

ISEP Application Checklist International Student Exchange Programs International-to-US Students

Name:	Home Institution:
I have enclosed the following forms in the order bel to my ISEP Coordinator:	ow with ONE SINGLE-SIDED PHOTOCOPY (not stapled) OF EACH
Personal Statements in English	y) ve a TOEFL score at the time of submitting your application ust be completed by a university-level professor or instructor)
I have submitted the following original documents, w ISEP Application Checklist Official current academic records from each co	
Application Fee	
Fees should be submitted with the application unless information. Mark the relevant fee and method of pa \$345 ISEP-Exchange only or ISEP-Exchange \$60 ISEP-Direct only	
Dual Placements (two consecutive semesters	at two different sites):
☐ \$445 Two ISEP-Exchanges ☐ \$405 ISEP	P-Exchange plus ISEP-Direct \$120 Two ISEP-Direct
-	n my behalf to ISEP. funds payable to ISEP for the application fee listed above. UNISA 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-US 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 Degreet Lists) and discussed it with the
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.



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)	last (family or surname)	first (given)		middle or maiden	Sex:		male		female
2.	Home institution:									
3.	Please write your address a		In envelope, using one line for each		(mail will be sent here after date	a niven at left				
			(valid until//)		Attach summer contact address					
							_			
	talanhana (with area anda	1.		talanhana (with area	anda):					
					code):					
4.	If you participate in ISEP, do	you permit ISEP to gi	ve your e-mail address to other stu	dents? 🗖 Yes 🗖	No					
5.	a. Specify the country or co	untries in which you h	ave citizenship:							
	b. If you have dual citizenshi	p, indicate which pass	sport you will be using to travel to y	our host country:						
	c. Specify the country or cou	untries of which you a	re legal permanent resident:							
6.	Date of birth:	/(ex:	Sept. 19, 1980) 7. Place of birt	h:city		stat	e and	country		
8.	Person(s) to contact in case	e of emergency:								
	Name(s):				Relationship t	io you: _				
	Address:									
	Telephone (with area code):			Email:					
9.			ou during the program?		ity and country of birth					
10	. Do you have any special ne	eds or require special	services during your program (i.e.,	dietary considerations,	learning aids, or facilitie	es with h	andi	capped	l acce	ss)?
	☐ Yes ☐ No If yes, p	lease describe on a se	eparate sheet.							
11			e institution:							
	Major field:		Minor field:		Comple	etion date	»: —	month /	/ year	
12			tudy to be completed during your e.							
13	English speaking Internation	nal-to-International sit	s of English applying to the United es. Note : ISEP must receive an offi c	cial copy of your score o	directly from ETS. ISEP's	s reportir	ng nu			
	TOEFL score:		Indicate d	ate when the exam was	s/will be taken:/	/	year	_		

14.	Indicate academic work in progress:	4
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?	
	If yes, have you taken the required exam(s) (GRE/GMAT/LSAT)?	
	If yes, please list your score: Indicate date when the exam was/will be taken://	
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.	
	 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. 	е
	 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 cove benefits after the date of my withdrawal or termination. c) I will still be obligated to pay the application fee. 	:r
	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.	

Applicant's signature Date

Applicant's name (type or print) Home 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.

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 **D** in the ISEP *Membership Directory* and on the ISEP Web site; sites that are not marked with a **D** 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

Requesting ISEP-Direct Placement in the United Kingdom, Estonia, or at FAAP (Brazil): Each of these sites has multiple fee options. YOU MUST INDICATE WHICH FEE OPTION (and/or academic program) YOU PREFER NEXT TO THE UNIVERSITY NAME. Example: "Napier University – ISEP-Direct, tuition & room" or "University of Tartu – ISEP-Direct, Baltic Studies." Please see the ISEP website for program options and details.

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.

	4 9.	
	5 10)
2.	You can authorize ISEP to place you at any academically apyou wish to be considered for other sites, ISEP will try Coordinator. If you do not wish ISEP to select an alternative later at one of your requested sites.	to find an appropriate site for you and notify your ISEP
	If the sites listed above are unavailable (please check ☐ I authorize ISEP to place me at any academically a☐ I do not wish to be considered for other sites.	•
	Applicant's signature	Date
	Applicant's name (type or print)	Home institution



Name: ____

To be Completed by the Applicant

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.

Native langua	Native language(s):							
Language for	which this report is being submitted:							
ISEP Program	ty-level Coursework: Please list all language relander. For courses in progress, write IP in the Final Green, please write TBC (To Be Completed) in the Finate Please write TBC (To Be Completed) in the Finate Please write TBC (To Be Completed) in the Finate Please write TBC (To Be Completed) in the Finate Please write TBC (To Be Completed) in the Finate Please write TBC (To Be Completed) in the Finate Please William Please	ade column. For courses you plan to to	take before your ake prior to					
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.	Н	ow was the evaluation determined?			
		Based on knowledge of applicant's coursework in lar	nguaç	je a	at this institution
		Written examination. Name of test and date adminis	stered	d:	
		Oral examination. Date administered:			
2					
on	rev	ease indicate your opinion of the applicant's present la verse). If you are familiar with the ACTFL proficiency blank.			
a.	Αι	ural Comprehension	b.	W	riting Ability
		None			None
		Limited to slow, uncomplicated sentences Understands simple conversation			Writes simple sentences on conventional topics, with frequent errors in spelling and structure
		Understands conversation on simple academic topics			Writes simple sentences on conventional topics, with some errors in spelling and structure
		Understands sophisticated discussion of academic topics			Writes on academic topics with few errors in structure and spelling
	AC	TFL ranking			Writes with idiomatic ease of expression and feeling for the style of the language
				AC	TFL ranking
	C	and the same of th	_1	_	and the Abrillan
C.	•	Deaking Ability			eading Ability
		None Able to complete structurally simple, short			None
		Able to complete structurally simple, short phrases		u	Limited to simple vocabulary and sentence structure
		Uses basic grammatical structure, speaking with limited vocabulary			Understands conventional topics and non- technical subjects
		Uses structural patterns, but not with consistent accuracy; adequate to participate in			Understands materials that contain idioms and specialized terminology
		conversational topics			Understands sophisticated materials, including
		Has control over structural patterns; can handle a wide range of conversational situations		۸ ۵	those in proposed field of study
	AC.	TFL ranking		AC	TFL ranking

3.	Among other students you have taught at this level language?	el, how would you rank this student's ability in the target
	□ Top 10% □ Top 25% □ Top 50% □ Lower 50%	
4.	What is your opinion of the applicant's ability to pursu native speakers? Will require considerable training before necessary considerable training before beginning the Should be able to manage adequately after a short process.	orogram
5.	Please add any additional comments relating to the ap	olicant's linguistic ability.
6.	Please mark as appropriate: I do not approve the applicant for study abroad in the case of conditional approval, what are the constudy abroad?	road in this language
	Instructor's signature	Date
	Name (please type or print clearly)	Position or title
	Office address, telephone, and email	
Ρl	ease return by to t	he 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 (about 250-500 words each). Include your name and the include references to a particular region, but please university as your application may be sent to any of the You may include specific host site information under N	name of your home institution on each page. You may do not include references to a specific host site or ne choices you listed on your Host Site Request List.
1. Introduce yourself and present your goals for stude coursework, job experience, travel, intercultural experience) in which you have encountered a great deal of ambiguity or situation, what you learned, and how it will help you while all other than English, submit this essay in both English and	have felt like a foreigner. Explain how you handled the broad. If you are applying to study in a language(s)
2. ISEP is unique because it offers the opportunity for f responsibility to make the most of this experience. What ar you prepare beforehand and while abroad to accomplish immersion experience?	e your goals for integrating in the host culture? How will



Academic Reference

International Student Exchange Programs

To be Completed by the Applicant

Name:			Home instit	ution:		
Reference requested from: (referee must be a university-le	Reference requested from:					
Under the U.S. federal law (Sec education records. Section 438) recommendation. Many applicant than one to which the applicant form, please sign below.	(a)(2)(B) provides nts have found tha	s that a stude at a recomme	ent may waive the ndation letter writ	right to inspect coten in confidence l	onfidential letters of has a greater impact	
Applicant's signature				Date		
To be Completed by the	ne Individua	l Providin	g the Refere	nce		
The applicant named above is apparticipants usually directly matricipantitution, ISEP is concerned with institutions to accept future participants convenient for ISEP, the reference. A. Please indicate the a individuals whom you have	culate into their hose the papelicant's ac pants will be affecte ence may be complete the papelicant's abili	st institutions a cademic and p ed by this appli eted in any maj	and in all cases ser ersonal suitability f cant's performance. or language.	ve as representativor study abroad. To Although references ence in compa	es of their nation and he willingness of host written in English are	
marriadas miem you nase	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:			

Email:



Academic Reference

International Student Exchange Programs

To be Completed by the Applicant

Name:			Home instit	ution:	
Reference requested from: (referee must be a university-le	evel instructor or a	academic advi	sor)		
Under the U.S. federal law (Seceducation records. Section 438 recommendation. Many application one to which the applicantorm, please sign below.	(a)(2)(B) provides nts have found that	s that a stude at a recomme	nt may waive the ndation letter writ	right to inspect c ten in confidence	onfidential letters of has a greater impact
Applicant's signature				Date	
To be Completed by the applicant named above is apparticipants usually directly matricipants usually directly matricipation, ISEP is concerned with institutions to accept future participation.	pplying for study a culate into their hos h the applicant's a pants will be affecte	broad through st institutions a cademic and p ed by this applie	the International s and in all cases ser ersonal suitability f cant's performance.	Student Exchange I ve as representativ for study abroad. T	es of their nation and he willingness of host
most convenient for ISEP, the refer A. Please indicate the a individuals whom you have	applicant's abili	ity and aca	ndemic compet		
	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 institution's letterhead. In Return this form with the Interest of Intere	nclude your na etter by the spe have you known the the applicant in terr abroad; (c) how pa linguistic preparatio	ame, title, or ecified date applicant? The applicant of the followarticipation in the second control of the s	office address, to the ISEP Coo ing: (a) academic so the ISEP program	e-mail address ordinator listed uitability for study a will be of benefit, l	s, and signature. below. t an institution abroad; both academically and
Please return by to the ISEP coordinator:		_	Name: Office address:		

Email:



1. Name: _

last (family or surname)

Educational History

International Student Exchange Programs

International Students

middle or maiden

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.

first (given)

2.	Home institution:							
3.	Secondary school:							
Type of certificate: Date received: /								
۱.	Institutions of higher educa	tion attended						
	institution name	dates attended / to/	field / program of study	diploma / certificate / degree obtained				
L								
L								



Name: _

last (family or surname)

Course Request List

International Student Exchange Programs

International Students

middle or maiden

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.

first (given)

2. ISEP study site requested:			
3. Placement period red	quested begins / and ends _	month year.	
	equirements (attach additional sheet if necessary)		
Using the online ISEP Direct host institution that you a academic suitability of the syou actually take while abrorequested placement period fulfill any home institution reflexibility and placement op	tory to access the university's course information, please list are interested in taking. Be as specific as possible - this information requested. Note that some flexibility is required and the coad. Please list more courses than you intend to take as some I. Mark with an asterisk (*) any courses that must be completequirements. Note: Mark only courses that are absolutely essentiated.	nation will be used to determine the courses you request may not be the courses e courses may not be available during your peted during your period of study in order to sential, since these courses limit your check the ISEP Membership Directory to	
between graduate and unde	rgraduate courses in the U.S., please see the next page.		
Host Institution Course Number	Host Institution Course Name	Other information	
Do wish a placement a	its above cannot be met, I: at this institution and am very flexible in regard to count this institution if courses with similar course content ment at this institution.	rse selection. are available.	
5. Please take this oppo	ortunity 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.

Applicant's signature Date Home institution

Requesting a placement at the Graduate level in the United States

Please read the following information before answering questions 7 through 9 below.

Applying to a U.S. University through ISEP

ISEP participants are usually admitted to U.S. universities as "special" or "non-degree" students with access to undergraduate courses. In some cases, qualified students may also have access to graduate-level courses.

Because the structure of higher education in the U.S. is different than in your country, it may be difficult to decide whether you should apply for undergraduate or graduate status. Here are some considerations:

- About half of ISEP's member universities only accept undergraduate participants.
- Institutions that accept participants for graduate study may require GMAT scores for business students and GRE scores for other subjects; TOEFL requirements may be higher for graduate students.
- If you have completed four years at university in your home country, American institutions will usually be ready to consider you a graduate student.
- If you have completed three years of university at home, you may be considered a graduate student.
- Even if you do not have graduate student status, you may be able to take courses that are intended for final-year undergraduates and first-year graduate students.
- It is easier to be admitted as an undergraduate than as a graduate student. Due to visa regulations you cannot change your status.
- Admission to graduate-level business courses is especially difficult because of the high demand for these programs.

If you qualify for admission, you may be able to earn a graduate degree on an ISEP exchange. Admission to a graduate degree program is separate from the ISEP placement and is your responsibility. Moreover, ISEP cannot assure participants of placement at any particular institution, even if they have been accepted to a graduate degree program there. If you are initially admitted to a graduate degree program and your home institution approves, ISEP may be able to extend your exchange for another academic year.

It is not possible to earn an undergraduate degree on ISEP.

Courses in medicine and dentistry are not open to ISEP participants; *in exceptional case*s, it may be possible to study pharmacy and veterinary science. Students in these fields should consider other course options such as biology and biochemistry.

Admission to law school courses in the U.S. is usually not possible through ISEP. Courses taught in the Faculty of Law in your country may, however, be offered at the undergraduate level by other departments in the U.S. Law students may find courses of interest in American departments of government, international relations, political science, sociology or criminology.

7.	I have the equivalent of a U.S. bachelor's degree and plan to (choose one):		
	 □ take graduate level courses at my host institution as a non-degree student □ seek a graduate degree from my host institution 		
8.	Remember: Admission to a graduate degree program is separate from the ISEP placement and is you responsibility. Have you applied directly to the above named institution for graduate degree status? ☐ yes ☐ no		
9.	I have discussed my proposed program with the appropriate faculty and advisors, and have approval for the academic program outlined. 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.		
	Applicant's signature Date		
	Applicant's name (type or print) Home institution		