



ISEP Application Checklist

International Student Exchange Programs
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 (required)
- ____ Host Site Request List
- ____ TOEFL score or alternate language test (non-native English speakers applying for programs taught in English);
See Membership Directory for site specific requirements
- ____ Language Proficiency Report (one for each proposed language of instruction); TOEFL score is sufficient for programs taught in English
- ____ Personal Statement (one in each proposed language of instruction)
- ____ Two Academic References (each one must be completed by a university-level professor or academic advisor)
- ____ 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 academic record(s)/transcript(s) from each college or university attended

Application Fee

Fees are non-refundable, and 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.

- ____ \$360 ISEP-Exchange only or ISEP-Exchange with ISEP-Direct alternative (\$375 after January 1, 2012)
- ____ \$60 ISEP-Direct only (\$375 deposit after January 1, 2012; applied to total program fee)
- ____ Dual Placements (two consecutive semesters at two different sites):

<input type="checkbox"/> \$460 Two ISEP-Exchanges (\$475 after Jan. 1, 2012)	<input type="checkbox"/> \$420 ISEP-Exchange plus ISEP-Direct (\$475 after Jan. 1, 2012)	<input type="checkbox"/> \$120 Two ISEP-Direct (\$475 after Jan. 1, 2012)
---	---	--

____ 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

Name: _____ Home Institution: _____

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)

Email (type or print)

Date (type or print)

ISEP Coordinator: Please submit the complete application (plus one additional copy) by mail to:
ISEP, 1655 N. Fort Myer Drive, Suite 400, Arlington VA 22209 USA

19. 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 am responsible for ensuring the payment of my non-refundable application fee to ISEP. 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 \$375 non-refundable program deposit at time of acceptance. This deposit will be applied towards the full program fee. (Not applicable to students who have already included the \$375 deposit with this application.)
- 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

International Student Exchange Programs (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

PLEASE BE SURE TO READ ALL OF THE FOLLOWING SPECIAL INSTRUCTIONS ON THIS FORM BEFORE FILLING IT OUT.

1. List below, **in order of your preference**, ISEP member institutions at which you wish to study. It is recommended that you **identify as many institutions as possible at which you would be willing to accept placement**.
2. **A Course Request List must be completed for each institution that you list.**
3. If you are a Dual Placement Applicant (students requesting placement at two different sites for two consecutive placement periods) list your requested choices for the first placement period on lines 1–5 and for the second placement period on lines 6–10.
Check this box if you are a Dual Placement Applicant
4. **If you plan to apply for an ISEP-Direct (fee paid/non-exchange) program**, please note there are some ISEP-Direct sites that offer multiple fee and/or academic program options. You must indicate which fee option you prefer next to the university name. Please visit the following link for a full listing of ISEP Direct fee options: http://www.isep.org/students/Programs/isep_direct_Main.asp
Examples:
 1. University of Plymouth – Exchange
 2. Macquarie University – ISEP-Direct – tuition and (single) room
 3. University of Ulster – ISEP-Direct – Magee campus – tuition only
5. **Consortium: If you plan to apply to an ISEP 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 Consortia members in the United States include Georgia, Missouri & North Carolina.
Example:
 1. Rennes Consortium – Université de Rennes 1 – ISEP-Exchange
 2. North Carolina Consortium – University of North Carolina at Asheville
6. **Sites in the US:** If you apply for a Restricted site, it must be listed as your first choice; you are only permitted to apply for **ONE Restricted site**. Students who do not want a restricted site as their first choice should not list a restricted site anywhere on their Host Site Request List.

Host Site Request List — Please type or print clearly in BLOCK LETTERS.

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

ISEP reserves the right to place students at academically appropriate sites or programs should the requested sites or programs not be available.

Applicant's signature

Date

Applicant's name (type or print)

Home institution



Language Proficiency Report

International Student Exchange Programs

Name: _____ Home Institution: _____

To be Completed by a Professional Language Instructor

Please return by _____ to the ISEP Coordinator

Name: _____

Office address: _____

Telephone: _____

Email: _____

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 above.

1. Language for which this report is being submitted: _____

2. 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: _____

3. Please indicate your opinion of the applicant's present language ability in each of the following categories (continued on reverse).

Key: CEFR = Common European Framework. Scale of A1 to C2.

ACTFL = American Council on the Teaching of Foreign Languages. Scale of Novice to Superior.

a. Aural Comprehension

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Low-Mid	None
<input type="checkbox"/> A1	Novice High	Limited understanding of very basic phrases regarding everyday needs
<input type="checkbox"/> A2	Intermediate Low-Intermediate Mid	Understands simple sentences and frequently used expressions
<input type="checkbox"/> B1	Intermediate Mid-Intermediate High	Understands standard matters and simple academic topics
<input type="checkbox"/> B2	Intermediate High-Advanced	Understands main ideas of complex topics
<input type="checkbox"/> C1	Advanced Plus-Superior	Understands sophisticated topics, including implied meaning
<input type="checkbox"/> C2	Superior-Distinguished	Understands everything heard

b. Writing Ability

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Low-Mid	None
<input type="checkbox"/> A1	Novice High	Able to write simple, memorized expressions with frequent errors in spelling and structure
<input type="checkbox"/> A2	Intermediate Low	Able to write simple sentences on conventional topics with some errors in spelling and structure
<input type="checkbox"/> B1	Intermediate Mid	Able to write simple paragraphs on topics of personal interest or preference
<input type="checkbox"/> B2	Intermediate High-Advanced	Able to write in detail about a variety of subjects. Ability to produce complex arguments is emerging.
<input type="checkbox"/> C1	Advanced-Advanced Plus	Able to write clearly about academic topics with good structure and organizational patterns connecting ideas.
<input type="checkbox"/> C2	Superior	Able to write with idiomatic ease of expression and feeling for the style of the language.

Name: _____ Home Institution: _____

Language for which this report is being submitted: _____

c. Speaking Ability

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Low-Mid	None
<input type="checkbox"/> A1	Novice High	Able to complete short, simple phrases that have been memorized
<input type="checkbox"/> A2	Intermediate Low-Intermediate Mid	Able to produce sentences regarding topics of personal relevance
<input type="checkbox"/> B1	Intermediate Mid	Able to participate in conversation beyond basic needs with some errors
<input type="checkbox"/> B2	Intermediate High-Advanced Low	Able to use structural patterns and participate in conversation with ease
<input type="checkbox"/> C1	Advanced Low-Advanced Mid	Able to speak spontaneously with ease on a variety of complex subjects. Makes few errors when speaking.
<input type="checkbox"/> C2	Advanced High-Superior	Able to speak fluently, clearly, and denote finer meanings. Can handle a wide range of conversational situations.

d. Reading Comprehension

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Mid-Low	None
<input type="checkbox"/> A1	Novice High	Limited to simple phrases and sentence structure
<input type="checkbox"/> A2	Intermediate Low-Intermediate Mid	Able to read simple sentences and understand main ideas on familiar topics.
<input type="checkbox"/> B1	Intermediate High	Able to read simple texts on conventional topics and understand the main ideas.
<input type="checkbox"/> B2	Intermediate High-Advanced	Able to understand the main ideas of complex text on both concrete and abstract conventional topics.
<input type="checkbox"/> C1	Advanced Plus-Superior	Able to understand a variety of texts, including long texts with implicit meaning. Able to understand topics of an academic nature, but may miss some detail.
<input type="checkbox"/> C2	Superior-Distinguished	Understands everything read, including details of a nuanced academic text.

4. 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%

5. 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
- Not applicable (Student applying for language acquisition program)

6. Please add any additional comments relating to the applicant's linguistic ability.

7. 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



ISEP Personal Statement

International Student Exchange Programs
International Students

Name: _____ Home Institution: _____

On a separate sheet of paper, please answer the following question in a clear, thoughtfully prepared short essay (about 300–500 words). Include your name and the name of your home institution on each page.

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. Please include specific host site information under Number 4 on the appropriate Course Request List, on Page 13 of this application.

If you are applying to study in a language(s) other than English, submit this essay in both English and the other language(s). Please do NOT use an online translation program (such as Google Translate).

QUESTION: 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. Introduce yourself and explain your academic goals for studying abroad and for integrating into the host culture? What specific situations from your past (i.e., coursework, job experience, travel, intercultural experience) have helped you prepare to accomplish these goals?



To be Completed by the Applicant

Name: _____ Home Institution: _____

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

Under the US 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, email address, and signature. Return this form with the letter by the specified date to the ISEP Coordinator listed below.

- How long and in what capacity have you known the applicant?
- 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:
--



To be Completed by the Applicant

Name: _____ Home Institution: _____

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

Under the US 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, email 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:
--

