



# NATIONAL STUDENT EXCHANGE PROGRAM APPLICATION FORM



wou.edu/nse

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**APPLICATION DEADLINE:**  
**February 14, 2020**

APPLICATION AND FEE RECEIVED:  
\_\_\_\_\_

## APPLICATION INFORMATION AND REQUIREMENTS

- Eligible students must be
  - At or above a 2.5 cumulative and term GPA
  - In good academic, financial, and conduct standing
  - At least a sophomore standing (45+ earned credits) by time of exchange
- One NSE Recommendation Letter (*use the WOU NSE Recommendation Letter Form*)
- A one-two page essay discussing your reasons for studying away, your goals while on exchange, and how you will meet your desired goals (*Applicants are encouraged to visit the Writing Center prior to submitting essay*)
- Interview with NSE Coordinator (*Application will not be complete or processed without an interview*)

## APPLICATION FEE

- \$200.00 nonrefundable application fee (*cover's processing fee and orientation*)
- Application fee due at time of application submission
  - *Application is considered incomplete until fee has been paid*
- Acceptable forms of payment are cash, check, or charge to your WOU student account.
  - IF you would like the application fee billed to your account, please read and sign the statement below:

I, \_\_\_\_\_, authorize the Office of the Vice President for Student Affairs to charge my WOU student account the National Student Exchange application fee of \$200.00.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICANT INFORMATION

*(please type or print very clearly)*

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Current Address:

Street (or RSC # if resident hall) \_\_\_\_\_

City, State/Province, and Zip/Postal Code \_\_\_\_\_

Permanent Address:

Street: \_\_\_\_\_

City, State/Province, and Zip/Postal Code: \_\_\_\_\_

Current/Cell Phone #: \_\_\_\_\_

Permanent Phone #: \_\_\_\_\_

WOU Email: \_\_\_\_\_

Alternative Email: \_\_\_\_\_

WOU V#: \_\_\_\_\_

## DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender Identity:  Female  Male  Nonbinary Other \_\_\_\_\_

Do you currently live in on-campus housing?  Yes  No

Are you an Oregon resident?  Yes  No

Country of Citizenship:  United States  Other \_\_\_\_\_

Non-resident alien (if non-resident alien) visa type \_\_\_\_\_  Resident Alien  DACA

Primary Reasons(s) for exchange - *check all application*

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 employment

participate in a host campus international program

other: \_\_\_\_\_

Ethnicity (*optional*)

Latinx or Hispanic, of any race

Native Hawaiian or other Pacific Islander

American Indian or Alaska Native

White

Asian, of any race

Two or more races

Black

Not reported (ethnicity unknown)

## SCHOLASTIC AND OTHER INFORMATION

Class Level:  First-Year  So  Jr  Sr

Total earned credits (WOU and transferred in): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

# of credits enrolled in current term: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Will you need courses in your major (or minor) while on exchange?  Yes  No

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

Are you currently receiving financial aid?  Yes  No

Are you Pell Grant eligible?  Yes  No

Are you receiving scholarships?  Yes  No

Do you consider yourself a first-generation student? (no parent/guardian received a 4-year degree)  Yes  No

Are you currently enrolled in the WOU Honors Program?  Yes  No

Have you applied to NSE before?  Yes  No IF YES, when? \_\_\_\_\_

Marital Status:  Single  Married

Will you be accompanied on exchange by: spouse  Yes  No children  Yes  No

Do you wish to go on exchange with another student(s):  Yes  No

IF YES, name of the student(s): \_\_\_\_\_

Name of the campus: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## 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 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: \_\_\_\_\_

## STUDY AWAY REQUEST

(list universities in order of preference)

Name of College/University	Host (A) or Home (B) Plan A - Pay host institution Plan B - Pay home institution	Period of Study Away	Need Housing?
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Quarter: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Quarter: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred
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## ESSAY

Please write a one-two page essay discussing your reasons for studying away AND two (2) to three (3) goals you have for yourself while on exchange. INCLUDE how you will meet your desired goals. Submit your essay along with your NSE application.

*(Applicants are encouraged to visit the Writing Center prior to submitting essay)*

## NSE RECOMMENDATION LETTER

You must have one letter of recommendation from your advisor **OR** a faculty/staff member of Western Oregon University. This must be completed on the NSE Recommendation Letter form and submitted with your application (or mailed to the NSE Coordinator via campus mail or email by the recommender).

*(Application will be considered incomplete if the NSE Recommendation Letter is not received)*

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## ACCOMODATIONS, 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 study away; or a condition which might affect emotional or mental well-being during study away, 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 at Western Oregon. 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.

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## WITHDRAWAL FROM NSE

If at any time after submitting this application you need to withdraw from the program prior to placement, please contact Emmanuel Macías at [maciase@wou.edu](mailto:maciase@wou.edu). After being placed at a host school and you have accepted this placement, to withdraw from the program, you must send a written notification to Emmanuel Macías c/o Office of the Vice President for Student Affairs (WUC Room 203). Application fee will not be refunded for your withdrawal.

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## 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 a study away through NSE, and 2) facilitate my study away 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 a study away 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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## SIGNATURE

I have read and fully understand:

- information on NSE eligibility, policy, and procedures
- campus policies and procedures governing my study away 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 study away 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 study away 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 study away 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 \_\_\_\_\_