



# ISEP Application Checklist

International Student Exchange Program  
International-to-International Students

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

I have enclosed the following forms in the order below with ONE PHOTOCOPY OF EACH to my ISEP Coordinator:

- Participant Profile
- Legible copy of the identification page of your passport
- Host Site Request List
- TOEFL score or alternate language test (non-native English speakers applying for programs taught in English)
- Language Proficiency Report (one in each proposed language of instruction)
- Personal Statements (one in each proposed language of study)
- Academic References (two forms; each one must be completed by a university-level professor or instructor)
- Educational History
- Course Request List (one for each site on your Host Site Request List)

I have submitted the following original documents:

- ISEP Application Checklist
- Official current academic records from each college or university attended

## Application Fee

Fees 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.

- \$315 ISEP-Exchange only or ISEP-Exchange with ISEP-Direct alternative
- \$60 ISEP-Direct only

Dual Placements:  \$415 Two ISEP-Exchanges  \$375 ISEP-Exchange plus ISEP-Direct  \$120 Two ISEP-Direct

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

Card Number \_\_\_\_\_ Expiration: \_\_\_\_\_ / \_\_\_\_\_ (Month/Year)

\_\_\_\_\_  
PRINT Name of Cardholder

\_\_\_\_\_  
Cardholder Authorized Signature

\_\_\_\_\_  
Date

## 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:

If you wish to provide further information about the applicant, please attach a separate sheet or write below.

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)

\_\_\_\_\_  
Date