



National Student Exchange
Division of Student Affairs and Department of Academic Support

Dear Applicant:

Thank you for your interest in the **National Student Exchange Program (NSE)** for the **2018-2019** school year. Attached is an official application for the NSE program. Before formally submitting your application you will need to make an appointment with a member of the staff to discuss the complexities involved in going on exchange. During this meeting you will be advised about your choice of schools and the probability of being placed at the schools you selected. Because the placement at a particular school is not always possible, you should identify **FIVE** schools to maximize your chances of being placed at an institution.

As you fill out your application, please note the qualifications for participation in NSE:

- *Must be a sophomore, junior, or senior at the time of exchange
- *Must have a cumulative GPA of 2.75 or higher
- *Must have completed two full semesters at USC-Columbia campus
- *Must not be within 30 hours of graduation during the period of exchange (without written permission from the Dean of your college)
- *Must be fully admitted into a degree program at USC-Columbia
- *Must be in good academic, conduct & financial standing
- *Must have entire application completed with all parts turned in (listed on following page)

Read this application carefully and complete each item. Your application for **summer 2018, fall 2018, or spring 2019** must be completed, no later than **5:00 pm on February 1, 2018** for priority application. You must also submit a **\$250 NON-REFUNDABLE** application fee, which can must be paid online with credit card or electronic check. Once applications are submitted candidates will receive instructions on how to sign up for a required interview.

For those who miss the February 1 deadline – late applications and placement interviews will be possible at the discretion of the NSE staff. If submitting an application after the deadline, please note choices in schools for placement will be extremely limited.

We look forward to working with you to facilitate your participation in the NSE Program.

Sincerely,
Your USC NSE Staff

Enclosure

APPLICATION CHECK LIST

MATERIALS TO TURN IN TO APPLY FOR NSE:

- All parts of application completely filled out
- Essay of personal goals and reasons for exchange participation
- 2 recommendations/references forms (attached in packet)
 - Recommendations should be work or school related
 - They do NOT have to only be a USC faculty/staff member
 - Letters will also be accepted if the recommender cannot access the form
- College approval form (attached in packet)
- Language proficiency report (Quebec and Puerto Rico exchanged only)
- Unofficial transcript (print out through Self Service Carolina)
- Résumé (for assistance, please visit the USC Career Center)
- \$250 **NONREFUNDABLE** application fee (online payment- credit card or electronic check only). The link for payment will be shared after we review your application.

OTHER REQUIRED STEPS TO APPLY FOR NSE:

- Consultation with a member of the NSE staff to go over NSE process before submitting application
- Schedule and participate in a official interview with a member of the NSE staff. Dates and times will be released after the application is reviewed.

(APPLICANT NAME: _____)

SUMMER 2018/ FALL 2018/ SPRING 2019

APPLICATION FOR EXCHANGE

For Office Personnel Use ONLY:

Date Application Submitted: _____

Nonrefundable \$250 Application Fee: _____

The application is not considered complete until the fee has been paid.

Prior to completing this application, read: NSE eligibility requirements, policies, and procedures, Campus NSE policies and procedures. *It is the students' responsibility to be aware of all published requirements, policies and procedures.* NSE Directory – available in the Student Success Center (Thomas Cooper Library) or www.nse.org

Before formally submitting your application, you will need to make an appointment with a member of the NSE staff to discuss the complexities and the process involving the exchange and placement process. **Appointments can be scheduled via the NSE email account. Interviews must be completed by February 17, 2018.** To schedule an appointment, email nse@sc.edu.

RETURN THIS FORM TO:

National Student Exchange
c/o Student Success Center
1322 Greene Street, Thomas Cooper Library
Columbia, SC 29208
803-777-1000

CONTACT INFORMATION:

Please type or print very clearly.

Name: First _____ Middle _____ Last _____

Current Address:

Street/USC P.O. Box Number _____

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

Permanent Address:

Street _____

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

Cell Phone _____/_____/_____ Permanent Phone _____/_____/_____

E-mail _____ Alternate E-mail _____

VIP I.D. Number (required) _____ USC ID (required) _____

DEMOGRAPHIC INFORMATION:

Date of Birth (MM/DD/YYYY): ____/____/____ Gender: Female Male

Are you currently living in on-campus housing? Yes No State of Legal Residence: _____

Where do you plan to reside at the exchange school?

Residence hall Sorority/Fraternity On Campus Apartment Off-campus

Country of Citizenship: United States Canada Other _____

Non-resident alien — If non-resident alien, visa type _____ Resident alien

Are you a veteran? Yes No

Ethnicity (optional):

- Hispanic of Latino, or any race American Indian or Alaska Native, not Hispanic or Latino
- Asian, not Hispanic or Latino Not reported (race and ethnicity unknown)
- White, not Hispanic or Latino Two or More Races, not Hispanic or Latino
- Black, not Hispanic or Latino Native Hawaiian or Other Pacific Islander, not Hispanic or Latino

Primary reason(s) for exchange - check all applicable:

- Access different courses/faculty
- Evaluate graduate schools
- Live in a different area
- Personal growth
- Participate in host campus international program
- Enter host campus honors program
- Exchange as a resident assistant
- Language study
- Look for future employment
- Other: _____

SCHOLASTIC AND FINANCIAL INFORMATION:

Current Class Level: Freshman Sophomore Junior Senior Cumulative grade point average: _____

Major: _____ Minor: _____

Will you need courses in your major while on exchange? Yes No

Will you need courses in your minor while on exchange? Yes No

Are you currently receiving financial aid or scholarships? Yes No

If you are currently receiving financial aid (loans, scholarships, etc.) please list them:

Number of hours completed to date: _____

Number of hours enrolled in current term: _____

Number of hours completed at USC- Columbia: _____

Number of semesters completed at USC- Columbia: _____

Expected graduation date: _____

Activities, positions, organizations participated in while in college:

(Please be sure to include these items on your résumé as well)

Are you currently enrolled as a member any of the following communities?

- Capstone Scholars? Yes No Green Quad? Yes No
- Maxcy Global Community? Yes No Preston? Yes No
- South Carolina Honors College? Yes No Opportunity Scholars? Yes No

SPECIAL NEEDS OR CIRCUMSTANCES:

NSE does not discriminate on the basis of special needs. 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., note takers, 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. 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.

EXCHANGE REQUESTS:

Do you wish to go on exchange with another student(s): Yes No If yes, name of the student(s) _____

LIST IN PRIORITY ORDER THE INSTITUTIONS YOU WISH TO ATTEND.

1. _____

Period of requested exchange:

- Fall Semester 20_____
- Spring Semester 20_____
- Fall Quarter 20_____
- Winter Quarter 20_____
- Summer 20_____
- Spring Quarter 20_____

HOUSING PREFERENCE:

- Prefer Need No Housing

NEEDS MAJOR CLASSES?

- Yes No

NEEDS MINOR CLASSES?

- Yes No

2. _____

Period of requested exchange:

- Fall Semester 20_____
- Spring Semester 20_____
- Fall Quarter 20_____
- Winter Quarter 20_____
- Summer 20_____
- Spring Quarter 20_____

HOUSING PREFERENCE:

- Prefer Need No Housing

NEEDS MAJOR CLASSES?

- Yes No

NEEDS MINOR CLASSES?

- Yes No

3. _____

Period of requested exchange:

- Fall Semester 20_____
- Spring Semester 20_____
- Fall Quarter 20_____
- Winter Quarter 20_____
- Summer 20_____
- Spring Quarter 20_____

HOUSING PREFERENCE:

- Prefer Need No Housing

NEEDS MAJOR CLASSES?

- Yes No

NEEDS MINOR CLASSES?

- Yes No

4. _____

Period of requested exchange:

- Fall Semester 20_____
- Spring Semester 20_____
- Fall Quarter 20_____
- Winter Quarter 20_____
- Summer 20_____
- Spring Quarter 20_____

HOUSING PREFERENCE:

- Prefer Need No Housing

NEEDS MAJOR CLASSES?

- Yes No

NEEDS MINOR CLASSES?

- Yes No

5. _____

Period of requested exchange:

- Fall Semester 20_____
- Spring Semester 20_____
- Fall Quarter 20_____
- Winter Quarter 20_____
- Summer 20_____
- Spring Quarter 20_____

HOUSING PREFERENCE:

- Prefer Need No Housing

NEEDS MAJOR CLASSES?

- Yes No

NEEDS MINOR CLASSES?

- Yes No

- If you would like to have more than 5 school on your list, please make a copy of this page and include it twice.
- If You Would like to go to different campuses in fall and spring, please make a copy of this page and do one page per semester

(APPLICANT NAME: _____)

RECOMMENDATIONS/REFERENCES:

Indicate your advisor and two other faculty members, staff members, or employers who can recommend you. Note: references may not be family members or friends. The recommendation forms are located in the back of this packet.

Advisor	Department/Office	Phone	Email
Faculty/ Staff	Department/Office	Phone	Email
Faculty/ Staff	Department/Office	Phone	Email

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 the Université de Sherbrooke, Université du Québec à Montréal, Université de Montréal in Quebec, 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. Language proficiency must be determined prior to placement.

EMERGENCY CONTACT:

Name _____ Relationship _____

Street _____

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

Home Phone _____/_____ Cell Phone _____/_____

Work Phone _____/_____

E-mail _____

REMINDER: MATERIALS TO TURN IN WITH YOUR APPLICATION:

(Use this as a checklist)

- Interview scheduled with a member of the NSE staff
- Essay of personal goals and reasons for exchange participation
- 2 recommendations/references forms (attached in packet)
- College approval form (attached in packet)
- Language proficiency report (if applicable)
- Unofficial transcript (print out through Self Service Carolina)
- Résumé (for assistance, please visit the USC Career Center)
- \$250 **NONREFUNDABLE** application fee(online payment)

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(APPLICANT NAME: _____)

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 release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to the National Student Exchange Central Office and to the NSE host institution at which I am placed.
- I authorize the University of South Carolina to use any video and photographs of me that are taken during this program and social media posts, blog entries, and any commentary I make about the experience. I understand the University may use these items in future promotion and advertisement campaigns without any expectation of payment to me.

Signature _____

Date _____

SIGNATURE

I have read and fully understand:

- information on eligibility, policy, and procedures presented in the NSE Directory
- 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
- I must, at all times prior to and during my exchange, meet the eligibility requirements (academic, behavioral, and financial) of the program and those of my home and host campuses, and that failure to do so will result in the cancellation of my exchange.

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 _____

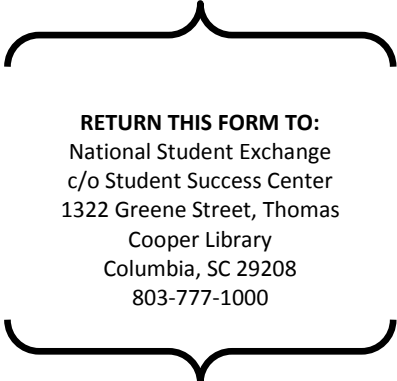
Date _____

ESSAY

Please submit a typed essay (no more than two pages, double spaced) explaining why you would like to participate in the exchange program and indicate the reasons for selecting each school. You should write a paragraph for each institution you selected, conveying the academic reasons why you would like to be an exchange student at that particular school. Pay special attention to your writing style (Sentence and paragraph structure, grammar, punctuation, spelling, etc.)

Outlined below are several questions that will serve as a guide for writing your essay:

- How will going on exchange contribute to your personal and social development?
- What are your academic expectations while on exchange?
- Do you expect to take courses in your major or are you more interested in non-major courses? What courses are you considering taking?
- How will going on exchange enhance your USC experience?
- Why have you selected the campuses you have listed as possible exchange sites?
- How will going on exchange assist you with future academic and/or career plans?



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College Approval Form

The National Student Exchange (NSE) provides students with the opportunity to attend another member 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.

After reviewing the above named student's academic progress, I certify that this student has completed at least one full semester at the USC- Columbia; has maintained a minimum of 2.75 grade point average; will be classified as a sophomore, junior, senior for the academic year 2018-2019; and will not (during the period of exchange) fall within 30 hours towards graduation unless 15 hours are waived. I approve this student to participate in the National Student Exchange Program.

I understand that, if placed, this student must complete the University of South Carolina **SPECIAL ENROLLMENT REQUEST FORM (SERF)/AS30** for instant transient credit before the exchange period. This form will list the specific courses that will be approved for credit at USC upon completion of the exchange and must be approved by the academic advisor and college dean before the exchange period begins. *The SERF/AS30 form does not need to be completed until after the student has been officially placed at an NSE School.*

Signed: _____ Date: _____
(Academic Advisor)

Print name: _____

Signed: _____ Date: _____
(College Dean)

Print name: _____

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