



National Student Exchange  
Division of Student Affairs and Department of Academic Support

Dear Applicant:

Thank you for your interest in the **National Student Exchange Program (NSE)** for the **2019-2020** school year. Attached is an official application for the NSE program. Before formally submitting your application you will need to make an appointment with a member of the staff to discuss the complexities involved in going on exchange. During this meeting you will be advised about your choice of schools and the probability of being placed at the schools you selected. Because the placement at a particular school is not always possible, you should identify **FIVE** schools to maximize your chances of being placed at an institution.

As you fill out your application, please note the qualifications for participation in NSE:

- \*Must be a sophomore, junior, or senior at the time of exchange
- \*Must have a cumulative GPA of 2.75 or higher
- \*Must have completed two full semesters at USC-Columbia campus
- \*Must not be within 30 hours of graduation during the period of exchange (without written permission from the Dean of your college)
- \*Must be fully admitted into a degree program at USC-Columbia
- \*Must be in good academic, conduct & financial standing
- \*Must have entire application completed with all parts turned in (listed on following page)

Read this application carefully and complete each item. Your application for **summer 2019, fall 2019, or spring 2020** must be completed, no later than **5:00 pm on February 1, 2019** for priority application. The **regular application deadline is 5:00pm on February 26, 2019**. You are encouraged to apply by February 1<sup>st</sup>. You must also submit a **\$250 NON-REFUNDABLE** application fee, which can must be paid online with credit card or electronic check. Once applications are submitted candidates will receive instructions on how to sign up for a required interview.

For those who miss the February 26 deadline – late applications and placement interviews will be possible at the discretion of the NSE staff. If submitting an application after the deadline, please note choices in schools for placement will be extremely limited.

We look forward to working with you to facilitate your participation in the NSE Program.

Sincerely,  
Your USC NSE Staff

Enclosure

# APPLICATION CHECK LIST

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## MATERIALS TO TURN IN TO APPLY FOR NSE:

- ☐ All parts of application completely filled out (pages 2-6 of attached packet)
- ☐ Essay of personal goals and reasons for exchange participation (page 7 of attached packet)
- ☐ 2 recommendations/references forms ( pages 8-9 of attached in packet)
  - Recommendations should be work or school related
  - They do NOT have to only be a USC faculty/staff member
  - Letters will also be accepted if the recommender cannot access the form
- ☐ College approval form (pages 10 of attached packet)
- ☐ Language proficiency report (Quebec and Puerto Rico exchanged only)
- ☐ Unofficial transcript (print out through Self Service Carolina)
- ☐ Résumé (for assistance, please visit the USC Career Center)
- ☐ \$250 **NONREFUNDABLE** application fee (online payment- credit card or electronic check only). The link for payment will be shared after we review your application.

## OTHER REQUIRED STEPS TO APPLY FOR NSE:

- ☐ Consultation with a member of the NSE staff to go over NSE process before submitting application
- ☐ Schedule and participate in a official interview with a member of the NSE staff. Dates and times will be released after the application is reviewed.

(APPLICANT NAME: \_\_\_\_\_)

## SUMMER 2019/ FALL 2019/ SPRING 2020

### APPLICATION FOR EXCHANGE

**For Office Personnel Use ONLY:**

Date Application Submitted: \_\_\_\_\_

Nonrefundable \$250 Application Fee: \_\_\_\_\_

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

**Prior to completing this application, read:** NSE eligibility requirements, policies, and procedures, Campus NSE policies and procedures. *It is the students' responsibility to be aware of all published requirements, policies and procedures.* NSE Directory – available in the Student Success Center (Thomas Cooper Library) or [www.nse.org](http://www.nse.org)

Before formally submitting your application, you will need to make an appointment with a member of the NSE staff to discuss the complexities and the process involving the exchange and placement process. **Appointments can be scheduled via the NSE email account. Interviews must be completed by February 18, 2019.** To schedule an appointment, email [nse@sc.edu](mailto:nse@sc.edu).

**RETURN THIS FORM TO:**

National Student Exchange  
c/o Student Success Center  
1322 Greene Street, Thomas Cooper Library  
Columbia, SC 29208  
803-777-1000

**CONTACT INFORMATION:**

**Please type or print very clearly.**

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

Current Address:

Street/USC P.O. Box Number \_\_\_\_\_

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

Permanent Address:

Street \_\_\_\_\_

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

Cell Phone \_\_\_\_\_/\_\_\_\_\_ Permanent Phone \_\_\_\_\_/\_\_\_\_\_

E-mail \_\_\_\_\_ Alternate E-mail \_\_\_\_\_

VIP I.D. Number (required) \_\_\_\_\_ USC ID (required) \_\_\_\_\_

**DEMOGRAPHIC INFORMATION:**

Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: ☐ Female ☐ Male

Are you currently living in on-campus housing? ☐ Yes ☐ No State of Legal Residence: \_\_\_\_\_

Where do you plan to reside at the exchange school?

☐ Residence hall ☐ Sorority/Fraternity ☐ On Campus Apartment ☐ Off-campus

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

☐ Non-resident alien — If non-resident alien, visa type \_\_\_\_\_ ☐ Resident alien

Are you a veteran? ☐ Yes ☐ No

(APPLICANT NAME: \_\_\_\_\_)

Ethnicity (optional):

- |  |  |
|--|--|
| <input type="checkbox"/> Hispanic of Latino, or any race | <input type="checkbox"/> American Indian or Alaska Native, not Hispanic or Latino          |
| <input type="checkbox"/> Asian, not Hispanic or Latino   | <input type="checkbox"/> Not reported (race and ethnicity unknown)                         |
| <input type="checkbox"/> White, not Hispanic or Latino   | <input type="checkbox"/> Two or More Races, not Hispanic or Latino                         |
| <input type="checkbox"/> Black, not Hispanic or Latino   | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander, not Hispanic or Latino |

Primary reason(s) for exchange - check all applicable:

- |   |   |
|---|---|
| <input type="checkbox"/> Access different courses/faculty                 | <input type="checkbox"/> Enter host campus honors program |
| <input type="checkbox"/> Evaluate graduate schools                        | <input type="checkbox"/> Exchange as a resident assistant |
| <input type="checkbox"/> Live in a different area                         | <input type="checkbox"/> Language study                   |
| <input type="checkbox"/> Personal growth                                  | <input type="checkbox"/> Look for future employment       |
| <input type="checkbox"/> Participate in host campus international program | <input type="checkbox"/> Other: _____                     |

**SCHOLASTIC AND FINANCIAL INFORMATION:**

Current Class Level: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior Cumulative grade point average: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Will you need courses in your major while on exchange? ☐ Yes ☐ No

Will you need courses in your minor while on exchange? ☐ Yes ☐ No

Are you currently receiving financial aid or scholarships? ☐ Yes ☐ No

If you are currently receiving financial aid (loans, scholarships, etc.) please list them:

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Number of hours completed to date: \_\_\_\_\_

Number of hours enrolled in current term: \_\_\_\_\_

Number of hours completed at USC- Columbia: \_\_\_\_\_

Number of semesters completed at USC- Columbia: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_

Activities, positions, organizations participated in while in college:

*(Please be sure to include these items on your résumé as well)*

Are you currently enrolled as a member any of the following communities?

- |                                |  |                       |  |
|--------------------------------|--|-----------------------|--|
| Capstone Scholars?             | <input type="checkbox"/> Yes <input type="checkbox"/> No | Green Quad?           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Maxcy Global Community?        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Preston?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| South Carolina Honors College? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Opportunity Scholars? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**SPECIAL NEEDS OR CIRCUMSTANCES:**

NSE does not discriminate on the basis of special needs. 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. 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.

(APPLICANT NAME: \_\_\_\_\_)

**EXCHANGE REQUESTS:**

Do you wish to go on exchange with another student(s): ☐ Yes ☐ No If yes, name of the student(s) \_\_\_\_\_

**LIST IN PRIORITY ORDER THE INSTITUTIONS YOU WISH TO APPLY TO.**

1. \_\_\_\_\_

Period of requested exchange:

- |   |   |
|---|---|
| <input type="checkbox"/> Fall Semester 20____ | <input type="checkbox"/> Spring Semester 20____ |
| <input type="checkbox"/> Fall Quarter 20____  | <input type="checkbox"/> Winter Quarter 20____  |
| <input type="checkbox"/> Summer 20____        | <input type="checkbox"/> Spring Quarter 20____  |

**HOUSING PREFERENCE:**

☐ Prefer ☐ Need ☐ No Housing

**NEEDS MAJOR CLASSES?**

☐ Yes ☐ No

**NEEDS MINOR CLASSES?**

☐ Yes ☐ No

2. \_\_\_\_\_

Period of requested exchange:

- |   |   |
|---|---|
| <input type="checkbox"/> Fall Semester 20____ | <input type="checkbox"/> Spring Semester 20____ |
| <input type="checkbox"/> Fall Quarter 20____  | <input type="checkbox"/> Winter Quarter 20____  |
| <input type="checkbox"/> Summer 20____        | <input type="checkbox"/> Spring Quarter 20____  |

**HOUSING PREFERENCE:**

☐ Prefer ☐ Need ☐ No Housing

**NEEDS MAJOR CLASSES?**

☐ Yes ☐ No

**NEEDS MINOR CLASSES?**

☐ Yes ☐ No

3. \_\_\_\_\_

Period of requested exchange:

- |   |   |
|---|---|
| <input type="checkbox"/> Fall Semester 20____ | <input type="checkbox"/> Spring Semester 20____ |
| <input type="checkbox"/> Fall Quarter 20____  | <input type="checkbox"/> Winter Quarter 20____  |
| <input type="checkbox"/> Summer 20____        | <input type="checkbox"/> Spring Quarter 20____  |

**HOUSING PREFERENCE:**

☐ Prefer ☐ Need ☐ No Housing

**NEEDS MAJOR CLASSES?**

☐ Yes ☐ No

**NEEDS MINOR CLASSES?**

☐ Yes ☐ No

4. \_\_\_\_\_

Period of requested exchange:

- |   |   |
|---|---|
| <input type="checkbox"/> Fall Semester 20____ | <input type="checkbox"/> Spring Semester 20____ |
| <input type="checkbox"/> Fall Quarter 20____  | <input type="checkbox"/> Winter Quarter 20____  |
| <input type="checkbox"/> Summer 20____        | <input type="checkbox"/> Spring Quarter 20____  |

**HOUSING PREFERENCE:**

☐ Prefer ☐ Need ☐ No Housing

**NEEDS MAJOR CLASSES?**

☐ Yes ☐ No

**NEEDS MINOR CLASSES?**

☐ Yes ☐ No

5. \_\_\_\_\_

Period of requested exchange:

- |   |   |
|---|---|
| <input type="checkbox"/> Fall Semester 20____ | <input type="checkbox"/> Spring Semester 20____ |
| <input type="checkbox"/> Fall Quarter 20____  | <input type="checkbox"/> Winter Quarter 20____  |
| <input type="checkbox"/> Summer 20____        | <input type="checkbox"/> Spring Quarter 20____  |

**HOUSING PREFERENCE:**

☐ Prefer ☐ Need ☐ No Housing

**NEEDS MAJOR CLASSES?**

☐ Yes ☐ No

**NEEDS MINOR CLASSES?**

☐ Yes ☐ No

- If you would like to have more than 5 school on your list, please make a copy of this page and include it twice.
- If You Would like to go to different campuses in fall and spring, please make a copy of this page and do one page per semester

(APPLICANT NAME: \_\_\_\_\_)

**RECOMMENDATIONS/REFERENCES:**

Indicate your advisor and two other faculty members, staff members, or employers who can recommend you. Note: references may not be family members or friends. The recommendation forms are located in the back of this packet.

Advisor	Department/Office	Phone	Email
Faculty/ Staff	Department/Office	Phone	Email
Faculty/ Staff	Department/Office	Phone	Email

**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 proficiency in Spanish. If you plan to exchange to the Université de Sherbrooke, Université du Québec à Montréal, Université de Montréal in Quebec, Canada 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.*

**EMERGENCY CONTACT:**

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

Street \_\_\_\_\_

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

Home Phone \_\_\_\_\_/\_\_\_\_\_ Cell Phone \_\_\_\_\_/\_\_\_\_\_

Work Phone \_\_\_\_\_/\_\_\_\_\_

E-mail \_\_\_\_\_

**REMINDER: MATERIALS TO TURN IN WITH YOUR APPLICATION:**

(Use this as a checklist)

- ☐ Interview scheduled with a member of the NSE staff
- ☐ Essay of personal goals and reasons for exchange participation
- ☐ 2 recommendations/references forms (attached in packet)
- ☐ College approval form (attached in packet)
- ☐ Language proficiency report (if applicable)
- ☐ Unofficial transcript (print out through Self Service Carolina)
- ☐ Résumé (for assistance, please visit the USC Career Center)
- ☐ \$250 **NONREFUNDABLE** application fee(online payment)

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Cooper Library  
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803-777-1000

(APPLICANT NAME: \_\_\_\_\_)

**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 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.
- I authorize the University of South Carolina to use any video and photographs of me that are taken during this program and social media posts, blog entries, and any commentary I make about the experience. I understand the University may use these items in future promotion and advertisement campaigns without any expectation of payment to me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SIGNATURE**

I have read and fully understand:

- information on eligibility, policy, and procedures presented in the NSE website
- 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 \_\_\_\_\_

# ESSAY

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Please submit a typed essay (no more than two pages, double spaced) explaining why you would like to participate in the exchange program and indicate the reasons for selecting each school. Please convey your goals for exchange and why you are interested in a particular area or institution. Pay special attention to your writing style (Sentence and paragraph structure, grammar, punctuation, spelling, etc.)

*Outlined below are several questions that will serve as a guide for writing your essay:*

- How will going on exchange contribute to your personal and social development?
- What are your academic expectations while on exchange?
- Do you expect to take courses in your major or are you more interested in non-major courses? What courses are you considering taking?
- How will going on exchange enhance your USC experience?
- Why have you selected the campuses you have listed as possible exchange sites?
- How will going on exchange assist you with future academic and/or career plans?

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# Recommendation- 1

(Recommendations from other undergraduate students or immediate family/friends will **not** be accepted)

## APPLICANT: PLEASE COMPLETE THIS SECTION

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 (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format.

- 1.) How well do you know the applicant? In what capacity?
  
  
  
  
  
  
  
  
  
  
- 2.) How long have you known the applicant?
  
  
  
  
  
  
  
  
  
  
- 3.) Give your opinion of the applicant's qualifications to participate in this program (i.e., intellectual ability, motivation, etc.)
  
  
  
  
  
  
  
  
  
  
- 4.) What is your opinion regarding the applicant's personal stability (i.e., maturity, adaptability, emotional status, etc.)?
  
  
  
  
  
  
  
  
  
  
- 5.) Additional comments:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Department and Job Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Mailing Address (Campus address preferred if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO:**  
National Student Exchange  
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1322 Greene Street, Thomas  
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Columbia, SC 29208  
803-777-1000

Recommendation form may be  
given back to the student to turn in  
with application, if preferred.

# Recommendation- 2

(Recommendations from other undergraduate students or immediate family/friends will **not** be accepted)

## APPLICANT: PLEASE COMPLETE THIS SECTION

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 (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format.

- 1.) How well do you know the applicant? In what capacity?
  
  
  
  
  
  
  
  
  
  
- 2.) How long have you known the applicant?
  
  
  
  
  
  
  
  
  
  
- 3.) Give your opinion of the applicant's qualifications to participate in this program (i.e., intellectual ability, motivation, etc.)
  
  
  
  
  
  
  
  
  
  
- 4.) What is your opinion regarding the applicant's personal stability (i.e., maturity, adaptability, emotional status, etc.)?
  
  
  
  
  
  
  
  
  
  
- 5.) Additional comments:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Department and Job Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Mailing Address (Campus address preferred if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Recommendation form may be  
given back to the student to turn in  
with application, if preferred.

## College Approval Form

*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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After reviewing the above named student's academic progress, I certify that this student has completed at least one full semester at the USC- Columbia; has maintained a minimum of 2.75 grade point average; will be classified as a sophomore, junior, senior for the academic year 2019-2020; and will not (during the period of exchange) fall within 30 hours towards graduation unless 15 hours are waived. I approve this student to participate in the National Student Exchange Program.

I understand that, if placed, this student must complete the University of South Carolina **SPECIAL ENROLLMENT REQUEST FORM (SERF)/AS30** for instant transient credit before the exchange period. This form will list the specific courses that will be approved for credit at USC upon completion of the exchange and must be approved by the academic advisor and college dean before the exchange period begins. *The SERF/AS30 form does not need to be completed until after the student has been officially placed at an NSE School.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Academic Advisor)

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(College Dean)

Print name: \_\_\_\_\_

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