



## Advising Tips for U.S. ISEP-Direct Member Coordinators:

### Reviewing individual student applications:

- Questions to ask the student:
  1. Are all universities requested on the Host Site Request List ISEP-Direct sites?
  2. Did you check the **language requirements** for all ISEP-Direct sites requested?  
*(part of university's entry in the online ISEP Membership Directory)*
  3. Did you submit a statement of purpose written in the language of instruction (if other than English)?
  4. Did you check the "**academic notes**" and "**special academic conditions**" for all ISEP-Direct sites requested?  
*(See the institution's ISEP Membership Directory page)*
  5. Have you begun the passport application process or do you already have a passport valid for 6 months beyond your anticipated program end date?
  6. Have you read the online ISEP country handbook for the host countries you are requesting?
  
- Has the student listed any closed sites or sites that are not ISEP-Direct members?  
See [www.isep.org/direct](http://www.isep.org/direct)  
*Sites that do not appear on the list for the designated period are closed.*
  
- Has the student listed specific courses offered at the host university on the Course Request List?  
*Listing home institution course requirements is not sufficient.*  
*Student must consult host university website for course listings.*



## Advising Tips for non-US ISEP-Direct Member Coordinators:

### Reviewing individual student applications:

- Questions to ask the student:
  1. Are all universities requested on the Host Site Request List ISEP-Direct sites?
  2. Did you check the **language requirements** for all sites requested?  
*(See Language Notes in the institution's ISEP Membership Directory page)*
  3. Did you check the "**academic notes**" and "**special academic conditions**" for all sites requested?  
*(See the institution's ISEP Membership Directory page)*
  
- Has the student listed any closed sites or sites that are not ISEP-Direct members?  
See [www.isep.org/direct](http://www.isep.org/direct)  
*Sites that do not appear on the list for the designated period are closed.*
  
- Has the student listed specific courses offered at the host university on the Course Request List?