Dear Applicant:

Thank you for your interest in the National Student Exchange Program (NSE) for the 2019-2020 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 2019, fall 2019, or spring 2020 must be completed, no later than 5:00 pm on February 1, 2019 for priority application. The regular application deadline is 5:00pm on February 26, 2019. You are encouraged to apply by February 1st. 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 26 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 (pages 2-6 of attached packet)
☐ Essay of personal goals and reasons for exchange participation (page 7 of attached packet)
☐ 2 recommendations/references forms (pages 8-9 of 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 (pages 10 of attached 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.
SUMMER 2019/ FALL 2019/ SPRING 2020
APPLICATION FOR EXCHANGE

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](http://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 18, 2019.** 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

For Office Personnel Use ONLY:
Date Application Submitted: ____________
Nonrefundable $250 Application Fee: ____________
The application is not considered complete until the fee has been paid.
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  ☐ Enter host campus honors program
☐ Evaluate graduate schools  ☐ Exchange as a resident assistant
☐ Live in a different area  ☐ Language study
☐ Personal growth  ☐ Look for future employment
☐ Participate in host campus international program  ☐ 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 APPLY TO.

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.
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)

RETURN THIS FORM TO:
National Student Exchange
c/o Student Success Center
1322 Greene Street, Thomas Cooper Library
Columbia, SC 29208
803-777-1000
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 website
- 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. Please convey your goals for exchange and why you are interested in a particular area or institution. 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?

RETURN THIS FORM TO:
National Student Exchange
c/o Student Success Center
1322 Greene Street, Thomas Cooper Library
Columbia, SC 29208
803-777-1000
Recommendation- 1

(Recommendations from other undergraduate students or immediate family/friends will not be accepted)

APPLICANT: PLEASE COMPLETE THIS SECTION

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:

I, _______________________ , waive my right to access this evaluation.

Signature ___________________________ Date ________________

TO THE EVALUATOR:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format.

1.) How well do you know the applicant? In what capacity?

2.) How long have you known the applicant?

3.) Give your opinion of the applicant’s qualifications to participate in this program (i.e., intellectual ability, motivation, etc.)

4.) What is your opinion regarding the applicant’s personal stability (i.e., maturity, adaptability, emotional status, etc.)?

5.) Additional comments:

_________________________________________________________________________________________________________________________

Name (please print) ___________________________ Department and Job Title ___________________________

Phone ___________________________ E-mail Address ___________________________

Mailing Address (Campus address preferred if applicable) ___________________________

Signature ___________________________ Date ___________________________

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Recommendation form may be given back to the student to turn in with application, if preferred.
Recommendation- 2

(Recommendations from other undergraduate students or immediate family/friends will not be accepted)

APPLICANT: PLEASE COMPLETE THIS SECTION

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following

Statement: I, __________________________, waive my right to access this evaluation.

Signature __________________________ Date __________________

TO THE EVALUATOR:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format.

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4.) What is your opinion regarding the applicant's personal stability (i.e., maturity, adaptability, emotional status, etc.)?

5.) Additional comments:

_________________________________________________________________________________________________________________________

Name (please print) __________________________ Department and Job Title __________________________

Phone __________________________ E-mail Address __________________________

Mailing Address (Campus address preferred if applicable) __________________________

Signature __________________________ Date __________________________
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 2019-2020; 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: ___________________________