

National Student Exchange – Checklist

- **Attend the required outgoing student orientation (April).** Further, schedule a meeting with the NSE Coordinator to clarify any remaining questions regarding your exchange (**not required, but call/email if you need us**).
- Review the student information at **nse.org**, particularly the information for “after placement.” Visit: <https://www.nse.org/exchange/after-placement/> to review important information including the Campus Detail Information.
- **File a completed and signed *Outgoing Student Advising Agreement* with the Office of the Vice President for Student Affairs (VPSA).** This is your contract with your advisor regarding the classes for which you can receive credit while on exchange. Be sure to discuss the number of credits you will receive if taking courses at a semester institution (e.g., 12 credits semester equals 18 credits at WOU). If you have not received registration materials from your host institution, don’t panic. Many schools do not begin registration as early as others.
- **Complete the *Financial Aid Budget Sheet* and keep for your records.** Exchange students requesting additional aid or scholarships will be referred to the Financial Aid office. Complete and sign your financial aid award and promissory notes for student loans (if applicable).
- Make tuition and fee payments to the WOU Business Office if you are on Home Payment. Retain a copy of your payment receipt to show your host institution that your tuition obligations have been met. If you receive financial aid, funds will be disbursed 10 days before the start of classes (plan accordingly). Make any room, board, or classroom fee payments to your host institution. If you are on Host Payment, ensure you have connected with your host institutions business office for tuition and fees, room, board, etc. payments. If you receive financial aid under Host Payment, your host institution will provide you with an award letter. Contact their financial aid office directly if you have questions.
- If you plan to reside on campus when you return from your exchange, you may receive a waiver that may reserve your housing preference, depending on time of exchange. Speak with your RA, Hall Director, or the University Housing staff for more information.
- Notify your bank about your upcoming trip, where you will be staying, and the duration of your stay. Many companies ask that you set a travel notice, however, directly contact them to ensure they are aware of your staying, additional travel plans, and any accounts or cards you plan to use. A good rule of thumb is to bring one debit and credit card with you to use.

- If studying in Canada, ensure your passport is valid and will not expire duration your stay.
- **If studying in Canada for more than six months, you must apply for a Study Permit.** A Study Permit is also required if you intent to seek employment on campus while on exchange. If your stay is less than six months, you do not need a Study Permit. For more information visit: <https://www.nse.org/exchange/to-canada/> and to apply visit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>
- Make arrangements to forward any mail from your local address to your host campus address. Provide your local address to the NSE Coordinator. **Notify the VPSA of any address changes prior to and during your exchange.**
- Develop a list of school and personal items that you will need to take with you vs those that you can purchase where you will be staying. Depending on where you study, some items may be easily accessible while others may not. Remember to plan accordingly.
- Report to your host coordinator when you arrive on campus. Often, host institutions will conduct an orientation; ensure you know the date and location, and plan on attending. Provide the host coordinator with your address and telephone in case of emergency.
- Provide a copy of your semester/term schedule to the WOU NSE Coordinator by the third week of classes. Additionally, if there is any change to your schedule, including dropping a course, notify the WOU NSE Coordinator ASAP.
- **Work on your NSE Student Project** throughout the duration of your NSE program. If you have any questions about the project, contact the WOU NSE Coordinator.
- Follow WOU NSE on Instagram and Facebook to keep up with the latest news. The NSE Coordinator may reach out to you for “Instagram take-over.”
- **Promote NSE** and our campus to students at your host institution.
- When you complete your exchange, request an **official transcript** of all coursework to be sent to the NSE Coordinator. Address: Office of the Vice President for Student Affairs, ATTN: Emmanuel Macías, 345 Monmouth Ave N, Monmouth, OR 97361.