



ISEP Application Checklist

International Student Exchange Programs
International-to-International 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.
- _____ Host Site Request List
- _____ TOEFL score or alternate language test (non-native English speakers applying for programs taught in English)
- _____ Language Proficiency Report (one for each proposed language of instruction)
- _____ Personal Statements (one in each proposed language of instruction)
- _____ Academic References (two forms; each one must be completed by a university-level professor or instructor)
- _____ 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 transcripts from each college or university attended

Application Fee

All fees 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.

- _____ \$345 ISEP-Exchange only or ISEP-Exchange with ISEP-Direct alternative
- _____ \$60 ISEP-Direct only
- _____ Dual Placements (two semesters at two different sites):
 - ☐ \$445 Two ISEP-Exchanges ☐ \$405 ISEP-Exchange plus ISEP-Direct ☐ \$120 Two ISEP-Direct
- _____ 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
International-to-International Students

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)

Date



Participant Profile

International Student Exchange Programs

International 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 or birth certificate) _____ Sex: ☐ male ☐ female
last (family or surname) first (given) middle or maiden

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: _____ (valid until ____/____/____)
month / day / year

Permanent address: _____ (mail will be sent here after date given at left.
Attach summer contact address, if different.)

telephone (with area code): _____
email: _____

telephone (with area code): _____
email: _____

4. If you participate in ISEP, do you permit ISEP to give your e-mail address to other students? ☐ 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), and the city and country of birth.

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: _____

13. 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 score: _____

Indicate date when the exam was/will be taken: ____/____/____
month / day / year

14. Indicate academic work in progress:

15. Indicate the academic level at which you are requesting an ISEP program:

For a definition of graduate level, refer to the ISEP Web site and "Requesting a Placement at the Graduate Level in the United States" on page 2 of the Course Request List.

☐ undergraduate

☐ graduate; and will involve (indicate one or both):

☐ taking classes

☐ conducting research

If graduate study is unavailable, would you be willing to accept an undergraduate placement?

☐ Yes ☐ No

16. Do you plan to apply for admission to a graduate degree program at your **host** institution?

☐ Yes ☐ No

If yes, have you taken the required exam(s) (GRE/GMAT/LSAT)?

☐ Yes ☐ No

If yes, please list your score: _____

Indicate date when the exam was/will be taken: _____ / _____ / _____
month / day / year

17. Indicate the duration for which you are requesting an ISEP program (check one):

☐ one semester

☐ two semesters (at same site)

☐ dual placement (two semesters at two different sites)

Beginning date requested: _____ / _____
month / year

18. 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 have paid the application fee to my **home** institution. 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.

Applicant's signature

Date

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 Students

ISEP-Exchanges to the United States

Restricted Sites

You may list only one restricted site and it must be listed as your first choice. Any additional restricted sites will be disregarded. Please see the international student section of the website.

Consortia

Students requesting placement at consortia in the United States (Georgia consortium, Missouri consortium, North Carolina consortium) may list only one member institution from a particular consortium (i.e. Georgia–Valdosta or NC Asheville). While you may request a particular consortium member institution, the consortium may choose to confirm your placement at a different institution based on course availability.

ISEP-Exchanges & ISEP-Direct Programs outside of the United States

Multi-campus Institutions

When applying to an 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-Direct (fee-paid/non-exchange) Placements

ISEP-Direct sites are marked with a **b** in the ISEP *Membership Directory* and on the ISEP Web site; sites that are not marked with a **b** are not available as ISEP-Direct placements. Each placement option should be listed separately. For example, the list of preferred sites could read:

1. Pontificia Universidad Católica de Valparaíso
2. Pontificia Universidad Católica de Valparaíso —ISEP-Direct

UK-Direct: If you are applying for an ISEP-Direct placement in the *United Kingdom*, you must also list which fee option you are applying for (tuition-only; tuition & room; or tuition, room & board). Example: University of Plymouth – ISEP-Direct – tuition & room.

Be sure to read all special directions on this form before filling it out. A **Course Request List** must be completed for **each institution** that you list. Please type or print clearly in BLOCK LETTERS.

1. List below, in order of your preference, ISEP member institutions at which you wish to study. It is recommended that you identify several institutions at which you would accept placement.

Special Instructions for Dual Placement Applicants (students requesting placement at two different sites for two consecutive placement periods):

- If requesting a dual placement, please check here ☐ and
- List your requested choices for the first placement period on lines #1-5 and your requested choices for the second placement period on lines #6-10.

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

2. You can authorize ISEP to place you at any academically appropriate site if none of the sites requested is 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

This report is required for applicants planning to pursue coursework in a language other than their native language(s). Applicants must submit a separate form for each language in which their courses will be taught at their requested study sites. Note: Non-native speakers of English applying to sites where English is the language of instruction must submit this form if a TOEFL is not available at the time of application. This form does not replace an official TOEFL score, which will be required to finalize placement.

To be Completed by the Applicant

Name: _____

Home institution: _____

Native language(s): _____

Language for which this report is being submitted: _____

1. University-level Coursework: Please list all language related courses you have taken or plan to take before your ISEP Program. For courses in progress, write IP in the Final Grade column. For courses you plan to take prior to your departure, please write TBC (To Be Completed) in the Final Grade Column.

Course Number	Course Name	Institution where course was taken	Final Grade

2. Supplemental Language Experience: What other experiences have you had in this language? (e.g., spoken at home, read journals/newspapers, travel to countries where host language is spoken, listening to music, etc.)



Language Proficiency Report

International Student Exchange Programs

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 reverse side of this sheet.

1. 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: _____

2. 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 _____

3. 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%
4. 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
5. Please add any additional comments relating to the applicant's linguistic ability.

6. 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:

Student name: _____

Home institution: _____



ISEP Personal Statements

International Student Exchange Programs

Name: _____ Home Institution: _____

On a separate sheet of paper, please answer the following questions in clear, thoughtfully prepared short essays (about 250-500 words each). Include your name and the name of your home institution on each page. **Please submit these essays in the language in which you will be studying at your targeted host institution(s).**

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. You may include specific host site information under No. 5 on the appropriate Course Request List.

1. Introduce yourself and present your goals for studying abroad. What aspects of your background (i.e. coursework, job experience, travel, intercultural experience) have prepared you to live abroad? Focus on a situation in which you have encountered a great deal of ambiguity or have felt like a foreigner. Explain how you handled the situation, what you learned, and how it will help you while abroad.

2. 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. What are your goals for integrating in the host culture? How will you prepare beforehand and while abroad to accomplish those goals? What do you hope to learn from a full immersion experience?



Academic Reference

International Student Exchange Programs

To be Completed by the Applicant

Name: _____ Home institution: _____

Reference requested from: _____
(referee must be a university-level instructor or academic advisor)

Under the U.S. 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, e-mail 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:

Name:
Office address:
Telephone:
Email:



Academic Reference

International Student Exchange Programs

To be Completed by the Applicant

Name: _____ Home institution: _____

Reference requested from: _____
(referee must be a university-level instructor or academic advisor)

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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, e-mail 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:

Name:
Office address:
Telephone:
Email:



Educational History

International Student Exchange Programs

International Students

Please provide the following information in order to help ISEP and your prospective host institution interpret your transcript(s) and academic records, and 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 ____ / ____ <small>month / year month / year</small>	field / program of study	diploma / certificate / degree obtained



Course Request List

International Student Exchange Programs

International Students

A **Course Request List** must be completed for **each institution** listed on the Host Site Request List. Be sure to download additional copies from the ISEP website. Please type or print clearly in BLOCK LETTERS.

1. Name: _____

last (family or surname)
first (given)
middle or maiden
2. ISEP study site requested: _____
3. Placement period requested begins _____ / _____ and ends _____ / _____.

month
year
month
year
4. Academic program requirements (attach additional sheet if necessary)

Using the online ISEP Directory to access the university's course information, please list the courses offered at **the above-named host institution** that you are interested in taking. Be as specific as possible - this information will be used to determine the academic suitability of the site requested. Note that some 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. *Mark with an asterisk (*) any courses that **must** be completed during your period of study in order to fulfill any home institution requirements.* Note: Mark only courses that are absolutely essential, since these courses limit your flexibility and placement options.

If requesting graduate level coursework or a graduate degree program in the U.S., please check the ISEP Membership Directory to verify that these are indeed available to ISEP participants and complete the next page of this form. For a description of the distinction between graduate and undergraduate courses in the U.S., please see the next page.

Host Institution Course Number	Host Institution Course Name	Other information

If the course requirements above cannot be met, I:

- ☐ Do wish a placement at this institution and am very flexible in regard to course selection.
☐ Do wish a placement at this institution if courses with similar course content are available.
☐ **Do NOT** wish a placement at this institution.

5. Please take this opportunity to explain why this particular site is especially appropriate for your study abroad goals (academic, personal, geographical, etc.). If needed, attach a separate sheet.

6. I have discussed my proposed program with the appropriate faculty and advisors, and have approval for the academic program outlined above. I understand that course prerequisites at the host campus must be met and that course registration at the host institution is based on the availability of offerings and cannot be guaranteed.