or surname) first (given) middle or maiden

2. Home institution: \_\_\_\_\_

3. Secondary school: \_\_\_\_\_

Type of certificate: \_\_\_\_\_ Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
month / year

4. Institutions of higher education attended:

Institution Name	Dates Attended ____/____ to ____/____ month/year month/year	Field/Program of Study	Diploma/Certificate/ Degree Obtained

