



ISEP Application Checklist

International Student Exchange Program
Short Term Programs

Name: _____ Home Institution: _____

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

- Short Term Program Participant Profile
- Optional: If you have a passport, include a legible copy of the first page. If not, your host may request a copy later.
- Language Proficiency Report (one for each proposed language of instruction)
- Personal Statement (one for each proposed language of instruction; only the first essay question is required)
- One Academic Reference from a university-level professor or instructor

I have submitted the following original documents:

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

Application Fee

All fees should be submitted with the application. See **ISEP website** for fee information and Dual Placement fees.

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

I am enclosing a check or money order payable to ISEP for the application fee listed above.

My institution will submit the application fee on my behalf to ISEP.

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 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