



## Advising Tips for International ISEP Coordinators: ISEP Applicants to the U.S.

### Reviewing individual student applications:

- Questions to ask the student:
  1. Did you consult the list of “**Anticipated Exchange Openings in the U.S.**”?  
*(found in Student section of ISEP website)*
  2. Did you check the **language requirements** for all sites requested? (TOEFL)  
*(part of university’s entry in the ISEP Membership Directory)*
  3. Did you check the “**academic notes**” and “**special academic conditions**” for all sites requested?  
*(part of university’s entry in the ISEP Membership Directory)*
- If a student has applied for a restricted site, is it listed as their #1 choice?  
*Students may only apply for one restricted site and must list it as their #1 choice on the application. Do you have any other students requesting this restricted site? Only one applicant from each institution will be considered for placement at each restricted site.*
- What sites are listed in the top three choices?  
*Has the student listed at least one site in the top three that is anticipated to have a lot of space? ISEP aims to place students at one of their top three choices if possible. At least one of the top three choices should be a school that has a reasonable chance of placement.*
- Has the student requested 10 sites?  
*Unless a student’s academic focus restricts their choice of host sites, it is in the student’s best interest to list 10 different sites that meet their academic needs.*
- Has the student listed any closed sites or sites that are not members of ISEP?  
*See list of “Anticipated Openings in the U.S.”*
- Does the student understand how consortium placements work?  
*While student may request a specific university within a consortium, s/he may be placed at a different university at the discretion of the consortium. Full explanation found on the Host Site Request List.*
- Does the student authorize alternate placement?  
*By authorizing, student will continue to be considered for academically suitable sites if requested sites are unavailable.*
- Has student listed specific courses offered at the host university on the Course Request List?

### Reviewing collective student nominations from your institution:

- Are you nominating students for placements at a variety of universities?  
*ISEP aims to place a variety of students at each U.S. university. If you nominate students for the same sites, they will compete with each other, as well as with students from other universities. Nominating your students for a wide range of universities will increase their chances of placement.*
- Do you have students requesting to be placed together?  
*Placing students from the same institution together is discouraged. If unavoidable (i.e. legally married couples), students must select sites with a very good chance of placement.*
- Does your institution currently have a negative exchange balance?  
*(Have you sent out more reciprocal exchange students than you have received?) If so, please consult with your program officer about the number of nominations ISEP can accept from your institution.*

Recommendation: You may want to collect a tentative Host Site Request List from students before they complete their Course Request Lists. This will allow you to correct any potential problems in advance.