



ISEP Online Application Manual for Applicants

Progress Meter

Sample shows a completed application (all pieces checked as Complete, and application is Paid).

Applicant should refer to ISEP's How to Apply (http://www.isep.org/students/Apply/how_to_apply.asp) before beginning the application.

The screenshot displays the ISEP Application Tool interface. At the top left is the ISEP logo and 'Application Tool'. On the right, it says 'Welcome, [redacted]' with a dropdown arrow and 'ISEP' below it. A blue bar contains the text 'Progress Meter'. Below this is a blue button labeled 'Create Application PDF' and the text 'Student Application: [redacted]'. The main section is titled 'Progress Meter (Paid)' and contains a list of application steps, each in a grey box with a dropdown arrow on the left and 'Complete' with a blue checkmark on the right:

- Participant Profile
- Host Request List
- Course Request List
- Documentation
- Coordinator References
- Placement Fee

The footer is a dark grey bar with three columns of links:

- General Information**
 - [How to Apply](#)
 - [Application Timeline](#)
 - [Financial Aid & Scholarships](#)
- Placement & ISEP Direct**
 - [Placement Process](#)
 - [Placement Chances](#)
 - [ISEP Direct Program](#)
- Directories**
 - [U.S. Institution Directory](#)
 - [International Institution Directory](#)
 - [ISEP Direct Directory](#)

IMPORTANT: As you complete each page of the application, the applicant must press **“Save and Continue”** in the bottom left-hand corner of the screen.

Participant Profile

The Participant Profile is divided into 5 sections, as shown below. Applicant must fill in required fields before saving and continuing.

Participant Profile	Complete ✓
Biographical Information	Complete ✓
Dependents	Complete ✓
Emergency Contact	Complete ✓
Academic Information	Complete ✓
Terms & Conditions	Complete ✓

Host Request List

Applicant is asked at this point to list their host site requests in the order of preference, and should be prepared to write a brief explanation of how each site fits into his/her study abroad goals. It is very important to carefully research the host sites' membership directory page to be sure you meet any special conditions or prerequisites.

Instructions ?

Exchange Sites: Select, in order of preference, ISEP member institutions at which you wish to study. To increase your chances of placement, ISEP recommends you identify ten institutions at which you would be willing to accept placement.

Direct Sites: Students wishing to study abroad through ISEP Direct need only list their first-choice program.

Sites in the US: If you apply for a [Restricted site](#) in the US, it must be listed as your first choice; you are only permitted to apply for ONE Restricted site.

Host Site Requests

Placement * Semester 2: Program generally starts Ja ▼

Sites * Exchange ISEP Direct

Country * Select a Country ▼

Institution * Select an Institution ▼

Program Type * Select a Program ▼

Briefly explain below why this particular site is appropriate for your study abroad goals (academic, personal, geographical, etc.)

Add Host Site Request

Course Request List

Each site selected in the “Host Request List” section will automatically generate a blank course request list for the applicant to fill in. Student is asked to provide the course number, course name, and other information for a sufficient number of courses to meet full-time enrollment requirements. An example of “other information” can be that a certain course is required or, alternately, that the student is flexible.

Instructions ?

A Course Request List must be completed for each Institution listed on the Host Site Request List

Below, please indicate what courses you have found to be available at the above-named host institution and would like to take while abroad. Note that flexibility is required and the courses you request may not be the courses you actually take while abroad. Please list more courses than you intend to take as some courses may not be available during your requested placement period.

Note: If requesting graduate level coursework or a graduate degree program in the US, please check the [ISEP Membership Directory](#) to verify that these are indeed available to ISEP participants. See the description for the difference [between graduate and undergraduate level courses](#).

ISEP students must be enrolled full time at host university. Students applying to study in the US may not take online courses to meet full-time enrollment requirement.

The actual course request list will appear as follows:

Course Number	Course Name	Other Information		
				
Course Number <input type="text"/>	Course Name* <input type="text"/>	Other Information <input type="text"/>		
<input type="checkbox"/> If the course requirements above cannot be met, I DO NOT wish a placement at this institution				

Only the Course Name is required, but the more information you can provide, the better. After filling out a row for one course, press  to save the entry and continue to the next course. To edit the course after entry, push . To delete an entry, push .

Documentation

The documentation requirements are divided into six sections, shown below.

Note: The applicant will need to upload documents. In order to do so, the applicant must click “Add File” on the respective page, then select the document from his/her files, and finally click “Upload.”

Documentation	Complete ✓
Language Proficiency	Complete ✓
Personal Statement	Complete ✓
Academic References	Complete ✓
Passport	Complete ✓
Transcript	Complete ✓
Additional Information (not required)	Not done

Language Proficiency: A Language Proficiency Report (LPR) is required for all students wishing to study at a host program where the primary language of instruction is different than their native language. In this section, the student will have the option of uploading the scores for a standardized language test (TOEFL, IELTS, etc.), of uploading a faculty assessment, or of uploading both.

Personal Statement: The student is required to submit a Personal Statement according the instructions below. There is also the option to upload an additional “Other Language Essay.”

Instructions

Please write a thoughtfully prepared short essay (about 300-500 words) on the following questions and upload the essay(s) below. 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 on the Course Request List.

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 academic 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?

Academic Reference: ISEP requires applicants to submit *one* academic reference. In order to have your faculty member complete an Academic Reference for you, the student can enter the referee’s information in the application, and ISEP will send them an email with the PDF form of the required information. They will be requested to complete it and send it back to your ISEP coordinator on campus, who can then upload them on student’s behalf.

Passport: Applicant must upload a legible copy of the identification page of his/her passport (as well as the passports of any dependents, if applicable).

Transcript: In order for ISEP and a potential host to review the application, the applicant must upload a copy of his/her *official* transcript.

Additional Information: In this section, the student can upload any other documents that they would like to include in the application. Examples: transcripts from past universities for transfer students, brief explanation of grades, etc. Additional documents are not required.

Coordinator Reference

After the student completes the Participant Profile, Host Request List, Course Request List and Documentation, the student must Submit the application to their ISEP home coordinator for approval and their reference.

Placement Fee

After the coordinator has completed the reference, there are two possible outcomes: 1) they submit the completed to application to ISEP Central if your home institution pays for the placement fee, or 2) the application will be returned to the applicant if the applicant pays for the placement fee. Payment is submitted via PayPal. NOTE: Your application is not sent for review by ISEP until the payment is completed and you submit the application.