



Advising Tips for U.S. ISEP Coordinators:
ISEP Applicants requesting placement outside the U.S.

Reviewing individual student applications:

- Questions to ask the student:
 1. Did you consult the list of "**Sites Open for Applications**" for the desired placement period?
(found in Student section of ISEP website – updated weekly)
 2. Did you check the **language requirements** for all 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 sites requested?
(part of university's entry in the online ISEP Membership Directory)
 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?

- Is the student applying for a site with nomination restrictions?
Some sites are restricted and ISEP can only accept a certain number of applications from each U.S institution. Please see "Placement Notes" found in the Coordinator's section of the ISEP website under Placement Guides.

- Has the student listed at least one site that is anticipated to have a lot of space?
ISEP aims to place students at one of their top choices. At least one of the choices should be a school that has a reasonable chance of placement.

- Has the student listed any closed sites or sites that are not members of ISEP?
See List of "Sites Open for Applications." Sites that do not appear on the list for the designated period are closed.

- Does the student **authorize** alternate placement?
By authorizing, student will continue to be considered for academically suitable sites, possibly in alternative countries, if requested sites are unavailable.

- Has 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.

Reviewing collective student nominations from your institution:

- Are you nominating more than one student for a site with nomination restrictions?
Sending more students than the nomination restrictions allow may negatively impact your students' chances of placement.

- Are you nominating students for placements at a variety of host universities?
ISEP aims to place a mix of students at each 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 host universities will increase their chances of placement.

- Do you have students requesting to be placed together on reciprocal exchange?
Placing students from the same institution together is generally discouraged. If unavoidable (i.e. legally married couples), students must select sites with excellent chance(s) of placement.

- Does your institution currently have a significant negative exchange balance?
*(Have you sent out many more reciprocal exchange students than you have received?)
If so, please consult with ISEP about the number of nominations ISEP can accept from your institution.*

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