

NATIONAL STUDENT EXCHANGE (NSE) PROGRAM

URI OFFICE OF INTERNATIONAL EDUCATION & NATIONAL STUDENT EXCHANGE (OIE/NSE)

APPLICATION INSTRUCTIONS

We are pleased that you are applying for the NSE Program. Consider your application a commitment to participate should you be accepted and placed. There are eight parts to the attached application - check each box below as you complete the individual tasks involved in the application process and then submit all completed documents to the OIE/NSE.

- The four-page Application Form.**
- The Statement of Purpose** should be typed or printed on a separate sheet of paper.
- The attached URI Student Agreement and Release** must be signed.
- The attached letter of reference form** should be given to a faculty member (professors or advisor) who knows you well, is able to judge your academic qualifications and make a solid assessment of you. (Complete side #1, give form, along with an addressed, stamped, envelope, as needed, to your reference, and request they returned the completed form directly to the OIE/NSE.)
- An official Academic Transcript** for ALL college work must be submitted. First-year students must also submit their high school record. You may request your URI transcript either online, using the e-campus system, or at the Office of Enrollment Services in Green Hall.
- The URI Social Standing Approval Form** must be completed (top portion only) and signed.
- \$125 application and placement fee.** Only checks or money order are acceptable. They should be made payable to "URI" and have your name and Student I.D. number written on them. This fee will **NOT** be refunded under any circumstances. If you are accepted but not placed, however, you may continue to attempt placement within the same academic year without further payment. (no cash accepted)
- A small (2" x 2") photo of yourself for identification purposes only.**

Please submit your completed application for the 2012-2013 academic year by **March 1ST**, or if instructed differently by your advisor, by the following deadline:

*** Applicants who submit all their completed materials by **FEBRUARY 24TH** will receive a second entry into the random drawing for the \$500 scholarship! *** (see next page for details)

IMPORTANT: A selection committee reviews all applications and all applicants are notified as quickly as possible of their status. Those placed at host institutions will receive further instructions from their URI NSE Coordinator, as well as information from the host institution concerning course registration, housing, arrival, orientation, health forms and other essential details.

Federal law prohibits us from making pre-admission inquiries about disabilities. Because of the diverse nature of our programs in both sponsorship and geographic location, not all destinations are appropriate for all students. Any information received regarding disabilities will be kept in strict confidence and will not adversely affect admission decisions. However, if you require special support and/or services because of a disability, you should notify your study away advisor as soon as possible. Please understand that without having such information at least 90 days prior to your proposed program, we cannot guarantee appropriate accommodation to facilitate your learning.

URI Off-Campus Study and Financial Aid policy statement: URI Scholarships such as Hardge Grants or Centennial Scholarships can be applied only to URI-affiliated programs, **and in the case of NSE, only to those program participants placed on plan B.** The amount of the award will be based, not on previous URI awards but on the cost of the off-campus program in which the student wishes to participate. In no case will the award exceed that program's total cost as determined by the Department of Student Financial Aid. (Forms to document financial aid requests for NSE should be requested and obtained from the Department of Student Financial Aid, Office of Enrollment Services, Green Hall.)

Centennial and other URI grants will be applied first to a student's financial aid package. Tuition Waivers apply only to direct one-to-one exchange programs or to NSE plan B placements. All federal aid, including Federal Work-Study, will apply to URI students who participate in any study abroad or NSE program, regardless of NSE payment plan (A or B).

URI students who will be using financial aid for their study away experience should meet with a representative in URI's Department of Student Financial Aid in Green Hall as early as possible in the study away application process. This is necessary to complete the appropriate paperwork necessary to apply the student's financial aid package to their study away experience and obtain information about their responsibilities as a recipient of financial aid.

Financial aid inquiries should be directed to:

University of Rhode Island Office of Enrollment Services, Department of Student Financial Aid
Phone: 401-874-9500; Fax: 401-874-2002; E-mail: finaid@etal.uri.edu; <http://www.uri.edu/es>

**** PLEASE NOTE:** *If you are a financial aid recipient, upon placement, you will be responsible for contacting the student financial aid office at the institution to which you will be paying your tuition and fees (For NSE participants placed on Plan A, that will be your Host institution; For NSE participants placed on Plan B, that will remain URI.)*

RANKING: All student applications received for the 2012-2013 year will be ranked. The ranking process involves a formula based on your cumulative GPA and how early we receive your completed application. The better your GPA and the earlier you turn in your application, the higher you will be ranked against your fellow students who are applying for placement at the same institution. Students with a higher ranking will be placed first and have a better chance of getting their first choice school.

LINKING: If you wish to link yourself to other students while on exchange please be aware of the following: you and the students you link with will be considered as one unit. This means that you will be ranked as one group of people. All of your GPAs will be averaged to obtain an average GPA for your group, and the time each person hands in their completed application will be averaged as well. These two factors will go into your group ranking against other students who want the same school as you. Also, please note that all linked students in one group will be either placed at one of their schools of choice, or not placed at all. That is to say, that you will all go, or none will go. In other words no single student who is declared part of a linked group will be placed without the others. If you wish to link, please list the names of ALL the students you wish to link with at the top of your application, and make sure your friends do the same.

PLACEMENT MEETING: There will be a mandatory post-placement meeting for all NSE applicants. It will be held **Wednesday March 14, 2012 at 4 pm in Galanti Lounge on the third floor of the URI Library.** At this meeting you will receive your placement information and complete instructions to help you complete the mandatory placement acceptance paperwork.

SCHOLARSHIP AVAILABLE!

One lucky student accepted into the NSE program for the 2012-2013 academic year will receive a **\$500** scholarship!! The lucky winner of this scholarship will be selected during the post-placement meeting following spring break and it will be drawn randomly from a pool of all URI students who are present at the meeting. Turn in your application by February 24th and get a 2nd entry into the drawing!!



URI Office of International Education & National Student Exchange

37 Lower College Road; Kingston, RI 02881

Tel: (401) 874-5546; Fax: (401) 874-4573

E-mail: nse@etal.uri.edu

<http://www.uri.edu/international> or <http://www.nse.org>

NATIONAL STUDENT EXCHANGE
PROGRAM COSTS

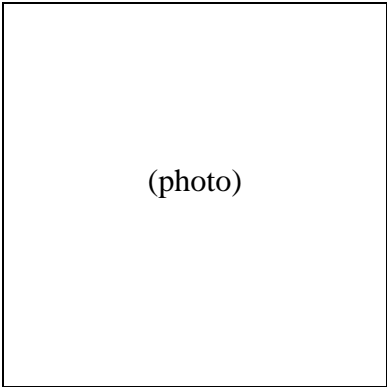
Please Note: *All costs are subject to periodic review and may change at anytime without notice.*

	Plan A students:	Plan B students:
Application Fee	Upon submission of an NSE application, <i>all URI students must pay a \$125 non-refundable application and placement fee.</i>	
Tuition & Fees	Instate tuition and fees of the host institution, paid to host institution. (Consult the NSE Directory for current fees.)	URI in-state resident tuition and fees, paid to URI.
Room & Board	Varies, paid to host institution. (Consult the NSE Directory for current fees.)	
Off-Campus Study Registration Fee	\$439 (subject to change) per semester, non-refundable; paid to URI with submission of an OCS form to the Office of International Education. (Forms available from the OIE/NSE.)	
Administrative Fee	\$350 per semester, paid to URI	
Travel Expenses	Varies, arranged and paid by participating student.	
Financial Aid	URI scholarships, such as Centennial, Hardge or University Grants do not apply to program costs, and Federal Aid is disbursed by the host institution, for Plan A participants.	URI scholarships, such as Centennial, Hardge or University Grants do apply to program costs, and Federal Aid is disbursed by URI, for Plan B participants.

URI Office of International Education & National Student Exchange
37 Lower College Road; Kingston, RI 02881; Tel: (401) 874-5546; Fax: (401) 874-4573
E-mail: nse@etal.uri.edu □ <http://www.uri.edu/international> □ <http://www.nse.org>



Application For Exchange



Deadline for Priority Placement:
Application Deadline: MARCH 1, 2012

Date Application Submitted: _____
Nonrefundable Application Fee Received: _____
The application is not considered complete until the fee has been paid.

Prior to completing this application, read:

- NSE eligibility requirements, policies, and procedures (pages 10-18 of the *NSE Directory*)

RETURN THIS FORM TO:

OFFICE OF INTERNATIONAL EDUCATION & NSE
UNIVERSITY OF RHODE ISLAND
37 LOWER COLLEGE ROAD
KINGSTON, RI 02881

Please type or print very clearly.

CONTACT INFORMATION

Name: First _____ Middle _____ Last _____

Current Mailing Address:

Street _____

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

Permanent Address:

Street _____

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

Current Phone ____/____ extension ____ Permanent Phone ____/____

Alternate Phone/Cell Phone ____/____

E-mail _____ Alternate E-mail _____

Campus I.D. Number _____

DEMOGRAPHIC INFORMATION

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

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

Are you a resident of the state/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

Primary reason(s) for exchange - check all applicable

- | | |
|---------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> access different courses/faculty | <input type="checkbox"/> enter host campus honors program |
| <input type="checkbox"/> evaluate graduate schools | <input type="checkbox"/> exchange as a resident assistant |
| <input type="checkbox"/> live in a different area | <input type="checkbox"/> language study |
| <input type="checkbox"/> personal growth | <input type="checkbox"/> look for future employment |
| <input type="checkbox"/> participate in host campus international program | <input type="checkbox"/> other: _____ |

SCHOLASTIC AND OTHER INFORMATION

Current Class Level: Fr So Jr Sr Cumulative grade point average: _____

Major: _____ Minor: _____

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

Are you requesting financial aid (Plan A) from the host campus? Yes No

Are you currently receiving financial aid? Yes No

Where do you plan to reside at the exchange school? Residence hall Sorority/Fraternity Off-campus

Are you currently enrolled in the honors program? Yes No

Marital Status: Single Married

Will you be accompanied on exchange by: spouse Yes No children Yes No

Do you wish to go on exchange with another student(s): Yes No

If yes, name of the student(s) _____

Name of campus at which the student is enrolled: _____

EXCHANGE PREFERENCES

In order of preference, list below the institutions you wish to attend, and circle the academic terms (semesters or quarters) for each choice. Use the comment area to elaborate on any additional information:

	Host Institution	Term (please circle)	<u>Comments</u>
1.		Semester: F S Quarter: F W S	
2.		Semester: F S Quarter: F W S	
3.		Semester: F S Quarter: F W S	
4.		Semester: F S Quarter: F W S	

IMPORTANT: All students will be placed on plan B (paying tuition and fees to, and receiving financial aid from, URI) whenever possible. However, please check here if you would be willing to be placed on plan A (paying tuition and fees to, and receiving federal financial aid from, the host institution) should the opportunity become available:

EDUCATIONAL BACKGROUND

Number of credits completed to date: _____ Number of credits enrolled in current term: _____

Expected graduation date: _____

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: _____

Activities, positions, honors while in college: _____

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 (e.g., notetakers, 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, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. 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 in order to assist you in identifying a placement site which 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.

OTHER CONSIDERATIONS

Have you ever been convicted of a felony? Yes No

Are you on probation, parole, or have any legal judgments pending against you either inside or outside campus?
 Yes No If yes, please explain:

Are you currently under any campus disciplinary action for violation of codes of academic or student conduct?
 Yes No If yes, please explain:

Do you have any outstanding indebtedness to the campus? Yes No

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 Universite de Sherbrooke in Quebec, 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.

RECOMMENDATIONS/REFERENCES

Please provide contact information for the individual who is submitting a letter of reference for you:

name	relationship to applicant	phone	e-mail
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EMERGENCY CONTACT

Name _____ Relationship _____

Street _____

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

Phone _____ / _____ E-mail _____

STATEMENT OF PURPOSE

Please write a short essay on a separate sheet of paper addressing the following questions: How will going on exchange contribute to your personal development? What do you hope to accomplish on exchange that you could not do at your home campus? Why have you selected the campuses you have listed as possible exchange sites?

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 give permission for the information contained in my application to be submitted on NSE's restricted, Web-based placement site for the use of the home and host campuses and the NSE Central Office in 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 National Student Exchange Central Office and to the NSE host institution at which I am placed.

Furthermore, I have read and fully understand:

- information on eligibility, policy, and procedures presented in the NSE Directory (pages 10-18).
- campus policies and procedures governing my exchange participation.
- 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.
- failure to maintain (prior to and during my exchange) all of the eligibility requirements of the program and those of my home and host campuses will result in the cancellation of my exchange.
- failure to pay all financial obligations to my home and host campuses will result in the cancellation of my exchange.
- I also understand that until financial obligations are met, my home and host campuses 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 and host institutions. Failure to do so will result in the cancellation of my exchange.

I affirm that all information contained in this application is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

SIGNATURE

Signature _____

Date _____

University of Rhode Island
Office of International Education and National Student Exchange
NATIONAL STUDENT EXCHANGE (NSE) PROGRAMS
STUDENT AGREEMENT & RELEASE

I (print full legal name) _____ agree to fulfill all financial and academic obligations incurred while participating in the National Student Exchange Program for (print all semesters / quarters and year[s] of exchange) _____ and understand that failure to do so may affect my exchange status and/or my matriculation status at the University of Rhode Island. I understand and agree to the following conditions of exchange:

I. *Release of Information*

I give permission to the University of Rhode Island's Office of International Education (OIE) and NSE to contact the URI Office of Student Life in order to verify that I am under no disciplinary sanction for violation of codes of student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for exchange

I understand that the collection, retention, and dissemination of my records and information about me is subject to federal regulations under the *Family Education Rights and Privacy Act of 1974*. This means I am responsible for specifying the persons or agents who may have access to my records. By signing this *Agreement and Release*, I therefore give permission to collect and release information to URI and the host institution named above that information appropriate to my application and participation in exchange including: letters of recommendation, permanent academic records such as transcripts, fiscal, medical records, all for the purposes of exchange placement and participation, continuation or termination.

II. *Eligibility and Academic Progress*

I understand that should I be accepted into the National Student Exchange Program, my participation in the program will be contingent on my maintaining all eligibility requirements of the program prior to and during the period of exchange. If eligibility is not maintained, URI or the host institution can terminate my exchange at any time.

I will maintain full-time enrollment and remain in good academic standing every semester / quarter of my exchange. Failure to do so may affect my financial aid and housing eligibility as well as my academic standing at URI.

I understand that course pre-requisites at the host institution must be met and that course registration at the host institution is based on availability of offerings and cannot be guaranteed.

III. *Tuition / Fees*

I have read the URI *Off-Campus Study & Financial Aid* policy statement. I have also read the *NSE Directory* in which the definitions of Tuition Plans A and B and the corresponding financial aid information is explained. I will follow all appropriate procedures for the plan on which I have been placed.

I will also pay all required tuition / fees or room and board costs of URI and my Host Institution in a timely manner. I understand that all financial obligations for off-campus study to URI or to the Host Institution must be fulfilled prior to receiving transcripts from the Host Institution or a transcript or diploma from URI.

IV. Personal Safety and Health Insurance

I will obtain and maintain health insurance that is satisfactory to URI and my Host Institution. I will obtain any required immunizations as well as comply with any other medical matters relating to my participation in this study program.

I understand that URI cannot guarantee my health and safety while on exchange. I am responsible for acting prudently and exercising caution and common sense at all times. I also understand that I may be using many different forms of transportation while participating in this program. I agree that neither URI, the sponsoring consortia (NSE), nor the Host Institution would be held responsible for any personal injury, death, or loss or damage to property suffered by me during periods of travel with and independent of the exchange program.

V. Rules and Regulations

I agree to conform to all applicable rules, regulations, and policies of the URI Off-Campus Study Programs or my Host Institution. I also agree to abide by the policies governing student conduct, both academic and otherwise, as published in URI’s Student Rights and Responsibilities and by the policies of my Host Institution. I understand that failure to conform to these rules and regulations may result in disciplinary action by URI or the Host Institution or in termination of participation in the program.

VI. Transcripts

Following my exchange program, I will request that an official transcript from my host institution be sent to the office of my academic dean at the University of Rhode Island. I understand that it is my responsibility to pay any and all transcript fees regardless of the academic outcome of my exchange.

If I fail to arrange the submission of my official transcript to the office of my academic dean at URI, I authorize the Host Institution to release an official transcript to my URI dean. The OIE & NSE and URI are not liable for any transcript evaluation delays or problems that may affect student status or academic record(s) at URI.

VII. Residency

I understand and agree that time spent at a Host Institution in another state cannot be applied toward establishing residency in that state. Furthermore, if I should apply for transfer to an institution of Higher Education within that same state, upon completion of my formal period of exchange, such time spent there on exchange will not count in meeting any requirements of resident status for purposes of receiving resident tuition.

VIII. Parental Involvement

I understand that it is my responsibility, not that of the Office of International Education and National Student Exchange to provide my parent / guardian with all information about my exchange.

I understand that no alteration or variation of the terms of this agreement, including a change in the duration of an off-campus study program, shall be valid unless made in writing and signed by the parties named below. The terms of this agreement apply to the entire length of the exchange including any subsequent alterations in duration. I have read this *Agreement and Release*, understand its contents, and acknowledge that I am signing it voluntarily.

Student (print name in full): _____

URI ID# _____ Date of Birth _____

Student Signature Date

Signature of URI OIE Staff Date