# National Student Exchange

## 2017 - 2018

**Looking Beyond Chico**

### Application Instructions

Please read the details. Keep this information for future reference.

| 1. Eligibility | • Must successfully complete at least one semester at CSU, Chico (freshman may also apply)  
|               | • Must have at least 30 units and a 2.5 cum GPA before the exchange begins  
|               | • PEL and Co-operative education participants (internship) may apply  
|               | *(You are not eligible to apply if you are on Academic, Administrative, or Disciplinary Probation.)* |

| 2. APPLICATION  | For Academic Year or Fall only: 🔄 February 22, 2017  
| Deadline       | *(For spring only, please use Spring Only Application.)*  

| 3. Fee         | • $200 (make checks or money orders payable to: **NSE/CHICO**)  
|                | • Submit payment and completed application to:  
|                | Student Financial Services, SSC 230 (Keep your printed receipt.) |

| 4. Complete Application Packet: | • **Signed** and dated application (including Statement of Purpose)  
|                                | • Recommendation from Advisor, faculty, or staff member  
|                                | • Payment verification (from Cashiering) |

| 5. Interview   | • Call (530) 898-5712 –Erin Wilson- to schedule your interview with National Student Exchange Coordinator. |

| 6. Ranking and Selection is determined by | • The date your application is received  
|                                            | • Your Statement of Purpose (why you’re seeking an exchange opportunity)  
|                                            | • Recommendation from an Advisor, faculty, or staff member  
|                                            | • Academic standing (by submitting your application, you also give permission to NSE to verify your academic standing)  
|                                            | • Your interview |

| 7. Placement Results (Mark your calendar!) | • You must attend the **mandatory** Placement Acceptance Meeting on Wednesday, March 22, 2017 5:00 – 6:30 pm in SSC 122/124 to accept (or reject) your Placement.  
|                                            | *(Spring 2017 placement results will be shared at your mandatory interview for fall 2016)*  
|                                            | Full details of the exchange process will be discussed. |

For more information, please contact

- **James Luyirika-Sewagudde, Jr**  
  (530) 898-5712  
  jamesls@csuchico.edu

- **Erin Wilson**  
  (530) 898-5712  
  ewilson2@csuchico.edu

❖Experience Life from a Different Point of View❖
❖Expanding Academic Horizons in 2017 -2018❖
National Student Exchange
2017-18 Application

APPLICATION DEADLINE
4:00 PM FEBRUARY 22, 2017

Spring 2018 Only: Deadline October 9, 2017

Applicant Information
Name: First ___________________________ MI ______ Last ___________________________
Current Address:
Street/Residence Hall and Room ___________________________
City, State/Province, and Zip/Postal Code ___________________________
Permanent Address:
Street ___________________________
City, State/Province, and Zip/Postal Code ___________________________
Current/Cell Phone ______ / ___________________________ Permanent Phone ______ / ___________________________
E-mail ___________________________
Alternate E-mail ___________________________
Campus I.D. Number ___________________________

Demographic Information
Date of Birth (MM/DD/YYYY): ___________________________ Gender: ___________________________
Are you currently living in on-campus housing? ___________________________
Are you a resident of the state of California? ___________________________
Primary reason(s) for exchange - check all that apply:
☐ access different courses/faculty ☐ enter host campus honors program
☐ evaluate graduate schools ☐ exchange as a resident assistant
☐ live in a different area ☐ language study
☐ personal growth ☐ look for future employment
☐ participate in host campus international program ☐ other: ___________________________

Submit Fee To: Student Financial Services, SSC 230
Checks or money orders, make payable to: NSE/Chico
Once fee has been paid and receipt stamped, return application to Erin Wilson, Academic Advising Programs, SSC 220

Nonrefundable Application Fee $200
The application is not complete – and no placement request will be submitted – until the fee has been paid.
Should you not be placed, be placed and decline your placement, accept your placement and later withdraw or become ineligible, no refund will be given.

Financial Services Receipt Stamp
(do not write in this area)
Scholastic and Other Information

Current Class Level: ___________________________
Class Level While on Exchange: ___________________________
Cumulative grade point average: ____________ (4.0 scale)
Major: _________________________________________ Minor: _________________________________________
Will you need courses in your major while on exchange? _________________________________________
Are you currently receiving financial aid? _________________________________________
Are you requesting financial aid (Plan A) from the host campus? _________________________________________
Where do you plan to reside at the exchange school? _________________________________________
Are you currently enrolled in the honors program? _________________________________________
Marital Status: _________________________________________
Will you be accompanied on exchange by: ☐ spouse ☐ children
Do you wish to go on exchange with another student(s): Yes ☐ No ☐
If yes, name of the student(s) ________________________________________________________________
Name of campus at which the student is enrolled: ________________________________________________

Exchange Requests

Period of requested exchange: Fall Semester 2017 only Spring Semester 2018 only Academic Year 2017-18
(both fall & spring semesters)

After careful research, select your exchange school and list them in order of preference. Use all available resources including, but not limited to students currently on the exchange or previous participants, www.nse.org, Widen Educational Horizons, and the National Student Exchange Directory (copies available in SSC 220 or at nse.org). Attend another information meeting and talk to your NSE Coordinator, James Luyirika-Sewagudde, Jr.

NOTE: The exchange plan (A or B) is determined by the host school based on their exchange availability. Costs for room and meals are paid to your host campus, regardless of where you pay registration/tuition fees.

Name of Institution

Full name as it appears in the NSE Directory.

1. ___________________________________________ ☐ A only ☐ B only ☐ A or B (prefer ___ )
2. ___________________________________________ ☐ A only ☐ B only ☐ A or B (prefer ___ )
3. ___________________________________________ ☐ A only ☐ B only ☐ A or B (prefer ___ )
4. ___________________________________________ ☐ A only ☐ B only ☐ A or B (prefer ___ )
5. ___________________________________________ ☐ A only ☐ B only ☐ A or B (prefer ___ )

Tuition Payment Plan (select one option per institution)

Plan A = you pay resident (in-state) fees to your host school
Plan B = you pay CSU, Chico fees

Educational Background

Number of units completed to date: ____________ Number of units enrolled in current term: ____________
Expected graduation date: ___________________________
Do you have any incomplete grades, missing grades, or other deficiencies? ___________________________
(e.g. failure to complete required proficiency tests)?
If yes, please explain: _________________________________________
Activities, positions, honors while in college: _________________________________________
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., notetakers, 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 which 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.

Other Considerations

• Have you ever been convicted of a felony?  Yes  No
  If yes, please explain: ____________________________________________________________

• If you are on: Academic, Administration, Disciplinary Probation, or any other category, you are not eligible to apply to NSE.

By submitting this application, you also give permission to NSE to verify your status.

• Do you have any outstanding indebtedness to the campus?  Yes  No
  If yes, please explain: ____________________________________________________________

Language Proficiency

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

If you plan to exchange to a campus in Puerto Rico (instruction in Spanish), or to a campus in Canada (instruction in French), you must be certified for proficiency by the Department of Foreign Languages and Literatures (Trinity 122). This must be done before your Selection and Ranking interview.

Recommendation / Reference

List the individual who will be submitting a recommendation/reference for you. Use “Faculty/Staff Recommendation” form and ask faculty/staff member to mail completed form to NSE/Academic Advising Programs, Campus Zip 725 by the application deadline.

________________________________________________________  __________________________________________________________
  Faculty / Staff name  Department / Office

Phone ________________________________  E-mail __________________________________________

Emergency Contact

Name ________________________________  Relationship ________________________________

Street ____________________________________________________________________________________________

City, State/Province, and Zip/Postal Code _____________________________________________________________

Land-line Phone ______ / ___________________________  Cell Phone ______ / ___________________________

E-mail ___________________________________________________________
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 __________________________

Supporting Materials or Other Requirements

- Statement of purpose (goals and reasons for exchange participation)
- Recommendation/reference
- Course Parallel Form (required after placement)
- Language proficiency report (for Puerto Rico or Canada)
- Mandatory Selection and Ranking interview: February 23 – 26, 2017 (Academic Year and spring 2018 only participants) October 14 – 16, 2017 (spring semester 2018 only participants)

Signature

I have read and fully understand:

- Information on eligibility, policy, and procedures presented in the printed NSE Directory (Sections “Application” through “During Exchange”) or at nse.org, Students, How NSE Works.
- Campus policies and procedures governing my exchange participation.

I further understand that:

- Participating in the National Student Exchange is a privilege and not a right.
- Submitting an application is not a guarantee of application acceptance or 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.
- 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.
- My exchange is not completed until I submit to my home campus a transcript of my host campus work.

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 __________________________
Statement of Purpose:
Why I want to participate in the National Student Exchange.
Please state why you want to participate in the exchange program next year. Your statement will assist the Selection and Ranking Committee during the interview process. Sign your statement. Note: You may reproduce this page.

Signature  ___________________________  Date  ___________________________
Dear Faculty/Staff,

The above student wishes to participate in the National Student Exchange (www.csuchico.edu/nse and www.nse.org). Your assistance in assessing his or her suitability for the program is appreciated. Please complete the form below. Your comments are most appreciated.

1. How well do you know this student: Please check as appropriate.
   - ☐ Extensive contact as an advisor.
   - ☐ Well acquainted with student.
   - ☐ Limited contact.

2. In relation to other undergraduates with whom you have worked, please circle the appropriate rating for the categories listed below.

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<th>Category</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
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<tr>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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<td>Maturity</td>
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<td>1</td>
<td>X</td>
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<tr>
<td>Cooperation</td>
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<td>3</td>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
</tr>
</tbody>
</table>

**Remarks**: As you see fit, please provide any additional comments. Thank you for your assistance.