



Application for National Student Exchange Program Academic Year 2017-2018

Application Deadline: February 15, 2017 for priority placement.

Office Use Only:

Date Application Submitted: _____

\$ 175 Application Fee Received by: _____

The application is not considered complete until the fee has been paid.

Requirements for Consideration of Acceptance into the NSE Program:

- Have an overall UTSA GPA of at least 2.50 with no incomplete grades from previous terms. (Please note that some programs at exchange institutions may require a higher GPA)
- Be in Academic, Social, and Financial Good Standing according to UTSA Policies and Code of Student Conduct
- Be an undergraduate student with at least sophomore standing at the time of exchange.
- Be a UTSA fulltime student (minimum 12 credit hours) for at least one semester prior to the exchange semester.
- Submit this application by the stated deadline dates above with a money order for the Application Fee ¹

There are additional NSE requirements. Therefore, prior to completing this application, please read:

- NSE eligibility requirements, policies, and procedures (*NSE Directory*)
- UTSA/NSE-Outgoing Exchange Student Policies and Procedures (from the UTSA/NSE Office)

RETURN THIS FORM TO:

Office of Undergraduate Studies Support & Technology Services

MS 2.02.18Y

8-5; Monday through Friday.

Please type or print very clearly:

Personal Information

Name: First _____ Middle _____ Last _____

Current Address:

Street/Apt/Residence Hall and Room: _____

City, State and Zip Code: _____

Permanent Address if Different from Current Address:

Street: _____

City, State/Province, and Zip/Postal Code: _____

Current Phone: _____ extension: _____ Permanent Phone: _____

Alternate Phone/Cell Phone: _____

UTSA E-mail: _____ Alternate E-mail: _____

BANNER ID @ _____

¹ The Application Fee for placement year 2017-2018 is \$175.

Emergency Contact Information:

Name: _____ Relationship: _____

Street: _____

City, State/Province, and Zip/Postal Code: _____

Phone: _____ E-mail: _____

Demographic Information:

Date of Birth (MM/DD/YYYY): ____/____/____ Gender: Female Male

Are you currently living in on-campus housing? Yes No

Are you a resident of Texas? Yes No

Country of Citizenship: United States Canada Other
 Non-resident alien — If non-resident alien, visa type _____ Lawful permanent resident

Primary reason(s) for exchange - check all applicable

- Access different courses/faculty
- Evaluate graduate schools
- Live in a different area
- Personal growth
- Participate in host campus international program
- Enter host campus honors program
- Exchange as a resident assistant
- Language study
- Look for future employment
- Other:

Educational Background:

Current Class Level: Freshman Sophomore Junior Senior

Cumulative grade point average: _____

Number of credits for degree completed to date: _____ Number of credits enrolled in current term: _____

Major: _____ Minor: _____

Expected graduation date: _____

Are you requesting an exchange that will occur in the semester of your graduation? Yes No

Are you currently enrolled in the UTSA Honors College? Yes No

Do you have any incomplete grades, missing grades, or other deficiencies (e.g. failure to complete required proficiency tests)? Yes No

If yes, please explain: _____

Activities, positions, honors while in at UTSA or a prior college: _____

Other Considerations:

These questions are asked in order to determine NSE eligibility and/or compliance with state laws governing educational institutions.

Have you ever been convicted of a felony? Yes No

Are you on probation, parole, or have any legal judgments pending against you either inside or outside campus? Yes No
If yes, please explain: _____

Are you currently under any campus disciplinary action for violation of codes of academic or student conduct? Yes No
If yes, please explain: _____

Do you have any outstanding indebtedness to the campus? Yes No

Special Needs or Circumstances:

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., note-takers, taped texts); a medical condition which might require immediate attention during exchange; or a condition which might affect emotional or mental well-being during exchange, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. Also indicate whether or not we may contact your requested host campuses at this time. NSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a placement site that can provide reasonable accommodation of your needs. Following placement, it is your responsibility to consult the host campus coordinator and ADA officer to determine the deadlines by which you must submit written, current, and professionally documented information as required by your host campus.

Exchange Requests:

Period of requested exchange: Summer Semester 2017 _____ Spring Semester 2018 _____
 Fall Semester 2017 _____ Full Year 2017-2018 _____

List, in priority order, the institutions you wish to attend and the tuition payment plan(s) you could use.

(Use an additional sheet if more than five institutions are requested.)

You must refer to the NSE Directory for the institutional payment plans available.

Name of Institution:

Tuition Payment Plan:

Plan A=You pay in-state/resident tuition/fees to your host campus.
Plan B=You pay your normal tuition/fees to your home campus.

- | | | | |
|----------|---------------------------------|---------------------------------|--|
| 1. _____ | <input type="checkbox"/> A only | <input type="checkbox"/> B only | <input type="checkbox"/> A or B (prefer _____) |
| 2. _____ | <input type="checkbox"/> A only | <input type="checkbox"/> B only | <input type="checkbox"/> A or B (prefer _____) |
| 3. _____ | <input type="checkbox"/> A only | <input type="checkbox"/> B only | <input type="checkbox"/> A or B (prefer _____) |
| 4. _____ | <input type="checkbox"/> A only | <input type="checkbox"/> B only | <input type="checkbox"/> A or B (prefer _____) |
| 5. _____ | <input type="checkbox"/> A only | <input type="checkbox"/> B only | <input type="checkbox"/> A or B (prefer _____) |

Are you requesting financial aid (Plan A) from the host campus? Yes No

Are you currently receiving financial aid? Yes No

Where do you plan to reside at the exchange school? Residence hall Sorority/Fraternity Off-campus

What is your marital status? Single Married

Will someone accompany you on exchange? Yes No

If yes, please indicate below:

Spouse: Yes No and/or children: Yes No Significant Other: Yes No

Language Proficiency:

What is your native language? English French Spanish Other: _____

What languages other than English do you speak? _____

If you plan to exchange to a campus in Puerto Rico, you must be certified for proficiency in Spanish. If you plan to exchange to the Universite de Sherbrooke in Quebec, you must be certified for proficiency in French. If English is not your first language, for all other NSE locations you must demonstrate proficiency in English. Language proficiency must be determined prior to placement – see form.

Recommendations/References:

Two reference letters are required. One letter must be from a faculty member or an academic advisor or other staff member at UTSA and one from a parent, guardian, friend or employer. (The reference forms are included in this packet.)

Please list the individuals who are writing references for you.

Reference:

Name: _____ Title/UTSA Dept: _____

Phone: _____ E-Mail: _____

Reference:

Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

Supporting Materials and Other Requirements:

You **must** include with this application the following materials:

- One unofficial UTSA transcript
- The program of study statement (form included)
- Statement of personal goals and reasons for exchange participation (form included)
- Language proficiency report (if applicable, form included)

In addition the NSE/UTSA office requires:

- The receipt of the reference forms by this office no later than one week following the stated application deadline dates on the first page of the application packet. (*The sooner we receive them the better.*)
- A personal, face-to-face interview with applicants chosen for consideration.

Please carefully read this page before signing.

Release of Information:

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

- I understand that it will be necessary for my campus to obtain certain information about my academic and non-academic record in order to: 1) ascertain my eligibility and suitability for an exchange through NSE, and 2) facilitate my exchange after it is arranged. I hereby grant permission to the NSE coordinator and/or designee to obtain information that is appropriate to my application and participation in the exchange including, but not limited to, letters of recommendation, permanent academic records and transcripts, conduct, fiscal records, medical records, all for the purposes of exchange placement and participation, continuation, or termination.
- I give permission to the NSE coordinator and/or designee to contact appropriate personnel in order to verify that I am under no disciplinary action for violation of codes of academic and student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for exchange.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to my home NSE Coordinator, designee, and those individuals/committees responsible for reviewing and approving my application for exchange participation.
- I hereby give permission for the information contained in my application to be submitted on NSE's restricted, Web-based placement site for the use of the home and host campuses and the NSE Central Office in placement and record-keeping processes.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to the National Student Exchange Central Office and to the NSE host institution at which I am placed.

Signature: _____

Date: _____

I have read and fully understood the Information on eligibility, policy, and procedures presented in the NSE Directory (pages 6-13)

- UTSA policies and procedures governing my exchange participation.
- Participation in the National Student Exchange is a privilege and not a right.
- Submission of an application is not a guarantee of application acceptance or placement.
- Upon acceptance to the program, the NSE application fee is nonrefundable regardless of the outcome of my placement.
- Failure to maintain (prior to and during my exchange) all of the eligibility requirements of the program and those of my home and host campuses will result in the cancellation of my exchange.
- Failure to pay all financial obligations to my home and host campuses will result in the cancellation of my exchange.

I also understand that until financial obligations are met, my home and host campuses will not release transcripts; and I will not be permitted to re-enroll at, or graduate from, my home campus.

If accepted for participation in the National Student Exchange, I agree to adhere to all the rules and regulations of both my home and host institutions. Failure to do so will result in the cancellation of my exchange.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Signature: _____

Date: _____

PRIVACY NOTICE: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.



Reference

RETURN THIS FORM TO:

Office of Undergraduate Studies Support &
Technology Services

MS 2.02.18 8-5 Monday - Friday

APPLICANT: PLEASE COMPLETE THIS SECTION:

Applicant's Name: _____

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:

I, _____, waive my right to access this evaluation.

Signature: _____ Date _____

TO THE EVALUATOR:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university within the United States, its territories, and Canada for up to one year. Students participate in NSE to take advantage of the unique geographic, cultural, and academic characteristics of institutions and/or regions.

In making decisions on the appropriateness of a student's participation in the exchange, we need to know about their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the exchange experience. While we will appreciate any observations that will assist us in evaluating the present applicant, of special interest are qualities such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, open-mindedness, and integrity.

Please indicate the basis and extent of your acquaintance with the applicant. Placing your remarks in a comparative perspective will further assist the NSE office in reaching a decision about the applicant.

In summation, please state frankly your opinion of this applicant's chances for academic and non-academic success in an exchange program, weighing both strong and weak points.

1. How well do you know the applicant? (Check the most appropriate response.)

- Extensive contact in a variety of settings
- Well acquainted in classroom or campus environment
- Limited contact in classroom or campus environment
- Other _____



RETURN THIS FORM TO:

Office of Undergraduate Studies Support & Technology Services

MS 2.02.18 8-5 Monday-Friday

APPLICANT: PLEASE COMPLETE THIS SECTION:

Applicant's Name: _____

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:

I, _____, waive my right to access this evaluation.

Signature: _____ Date _____

TO THE EVALUATOR:

The National Student Exchange (NSE) provides students with the opportunity to attend another member university within the United States, its territories, and Canada for up to one year. Students participate in NSE to take advantage of the unique geographic, cultural, and academic characteristics of institutions and/or regions.

In making decisions on the appropriateness of a student's participation in the exchange, we need to know about their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the exchange experience. While we will appreciate any observations that will assist us in evaluating the present applicant, of special interest are qualities such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, open-mindedness, and integrity.

Please indicate the basis and extent of your acquaintance with the applicant. Placing your remarks in a comparative perspective will further assist the NSE office in reaching a decision about the applicant.

In summation, please state frankly your opinion of this applicant's chances for academic and non-academic success in an exchange program, weighing both strong and weak points.

1. How well do you know the applicant? (Check the most appropriate response.)

- Extensive contact in a variety of settings
- Well acquainted in classroom or campus environment
- Limited contact in classroom or campus environment
- Other _____

2. In comparison with other students, whom you have known at comparable stages of their education, please rate the applicant in these areas. (Circle the most appropriate response.)

	Excellent	Very Good	Average	Below Average	Unable to Judge
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation and Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Exchange to another campus would be appropriate for the applicant: ___ Yes ___ No

REMARKS: Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Faculty Staff Parent Other: _____

Name (print): _____

Position/ Title/Relationship: _____

Phone: _____ E-mail Address: _____

Signature: _____ Date: _____