

National Student Exchange (NSE) Application

<u>Deadline</u>

February 3, 2014

Exchange for Fall 2014 and Spring 2015



Pamela Jones, Coordinator Kent State University Undergraduate Studies, Lake Hall (330) 672-0972 pjones@kent.edu http://explore.kent.edu/nse

NSE Application Sections

- NSE Application and Placement Procedures
- Personal Information Form
- NSE Exchange Policies
- Student Agreement and Release Form
- Waiver of Liability and Hold-Harmless Form
- Parent / Guardian Acknowledgement Form
- DRAFT Budget Worksheet KEEP FOR YOUR FILES
- Adviser Agreement / Course Audit Worksheet
- NSE Program of Study Statement
- Adviser Reference Form
- Parent Reference Form
- Professional / KSU Staff Reference Form
- Schedule NSE Interview: contact (330) 672-0972
- Application Check-List (return ALL items to NSE Coordinator)

Print Out Immediately

#1 Campus Budget

#2 Campus Detail Information

Campus Budget

Go: www.kent.edu/NSE Click: NSE Official Website icon Click:

Student Information Click:

Campus Budgets Click: Campus Name

Print: Campus Budget <u>Campus</u> <u>Detail Information</u> Follow above steps ... THEN: Click: Campus

Detail Information Click: Campus Name

Print: Campus Detail Information

NSE APPLICATION and PLACEMENT PROCEDURES

The following procedural information will guide you through the Kent State University NSE application to ensure that a NSE experience will be beneficial and valuable to you.

1. Read the application thoroughly!

- 2 Visit the NSE Office in Undergraduate Studies, Olson Hall, (330) 672-0972 to receive information about NSE including:
 - -NSE Brochure
 - -Directory of Exchange Opportunities
 - -Describes the NSE Program
 - -Provides a description of all NSE campuses and majors offered
- 3. Read the *Directory of Exchange Opportunities* paying particular attention to the description of the overall exchange process and the best approach to gain the most from the *Directory*. As you read, begin to think about your personal and academic goals and objectives, which you are required to share in your Goal Statement.
- 4. Carefully complete the application follow the directions exactly:
 - A. The Personal Information Form provides information for our records and information to contact you.
 - B. The financial aid information will indicate the kind and approximate amount of financial aid you are currently receiving, which will assist with financial arrangements and details needed as a NSE student.
 - Exchange period begins Fall semester 2011 and concludes Spring semester 2012 for a period of one-year only.
 - D. A section is provided to list in priority order the five host exchange campuses of interest to you. DO NOT list a campus you would not want to attend. NSE has a good placement record of placing students at their first or second choice; however, NSE cannot guarantee your first choice.
 - E. Make certain you list the names and telephone numbers of the persons preparing letters of recommendation; we may need to contact individuals to receive additional information.
 - F. We would like your parents to be involved with your exchange experience. We suggest one letter of recommendation come from a parent or family member to highlight your personal development.

G. As you prepare your *Program of Study Statement*, tell exactly what you plan to accomplish academically and personally as a NSE student. Your *Academic Adviser must sign your Program of Study Statement*.

-Suggestions:

-Write as many goals and objectives important to you before preparing your final *Statement*. - Discuss your goals and objectives with your academic adviser, faculty members, KSU staff, parents, friends, a mentor or the NSE coordinator to assist with developing your final *Statement*. - *Program of Study Statement* must be typed.

- H. You must pay the \$185.00 NSE application fee with a money order payable to: NSE Kent State University.
- I. After submitting your application you must next schedule an interview with the NSE coordinator. The interview will also provide an opportunity for you to ask questions that have emerged after completing the application.
- 5. The processing of your application and the decision on your participation in the NSE Program is the responsibility of Kent State University. Once determined you are eligible to participate; the host campuses you selected will consider you based on space availability. Placement decisions are determined at the National NSE Conference held in March.
- 6. Following the NSE Conference in March, you will be notified of your placement and asked to sign a Placement Acceptance Form by the NSE coordinator. You will also receive information regarding housing, meal plans, tuition and registration to assist you with planning.
- 7. You will complete the Advising Agreement with your Advisor. The Advising Agreement will reflect how the courses completed at your host campus will calculate into your Kent State University academic program. The signature of your Academic Advisor is required on the Advising Agreement.
- 8. You are required to maintain communication with the Kent State NSE Coordinator. Upon arrival at your host campus, you must provide your telephone number and address for emergency purposes
- 9. At the end of your exchange period, you must request a transcript from your host exchange campus to be sent to the Admissions Office, Michael Schwartz Center Building, at Kent State University.

Student Application



RETURN APPLICATION AND FEE TO:

Pamela E. Jones NSE Coordinator Undergraduate Studies Lake Hall (330) 672-0972

PERSONAL INFORMATION FORM

CONTACT INFORMATION Name: First _____ Middle ____ Last ____ Banner I.D. Number Current Address: Street/Residence Hall and Room_ City, State, Zip Code_____ Current Phone (____)____ Permanent Address: City, State, Zip Code Permanent Phone (____)____ Cell Phone (____) KSU 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 the state/province in which your home campus is located? Yes No Other _____ Canada Country of Citizenship: **United States** Non-resident alien — If non-resident alien, visa type_____ Resident alien

NSE INTEREST INFORMATION

Primary reason(s) for exchange - check all applicable Access different courses/faculty Evaluate graduate schools Live in a different area Personal growth	Enter host campus honors program Exchange as a resident assistant Language study Look for future employment
Participate in host campus international program	Other:
SCHOLASTIC AND OTHER INFORMATION Current Class Level: Fr So Jr Major:	Sr Cumulative grade point average Minor:
Will you need courses in your major while on exchange Are you currently receiving financial aid? Where do you plan to reside at the exchange school? Are you currently enrolled in the honors program? Do you wish to go on exchange with another student(s) If yes, name of the student(s) Name of campus at which the student is enrolled.	Y es No Y es No On-CampusSor/Frat Off-campus Y es No Y es No Y es No
	Spring Semester 20 _Winter Quarter 20 Spring Quarter 20
List in priority order the institutions you wish to attend (Use an additional sheet if more than five institutions are re	
Name of Institution	Tuition Payment Plan (Only select Plan-B campuses) Plan B = You pay normal tuition/fees to Kent State University
1	
3	5.
EDUCATIONAL BACKGROUND Number of credits completed to date:Number o Expected graduation date: Month	
Do you have any incomplete grades, missing grades, o tests)? Yes No	or other deficiencies (e.g. failure to complete required proficiency
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., 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, 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.

documented information as required by your host campus.	
OTHER CONSIDERATIONS	
Have you ever been convicted of a felony? Yes No	
Are you on probation, parole, or have any legal judgments pending against you either campus? Yes No If yes, please explain:	inside or outside
Are you currently under any campus disciplinary action for violation of codes of acade Yes No If yes, please explain:	emic or student conduct?
Do you have outstanding debts owed to Kent State? (ex. library fine, parking fine, etc.)	Yes No
LANGUAGE PROFICIENCY	
What is your native language? English French Spanish Other:	
If you plan to exchange to a campus in Puerto Rico, you must be certified for proficito the Universite de Sherbrooke in Quebec, you must be certified for proficiency in language, for all other NSE locations you must demonstrate proficiency in English. I prior to placement.	French. If English is not your first
EMERGENCY CONTACT	
Name Relation	ship
Street	
City, State/Province, and Zip Code	
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 purpose 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 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	
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SUPPORTING MATERIALS OR OTHER REQUIREMENTS

Unofficial transcript
Recommendations/references
NSE Goal Statement
Language proficiency report (if applicable)
Interview

SIGNATURE

I have read and fully understand:

information on eligibility, policy, and procedures presented in the *NSE Directory* (pages 6-12) 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

I must, at all times prior to and during my exchange, meet the eligibility requirements (academic, behavioral, and financial) of the program and those of my home and host campuses, and that failure to do so will result in the cancellation of my exchange.

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	
_		



NATIONAL STUDENT EXCHANGE (NSE) POLICIES

National Student Exchange (NSE) is a program designed to provide a one-year opportunity for eligible Kent State students to attend a college or university in another state without paying out-of-state tuition costs. The NSE Program allows Kent State students to register and pay tuition and fees at Kent State University while studying as an exchange student at another campus. A Kent State student does not pay tuition and fees at the host campus. A Kent State student will be responsible for paying applicable room, board and meal fees to the host campus.

Kent State students participating in the NSE Program remain degree-seeking and registered students at Kent State University. Financial aid received by a Kent State NSE student may be utilized while participating in the exchange program.

The NSE Program is an officially approved program at Kent State University; therefore, all course credit hours earned at the host campus will be recorded on the Kent State University transcript of the student. Grades earned at the host campus will not be calculated in the Kent State University grade point average of the student.

Eligibility requirements for participation in the Kent State University National Student Exchange Program (NSE) are as follows:

- 1. Enrollment in NSE program for one (1) academic year or one (1) academic semester.
- 2. Full-time student status.
- 3. Undergraduate student status with minimum thirty (30) completed credit hours.
- 4. Overall 2.50 GPA (upon applying, departure, during exchange). Good University
- 5. social status
- 6. Good financial University status (no delinquent accounts).
- 7. Completed and approved NSE application. Completed and
- 8. approved NSE interview. Paid \$150 non-refundable application
- 9. fee.

Important Notes:

As a NSE student, you remain a matriculated student at Kent State University. As a NSE student, you are expected to follow all applicable rules and regulations of your host campus.

Kent State University will cancel your NSE exchange privileges immediately if GPA earned while on exchange is lower than a 2.50.

Kent State University will cancel your NSE exchange privileges immediately if conduct leads to probationary status while on exchange at your host campus.



NATIONAL STUDENT EXCHANGE (NSE)

STUDENT AGREEMENT and RELEASE

${f I}$ (print full legal name) $_$		
agree to fulfill all financial and academic obligations incurred w	hile on National Student Exchange at:	
(print full name of host campus Institution)		
for: (print term, year, semesters/quarters on exchange) Year	Sem/Quart	
on NSE Payment Plan B. I understand that failure to do so maj	y affect my exchange status and/or any status at	
Kent State University.		

I understand and agree to the following conditions of the NSE Program:

1. Eligibility and Academic Progress

I understand that I have been accepted to participate in the Kent State University NSE Program contingent on my maintaining all eligibility requirements of the NSE prior to and during the exchange period. If eligibility is not maintained, Kent State University or my host exchange Institution can at any time terminate my exchange participation status.

2. Release of Information

I give permission to the Kent State University NSE office to contact the Kent State Office of Judicial Affairs to verify that I am under no disciplinary sanction for student conduct code violations and/or that I have no judicial cases pending which would invalidate my eligibility to participate in the NSE Program.

I understand that the collection, retention and dissemination of my records and information about me are subject to federal regulations under the *Family Educational Rights and Privacy Act of 1974*. This means, I am responsible for specifying the persons or agents who may have access to my records. I give permission by signing this *NSE Agreement and Release* to collect and release information to Kent State University and to my host Institution named above related to the NSE application and program participation including, but not limited to: letters of recommendation, permanent academic records (transcripts, conduct fiscal, medical) for the purpose of NSE exchange placement, participation, continuation and/or termination.

3. Tuition / Fees

I have read the Kent State University NSE Application and the National Student Exchange Directory in which the definition of Tuition Plan B and the corresponding financial aid information is explained. I agree to follow the appropriate procedures for payment of my enrollment expenses.

I will pay all required tuition/fees of Kent State University and of my host exchange Institution, including room and board costs of my host Institution in a timely manner and according to the Plan B payment on which I have been placed. I understand all financial obligations to my host Institution must be fulfilled prior to receiving transcripts from my host Institution or receiving my diploma from Kent State University.

4. <u>Health Insurance, Personal Safety and Medical Treatment</u>

I will obtain and maintain health insurance that is satisfactory to Kent State University and to my host Institution while on exchange. I will obtain immunizations required by Kent State University and my host Institution. I will comply with any additional medical matters relating to my participation in the NSE program.

I understand that Kent State University cannot guarantee my health and safety while on exchange. I am responsible for acting prudently, exercising caution and common sense at all times. I also understand that I may use many different forms of transportation to participate in the NSE Program. I agree that Kent State University and the National Student Exchange are not responsible for any personal injury, death, loss or damage to property suffered by me during periods of travel or during the exchange with and independent of, the NSE Program.

If, during my participation in the NSE Program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family/legal guardian, I agree to have medical treatment performed when, in the opinion of medical personnel; my health or welfare will be adversely affected by any delay. In such an event, I authorize Kent State University or the NSE coordinator of my host exchange Institution or designated representative to grant permission for the medical treatment.

5. Transcripts

I will request that an official transcript from my host exchange Institution be sent to the Admissions Office (Kent State University, room 161, Michael Schwartz Center, P.O. Box 5190, Kent, OH 44242-0001) and I will pay all transcript fees regardless of the academic outcome of my exchange academic record (failing grades, probationary status, withdrawals) at the end of my exchange period. I will also submit an official transcript from my host exchange Institution to the Kent State University NSE office (*Undergraduate Studies, Olson Hall, Kent State University, P.O. Box 5190, Kent, OH 44242-0001*).

If I fail to submit an official transcript to the Kent State University NSE Admissions office upon departing my host exchange Institution, I authorize my host exchange Institution named above to release my official transcript to Kent State University by virtue of my signature on this *National Student Exchange Student Agreement and Release form*. If this *National Student Exchange Student Agreement and Release form* must be used to request my official transcript, I will be charged the cost of the transcript and the processing fee. National Student Exchange and the Kent State University NSE Program are not liable for any delays or problems that may affect student status or academic record at Kent State University.

6. Residency

I understand and agree that any and all time I spend at my host exchange Institution shall not be applied toward establishing residency in that state of my host exchange Institution. If I should apply for a transfer to that state upon completion of my formal National Student Exchange period, the time spent as a NSE exchange student will not count in meeting any requirements of resident status for tuition purposes.

7. Parent Involvement

I understand my responsibility to provide my parent/legal guardian with all information about my NSE exchange; this is not the responsibility of the Kent State University NSE Program office. I have informed my parent/legal guardian about the NSE Program and will continue to do so.

8. Rules and Regulations

I agree to adhere to all rules, regulations and policies of the Kent State University NSE Program, my host Institution and the National Student Exchange. I agree to abide by the policies governing student conduct and academic requirements, as published in the Kent State University Student Information Handbook and by the policies of my host Institution. I understand that either Kent State University and/or my host Institution may take disciplinary action involving me at any time.

I have read and fully understand information in the NSE Directory. I understand that neither Kent State University nor the National Student Exchange is responsible for any problems regarding housing or course enrollment. I understand no alteration or variation in terms of this *National Student Exchange Student Agreement and Release Agreement*, including change in exchange duration, shall be valid unless made in writing and signed by the parties named below. I certify all information provided in the NSE application is true and correct. I will abide by all rules and regulations of Kent State University, my host Institution and the National Student Exchange. I pledge not to lie, cheat or steal. I understand that violation of Kent State University's rules and regulations may result in severe penalties including dismissal from the university. I have read this Agreement and Release, I understand the contents and I acknowledge that I am signing the form freely, voluntarily and under no compulsion.

Student (full name)	print		
Banner ID#	pruu	Date of Birth	
Student			Date
signature			
		11	
			



NATIONAL STUDENT EXCHANGE Kent State University WAIVER OF LIABILITY AND HOLD-HARMLESS FORM

In consideration for participating in an exchange through the National Student Exchange, I hereby release, discharge, and covenant not to sue Kent State University, the National Student Exchange or the host exchange Institution, their respective officers, boards, employees, attorneys insurers, agents and assigns (hereinafter referred to as RELEASEES) for any and all liability, claims, demands actions, and causes of actions whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the RELEASEES, or otherwise, while participating in NSE national or study abroad programs and activity, or while in, on, or upon the premises where the activity is being conducted or in transportation to and from said premises of programs or activity.

To the best of my knowledge, I can fully participate in NSE activity. I am fully aware of risks and hazards connected with NSE activity, including, but not limited to, the risks noted herein. I hereby elect to participate voluntarily in said activity, knowing the activity may have hazards to me and to my property. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such activity, whether caused by the negligence of RELEASEES or otherwise.

I further agree to indemnify and hold harmless the RELEASEES from any loss, liability, damage, or costs, including court costs and attorney's fees, that I may incur due to my participation in the NSE Program, either caused by negligence of RELEASEES or otherwise.

It is my express intent that this *Waiver of Liability and Hold-Harmless Form* shall bind the members of my family and spouse (if any), if I am alive. If I am not alive, my heirs shall assign a personal representative and shall be deemed as a release, waive, discharge, and covenant not to sue the above RELEASEES. I hereby further agree this *Waive Liability and Hold-Harmless Form* shall be construed in accordance with the laws of Ohio.

In signing this *Waiver of Liability and Hold-Harmless Form*, I hereby acknowledge and represent that I have read the foregoing *Terms and Agreement for Participation in the National Student Exchange*, understand it, and signed it voluntarily as my own free act and deed. No oral representations, statements, or inducements, apart from the foregoing written form have been made. A parent or legal guardian must sign indicating their understanding of the legal and financial responsibility for my participation in the NSE Program; and I execute this form in full, adequate, and complete consideration fully intending to be bound by same.]

STUDENT / OR PARENT/LEGAL GUARDIAN has read this Agreement and Release, understands the contents, and acknowledges the Agreement and Release form is being signed freely, voluntarily, and under no compulsion.

Student (print)	Student (signature)	Date
Parent / Legal Guardian (print)	Parent/Legal Guardian (signature)	Date



PARENT / LEGAL GUARDIAN ACKNOWLEDGMENT FORM

Must be submitted with the National Student Application

National Student Exchange Kent State University Undergraduate Studies, Lake Hall P.O. Box 5190 Kent, OH 44242-0001

I hereby acknowledge that I have been informed about and fully understand the National Student Exchange Program. * I understand and know the costs associated with participating in the National Student Exchange Program. Moreover, I understand Kent State University is not responsible for any difficulties pertaining to housing, course enrollment, transportation or accident liability. I also understand Kent State University is not responsible for any errors made in the school selections after the application has been received from the applying student.

Name of National Student Exchange Applicant		
	(print name)	
Banner ID # of Applicant:	Birth Date of Applicant:	
1st Choice Host Exchange Campus:		
2 nd Choice Host Exchange Campus:		
3rd Choice Host Exchange Campus:		
4th Choice Host Exchange Campus:		
5th Choice Host Exchange Campus:		
Name of Parent/Legal Guardian:		
(print name)		
Parent/Legal Guardian Address:		
Street Parent/Legal Guardian Phone: ()	City State Zip	i
Parent /Legal Guardian Signature	Date	
Student Signature	Date	

All students are provided with the *NSE Directory of Exchange Opportunities*. You are advised to review this document carefully before signing above. You may not make changes in the school selections once the application is submitted to the NSE Office.

Please contact the National Student Exchange Office with questions: (330) 672-0972



KEEP FOR MY FILES

DRAFT Budget Worksheet

This form is for your use to estimate the costs for exchange and to identify available financial resources. Consider the length of your exchange (one semester or one full-year), the number of times you are likely to travel to and from your home to your host campus, and the cultural and geographic opportunities you would like to take advantage of while on exchange. Note that tuition, fees, room, and meals frequently increase from 5-10 percent per year. Financial aid while on exchange may vary from that which is currently received.

ESTIMATED COSTS: Tuition/Fees*	Per Term	Annual	Calculate Plan B tuition based on the calendar of the home campus. Calculate all other fees on the calendar
Plan B: HomeTuition Fees Host Room and Meals* Books/Supplies* Insurance* Transportation on the	\$ \$ \$	\$ \$ \$	of the host campus. Tuition and fees at semester schools are paid two times a year. Tuition and fees at quarter schools are paid three times a year.
Host Campus*	\$	\$	
Personal Expenses*	\$	\$_	
Other			* Figures available from Campus Budget
Travel to/from Host	\$	\$	Estimates at www.nse.org.
Miscellaneous	\$ \$	\$ \$	TOTAL ESTIMATED COSTS

In addition to costs estimated above, other additional expenses may include fees that are a condition of your enrollment (e.g., general service, laboratory, art and photography supplies, field experience, student teaching, technology fees, computer fees, etc.) and other fees (e.g., application, orientation, field trips, NSE program fees, health services, parking, special events, student activities, athletics, etc.). See campus catalogs and *NSE Directory* for additional information.

RESOURCES:	Per Term	
Personal Savings	\$	
Family Support	\$	
Federal Grants/Loans	\$	
PeⅡ	\$	
Perkins	\$	
Ford	\$	
SEOG	\$	
FFEL	\$	* * Not all aid is applicable to exchange
DSL	\$	programs. Check with your financial
State Financial Aid**	\$	aid officer and/or scholarship source.
Scholarships**	\$	1
Work on exchange	\$	
Other:	\$	
	\$	TOTAL ESTIMATED RESOURCES



NATIONAL STUDENT EXCHANGE ADVISING AGREEMENT

Student Name	_	Banner ID #		
Major(s)	Minor(s)			
Exchange Period: Fall	Fall thru Spring Status during exchange: SO JR SR			
Host campus				
Academic calendar at h	ost exchange campus:	Semesters Quarters		
		NSE STUDENT_		
		Complete the following course worksheets. Select more urses for the full period of your exchange (one-year/one-semester).		
-	arranging to have an offici-	ial transcript sent to Kent State University, Admissions Office rsework will not transfer.		
-	dvising Agreement reflects your Kent State University	s your understanding of how courses completed at your academic program.		
	THANK YOU A	ACADEMIC ADVISOR FOR		
· ·	· ·	ability of courses back to Kent State University. * Kent Core / Electives / Major Requirements).		
2. Explaining credit h	our conversion - Qua	arter System back to Semester System.		
3. Explaining how co academic program	-	ot completed at host campus will impact the KSU		
1 0	•	en he/she returns to complete Official University		
Transient Forms, 1	ate March or early A _l	pril, after host institution is confirmed.		
NOTE:				
* Courses completed with a	"C" or better grade at host	campus will be recorded on your Kent State University transcript.		
* Grades will not be calcula	ted in your Kent State Univ	versity GPA.		
* Courses completed on a q	uarter system will be conve	erted to semester hours (quarter hours x .666 = semester hours).		
		Required Signatures		
Academic Adviser		Date		
prin	nt	signature		
Department Chair	nt	Date signature		
1	น required only if student meets	c .		

Return form to: NSE Office, Undergraduate Studies, Lake Hall - (330) 672-0972

Student ____

NSE Course Worksheet

Student Name	
	-

<u>FALL</u>

COURSES FROM HOST CAMPUS CATALOG	APPLICATION TO HOME CAMPUS ACADEMIC RECORD						
Host Dept. Course Title Number	Major Require ment	Major Elec Tive	Elec tive	Core Require ment	Other	Host Credit Hours	Home Credit Hours
Example HIS 241 History of the American West: Part I		X				3.0	3.0

NSE Course Worksheet

Student Name	
-	_

SPRING

COURSES FROM HOST CAMPUS CATALOG	APPLICATION TO HOME CAMPUS ACADEMIC RECORD						
Host Dept. Course Title Number	Major Require ment	Major Elec Tive	Elec tive	Core Require ment	Other	Host Credit Hours	Home Credit Hours
Example HIS 241 History of the American West: Part I		X				3.0	3.0



PROGRAM OF STUDY STATEMENT

variic or	тррпсан.			
		print name)		-
Academic	Advisor:			_
		print name)		
Academic	Advisor:			_
		(signature)		
College/Sc	hool:			-
Date:	_			-
personal d Submit yo	evelopmen ur <u>typed</u> St	as a Kent State student and ement to your Academic Ac	exchange will contribute to your academic the reason you selected each particular ex dviser for approval and signature. Return the or, Undergraduate Studies in Olson Hall.	change school.
Share spec	rific details	nd examples in a minimally	800-word goal statement addressing each	of the following:
A.	What do y	u hope to gain at your excl	hange campus that you would not gain fro	om Kent State
B.	How will	articipating in the NSE prog	gram contribute to your academic goals?	
C.	How will	articipating in the NSE prog	gram contribute to your leadership and person	onal development?
D.	What reas	ns led you to select the five	exchange campuses listed?	
	1.		4.	
	2. 3.		5.	
E		ect to enroll in courses in vo	ur maior at your host campus?	



Reference - Academic or Faculty Advisor

APPLICANT: PLEASE COMPLETE THIS S	SECTION
Name of Applicant	Banner I.D.
In compliance with the Family Education Rights evaluation unless access is waived by completing	and Privacy Act of 1974, the candidate may have access to this g the following statement:
I,	_, waive my right to access this evaluation.
Signature Date	

TO THE ACADEMIC ADVISOR:

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 the institution and region.

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.

Occasionally, an academic advisor has not had enough contact with a student to do an adequate personal evaluation. However, in that situation we would like a statement regarding your willingness to work with the student to determine where courses taken at the host campus will fit into the student's home academic program. We would also like to know the appropriateness of exchange at this time in the student's program of study. We are particularly concerned that the student's academic progress will not be hindered by participating in NSE. Those statements can be entered in section 4 on the reverse side of this form.

REFERENCE INFORMATION

1. How well do you know the	applicant? (Cho	eck the most a	ppropriate i	response)		
Extensive contact in a varie acquainted in classroom Limited contact in classroo environment Other	or campus envi					
2. In comparison with other stude	ents whom you	have known a	ıt comparab	le stages o	f their	
education, please rate the appli	cant in these are	eas. (Circle the r	nost appropri	ate response)		
Academic Ability	Excellent 4	Very Good	Average 2	Below Average	Unable to Judge X	
Maturity	4	3	2	1	X	
Cooperation and Adaptability	4	3	2	1	X	
Initiative and Motivation	4	3	2	1	X	
Social Skills	4	3	2	1	X	
Open-mindedness	4	3	2	1	X	
Integrity	4	3	2	1	X	
Independence	4	3	2	1	X	
Resourcefulness	4	3	2	1	X	
Self-Confidence	4	3	2	1	X	
 Exchange to another campus w REMARKS Based on your knowledge of the begained from an exchange ex 	ne applicant, ple					hat would
Name (please print) Phone				Position of E-mail A		
Signature				Date		

RETURN THIS FORM TO:

Pamela E. Jones, NSE Coordinator Undergraduate Studies, Olson Hall MAIL OR FAX (330) 672-9296



Reference - Parent or Legal Guardian

National Student Exchange

APPLICANT: PLEASE COMPLETE THIS SECT	ΓΙΟΝ
Name of Applicant	Banner I.D.
In compliance with the Family Education Rights and evaluation unless access is waived by completing the	Privacy Act of 1974, the candidate may have access to this following statement:
I,, wa	aive my right to access this evaluation.
Signature <u>Date</u>	

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 the institution and region.

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.

NSE REFERENCE INFORMATION

	sive contact in a variety of s	-				
-	y / Home environment Superv professional environment	/ISOr -				
Other						
Other _						
In com	parison with other students v	vhom you have	known at com	nparable sta	ges of	
their e	ducation/career, please rate t	he applicant in	these areas. (C	Circle the m	ost approp	riate response)
					Below	Unable to
		Excellent	Very Good	Average	Average	Judge
Academic A	Ability	4	3	2	1	X
Maturity		4	3	2	1	X
Cooperation	n and Adaptability	4	3	2	1	X
	d Motivation	4	3	2	1	X
Social Skills Open-mindedness Integrity	4	3	2	1 1 1	X X X	
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Resourceful		4	3	$\frac{2}{2}$		
Self-Confid		4	3	2	1	X
. Exchange to	o another campus would be	appropriate for	the applicant:	Yes _	No	
. REMARKS						
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Based on yo	our knowledge of the applica an exchange experience.	nt, piease comn				na what would
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Based on your gained from Parent	an exchange experience. Supervisor/Manager	-		mail Addres		nd what would

Pamela E. Jones, NSE Coordinator Kent State University Undergraduate Studies, Olson Hall PO Box 5190 Kent, OH 44242-0001

Mail or Fax: (330) 672-9296



Reference - KSU Staff or Job Supervisor

National Student Exchange

Banner I.D.
of 1974, the candidate may have access to this tement:
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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 the institution and region.

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NSE REFERENCE INFORMATION

Extensive contact in a Well acquainted in cla Supervisor - work / pro Other	assroom or campus envi	ironmer	nt			
. In comparison with other	•		-	_	of their edu	cation/career,
please rate the applicant i	n these areas. (Circle t	the mos	t appropriate r	esponse)		
	Exc	ellent	Very Good	Average	Below Average	Unable to Judge
Academic Ability		4	3	2	1	X
Maturity		4	3	2	1	X
Cooperation and Adaptabilit	y	4	3	2	1	X
Initiative and Motivation	•	4	3	2	1	X
Social Skills		4	3	2	1	X
Open-mindedness		4	3	2	1	X
Integrity		4	3	2	1	X
Independence		4	3	2	1	X
Resourcefulness			3	2		X
Self-Confidence		4		2	1 1	X X
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. Exchange to another camp	ous would be appropri	ate for	the applicant:	Yes _	No	
REMARKS						
Based on your knowledge success and what would be				chances for	r	
Faculty/Staff Su	pervisor/Manager	(Other:			
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hone			E-	mail Addre	SS	

RETURN THIS FORM TO:

Pamela E. Jones, NSE Coordinator Kent State University Undergraduate Studies, Olson Hall PO Box 5190 Kent, OH 44242-0001

Mail or Fax: (330) 672-9296

Application Check-List

Return ALL Items Listed in ONE Packet

- 1. Pages 5-6 Personal Information Form
- 2. Page 7 Special Needs or Circumstances Form
- 3. Page 8 Student Release of Information Form
- 4. Page 10-11 Student Agreement and Release Form
- 5. Page 12 Waiver Of Liability and Hold-Harmless Form
- 6. Page 13 Parent / Legal Guardian Acknowledgment Form
- 7. Page 15 Advising Agreement Form
- 8. Pages 16-17 Course Worksheet
- 9. Page 18 Program of Study Statement
- 10. Pages 19-24 Reference Forms
 - 1. Academic Advisor
 - 2. Parent/Guardian
 - 3. KSU Staff /Job Supervisor
- 11. Print Out Campus Budget (NSE website:www.nse.org)
- 12. Print Out Campus Detail Information (NSE website:www.nse.org)
- 13. Print Out Web For Students Transcript
- 14. \$185.00 Money Order ONLY: NO CASH, NO PERSONAL CHECKS
 -Money Order Payable to: NSE Kent State University
- * Money Orders can be purchased from the COPY CENTER located on the lower of the Kent Student Center Cost \$1.10 (they only accept cash no: checks / credit cards)