

# LIFE BEGINS AT THE END OF YOUR COMFORT ZONE

2016-17 STUDENT GUIDE  
EXCHANGE POLICIES & PROCEDURES



[WWW.NSE.ORG](http://WWW.NSE.ORG)

# WELCOME TO THE NATIONAL STUDENT EXCHANGE



WHERE  
DO YOU  
WANT TO  
STUDY  
NEXT  
YEAR?



**T**hrough the National Student Exchange you can study for a single term or an academic year at another campus in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands. While on exchange, you will pay your normal tuition to your home campus or pay the in-state or in-province tuition to your host college or university.

NSE participation will be one of the most significant experiences of your undergraduate education. The changes seen in attitudes, understanding of other people in other settings, flexibility, maturity, self-confidence, and decision-making are similar to the experiences of students who study internationally. Like study abroad, volunteerism, internships, service learning and research, NSE is an enhancement of your undergraduate program, demonstrating to graduate schools and future employers that you possess the flexibility to plan, follow-through and go beyond the expected.

## WHY EXCHANGE?

- ▶ Enrich your personal and educational experiences
- ▶ Become more independent and resourceful
- ▶ Immerse yourself in a different environment
- ▶ Take courses not available on your campus
- ▶ Acquire life skills
- ▶ Explore new areas of study
- ▶ Break out of your comfort zone
- ▶ Search for graduate schools or future employment
- ▶ Experience life from a different point of view

**TAKE**

NEW  
COURSES

**SEE**

NEW  
PLACES

**MAKE**

NEW  
FRIENDS

# National Student Exchange

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The National Student Exchange is a not-for-profit, educational consortium which has provided affordable study away opportunities for more than 110,000 students since its founding in 1968.

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**“NSE WAS A PERFECT WAY TO  
BROADEN MY HORIZONS WHILE  
MAKING FRIENDS, ENJOYING A NEW  
SCENE, AND EXCELLING IN MY STUDIES.  
EVERYONE SHOULD TRY NSE.”**

**Stephanie Benson  
University of Wisconsin-Eau Claire  
to Northern Arizona University**

## About This Guide

Although the publisher has made every reasonable effort to obtain factual accuracy for information provided herein by NSE member campuses, no responsibility is assumed for editorial or content errors. The publisher presents information which most accurately describes the program and colleges and universities that hold membership in the National Student Exchange. The information is informative in nature and does not constitute a contract with the National Student Exchange or its member institutions. Information reflects conditions at the time of printing and may be amended at any time without notice.

# Getting Started

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- Read this publication for information on eligibility; application policies, procedures and considerations; and what will be expected of you from the time of application through return to your home campus.
- Discuss NSE with your home campus NSE coordinator, your primary contact for NSE participation.
- See the Exchange Site listing beginning on the next page to learn which campuses participate in NSE.
- Review detailed information on member campuses at *nse.org/Students/Campus Profiles*.
- If your home and host campuses offer both of NSE's payment plans (A and B), consider which payment plan best meets your financial needs in conjunction with your anticipated financial aid and other financial resources.

Under **Plan A**, you will pay to your host campus the in-state (resident) or in-province tuition and fees directly to that campus.

Under **Plan B**, you will continue to pay your normal tuition and fees to your home university. If you currently pay non-resident tuition to your home campus, you should expect to continue to do so while on exchange.

- Meet with the NSE designated financial aid officer at your home campus to ascertain how NSE impacts federally-funded aid and the portability of other forms of aid.
- Talk to your academic advisor about how NSE can fit into your degree objectives and fulfillment of core, general education, and degree requirements.
- Discuss NSE with your parents, guardians and/or significant others.
- Consider the probabilities for being accepted at the campus(es) of interest. Campuses that list themselves as “**open**” will accept all eligible applicants. Campuses that are “**uneven**” take a few more students than they send. Those listed as “**even**” will accept no more than the number of outgoing students. Campuses listed as “**1:1**” are the most restrictive since they accept first from campuses where they intend to place their own students.
- Read through *Selecting a Campus* on this page. Planning and flexibility are key to a successful exchange experience.
- Meet application deadlines established by your home campus coordinator.
- Following placement, meet the requirements and deadlines established by both your home and host campuses.
- Complete a written advising agreement.
- Pack your bags and get ready for an adventure that will change your life.

# Selecting a Campus

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You are encouraged to select colleges and universities that will provide learning opportunities to supplement and complement those of your home institution and assist you in reaching your educational goals. You are also encouraged to select campuses that will stimulate personal growth and development and allow you to experience the educational, geographic, and cultural diversity found among NSE's members. Carefully consider the answers to the following questions:

- Can my educational and personal goals and objectives be reasonably accomplished at the campus(es) I have selected?
- **Do I have a flexible academic plan for exchange? (If you are dependent on a specific course or courses for graduation, exchange may not be appropriate. Registration in host campus courses is based on offerings and availability and cannot be guaranteed.)**
- Has my academic advisor approved the appropriateness, timing, and campus(es) for my exchange?
- Does the host campus offer access to adequate courses for maintenance of academic progress?
- Will participating in the exchange delay graduation? If so, is that a problem?
- How will specialized or unique course offerings at the host campus enhance my academic program and career objectives?
- Am I proficient in the language of my prospective host campus? (Classes are taught in Spanish at all campuses in Puerto Rico. At most campuses in Quebec, classes are taught in French.)
- Is the host campus on the same academic calendar as my own? (If you are moving between quarter and semester calendars, planning for an academic year exchange should be strongly considered to maintain your academic progress.)
- Will the time I have allowed for exchange give me sufficient opportunity to become acquainted with my new academic environment as well as the region, its people, and its culture? (Whenever possible, NSE students are encouraged to exchange for a full academic year.)
- Are my financial resources sufficient to cover the cost of tuition and fees; room and meals; as well as transportation, travel, and other personal expenses at the host campus?

# Exchange Sites

	Payment Plans		Canada Exchange	Enrollment	City	Population
	Plan A	Plan B				
<b>ALABAMA</b>						
Alabama A & M University	Open	Open	A/B	5,095	Normal	417,593
Alabama State University	Open	Open	A/B	12,150	Montgomery	200,000
University of Alabama	Open	Even	A/B	33,020	Tuscaloosa	93,827
University of Montevallo	Open	Uneven	A/B	3,100	Montevallo	6,500
<b>ALASKA</b>						
University of Alaska Anchorage	Open	Open	No	14,152	Anchorage	300,950
University of Alaska Fairbanks	Open	Uneven	A/B	6,360	Fairbanks	40,000
University of Alaska Southeast (Juneau)	Open	Uneven	No	2,500	Juneau	31,000
<b>ALBERTA</b>						
University of Calgary	N/A	Even	No	30,201	Calgary	1,300,000
<b>ARIZONA</b>						
Northern Arizona University	Open	1:1 Even	B	21,173	Flagstaff	75,000
University of Arizona	Uneven	Even	B	42,236	Tucson	1,077,800
<b>CALIFORNIA</b>						
California Polytechnic State U, San Luis Obispo (Q)	Even	Even	B	20,186	San Luis Obispo	45,119
California State University, Bakersfield (Q)	Uneven	Uneven	A/B	8,520	Bakersfield	370,000
California State University, Chico	Uneven	Uneven	No	16,356	Chico	106,966
California State University, East Bay (Q)	Even	Even	A/B	14,823	Hayward	149,392
California State University, Monterey Bay	Uneven	Even	A/B	6,631	Seaside	450,000
California State University, Northridge	Open	1:1 Even	B	38,789	Northridge	380,000
California State University, San Bernardino (Q)	Open	Open	B	18,000	San Bernardino	230,000
Sonoma State University	Open	Even	A/B	9,500	Rohnert Park	400,000

## Exchange Site Information

Information contained on the "Exchange Sites" pages was provided by, and is the responsibility of, member institutions. Information on membership, payment plans and exchange with Canada may undergo change after this publication is printed. **For current information**, consult [nse.org/Students/Campuses by Category/Member Snapshot](http://nse.org/Students/Campuses by Category/Member Snapshot). For complete information on each exchange site, go to [nse.org/Students/Campus Profiles](http://nse.org/Students/Campus Profiles).

## Exchange Terminology

**PLAN A (Host Payment)** - Under this plan, you pay the resident (in-state/in-province) tuition and fees directly to your host campus.

**PLAN B (Home Payment)** - Under this plan, you pay your normal tuition and fees to your home institution. (Students who currently pay non-resident tuition at their home campus should expect to continue to do so while on exchange.)

**PLAN A/B** - The campus utilizes both payment plans.

**1:1** - The host campus accepts students first from those campuses where it intends to place its own students. Other students will be accepted as space permits.

**EVEN** - The host campus accepts no more than the number of students it intends to send on exchange.

**UNEVEN** - The host campus accepts a few more students than it intends to send on exchange.

**OPEN** - The host campus accepts all eligible applicants.

**Q** - Quarter Calendar (three terms make up an academic year); all other campuses use a Semester Calendar (two terms make up an academic year).

**NH** - No on-campus housing; all other members have on-campus housing although some may have limited access for NSE. See *Campus Profiles* for housing details.

**F** - French Speaking; fluency in French required. Classes are taught In French.

**S** - Spanish Speaking; fluency in Spanish required. Classes are taught in Spanish.

# Exchange Sites Continued

	Payment Plans		Canada Exchange	Enrollment	City	Population
	Plan A	Plan B				
<b>COLORADO</b>						
Adams State University	Open	Open	A/B	1,743	Alamosa	10,000
Colorado Mesa University	Open	Even	B	9,676	Grand Junction	145,000
Colorado State University-Pueblo	Open	Open	A	4,535	Pueblo	120,000
Fort Lewis College	Uneven	Even	A/B	3,814	Durango	17,000
University of Colorado Colorado Springs	Open	Even	B	11,607	Colorado Springs	400,000
University of Northern Colorado	N/A	Uneven	B	12,300	Greeley	95,000
Western State Colorado University	Open	Even	A	2,500	Gunnison	6,000
<b>CONNECTICUT</b>						
Eastern Connecticut State University	N/A	Open	B	5,586	Willimantic	550
Southern Connecticut State University	N/A	1:1 Even	B	10,048	New Haven	862,477
<b>FLORIDA</b>						
Florida International University	Uneven	Uneven	B	43,246	Miami	2,617,176
New College of Florida	N/A	Uneven	B	834	Sarasota	53,000
<b>GEORGIA</b>						
University of Georgia	N/A	Even	No	35,197	Athens	189,000
<b>GUAM</b>						
University of Guam	Open	Even	A/B	3,836	Mangilao	15,191
<b>HAWAII</b>						
University of Hawaii at Hilo	Open	1:1 Even	A/B	4,350	Hilo	45,000
University of Hawaii at Manoa	Open	1:1 Even	A/B	20,000	Honolulu	950,000
<b>IDAHO</b>						
Boise State University	Open	Uneven	A/B	22,678	Boise	616,561
Lewis-Clark State College	N/A	Even	No	4,200	Lewiston	50,000
University of Idaho	Open	Open	A/B	11,534	Moscow	24,534
<b>ILLINOIS</b>						
Eastern Illinois University	Open	Open	B	9,775	Charleston	21,838
<b>INDIANA</b>						
Indiana University-Purdue University Fort Wayne	N/A	Open	B	13,459	Fort Wayne	616,785
Indiana University-Purdue University Indianapolis	N/A	Even	B	30,000	Indianapolis	876,000
<b>IOWA</b>						
Iowa State University	Open	Even	A/B	34,732	Ames	61,792
University of Northern Iowa	N/A	Open	B	12,159	Cedar Falls	39,260
<b>KANSAS</b>						
Emporia State University	N/A	Uneven	B	6,033	Emporia	25,000
Fort Hays State University	N/A	Open	B	4,565	Hays	25,000
Wichita State University	N/A	Even	B	15,003	Wichita	623,061
<b>KENTUCKY</b>						
Murray State University	Open	Uneven	B	11,207	Murray	17,741
University of Kentucky	N/A	Even	B	28,034	Lexington	305,489
University of Louisville	N/A	Uneven	B	22,599	Louisville	1,307,647
Western Kentucky University	Open	Even	A/B	20,456	Bowling Green	114,000
<b>LOUISIANA</b>						
Louisiana State University	Uneven	1:1 Uneven	B	29,901	Baton Rouge	802,484
Northwestern State University	Open	Open	A/B	9,447	Natchitoches	39,500
Southern University	Uneven	Uneven	B	7,200	Baton Rouge	5,000,000
University of New Orleans	Open	Even	A/B	10,100	New Orleans	1,200,000
<b>MAINE</b>						
University of Maine at Farmington	N/A	Open	B	1,700	Farmington	7,500
University of Maine at Presque Isle	Open	Open	A/B	1,463	Presque Isle	9,692
<b>MANITOBA</b>						
Brandon University	Open	Even	A/B	3,026	Brandon	50,000

	Payment Plans		Canada Exchange	Enrollment	City	Population
	Plan A	Plan B				
<b>MARYLAND</b>						
Bowie State University	N/A	Open	No	5,695	Bowie	50,269
Frostburg State University	N/A	Uneven	No	5,645	Frostburg	9,002
St. Mary's College of Maryland	N/A	Open	B	1,813	St. Mary's City	26,054
Towson University	N/A	Uneven	B	22,285	Towson	55,197
<b>MASSACHUSETTS</b>						
Bridgewater State University	Open	Even	A	12,000	Bridgewater	25,185
Massachusetts College of Liberal Arts	N/A	Open	B	1,850	North Adams	15,000
Salem State University	Even	Even	No	9,267	Salem	42,544
University of Massachusetts Amherst	Uneven	Even	No	26,975	Amherst	37,819
University of Massachusetts Boston (NH)	Uneven	Uneven	No	16,756	Boston	6,745,408
Westfield State University	Open	Open	A/B	6,321	Westfield	40,000
Worcester State University	Uneven	Uneven	B	6,447	Worcester	785,347
<b>MICHIGAN</b>						
Oakland University	N/A	Even	B	20,519	Rochester	86,000
University of Michigan-Flint	N/A	Open	B	8,574	Flint	99,763
<b>MINNESOTA</b>						
Minnesota State University Moorhead	Open	Uneven	A/B	6,290	Moorhead	208,000
Minnesota State University, Mankato	N/A	Uneven	B	15,432	Mankato	53,000
University of Minnesota Morris	Open	Open	A/B	1,896	Morris	5,200
University of Minnesota Rochester	Open	Uneven	A	590	Rochester	109,000
University of Minnesota, Twin Cities	Open	Even	A/B	51,000	Minneapolis	2,000,000
<b>MISSISSIPPI</b>						
Jackson State University	Open	Open	B	8,819	Jackson	170,000
Mississippi State University	N/A	Uneven	B	20,138	Mississippi State	25,000
<b>MISSOURI</b>						
University of Missouri - St. Louis	Open	Even	A/B	17,100	St. Louis	2,800,000
<b>MONTANA</b>						
Montana State University	Open	Uneven	A/B	15,421	Bozeman	38,000
University of Montana	Open	Even	A/B	13,952	Missoula	70,000
<b>NEBRASKA</b>						
University of Nebraska at Kearney	Open	Open	No	7,052	Kearney	31,000
<b>NEVADA</b>						
University of Nevada, Las Vegas	Uneven	N/A	No	28,538	Las Vegas	2,027,828
<b>NEW HAMPSHIRE</b>						
Keene State College	N/A	Even	B	5,585	Keene	25,000
Plymouth State University	N/A	Even	B	6,562	Plymouth	6,678
University of New Hampshire	N/A	Even	B	13,817	Durham	14,638
<b>NEW JERSEY</b>						
New Jersey City University	Open	Uneven	No	8,492	Jersey City	254,441
Ramapo College of New Jersey	Open	Even	A/B	5,698	Mahwah	25,890
Rutgers School of Arts and Sciences	Uneven	N/A	No	41,000	Piscataway	60,000
The College of New Jersey	Open	Even	B	7,000	Ewing	40,000
William Paterson University of New Jersey	Open	Open	A/B	10,321	Wayne	11,500
<b>NEW MEXICO</b>						
New Mexico State University	N/A	Open	No	15,829	Las Cruces	95,000
University of New Mexico	N/A	Open	No	25,816	Albuquerque	903,000
<b>NEW YORK</b>						
Binghamton University	Open	Open	B	16,077	Binghamton	47,000
Queens College, CUNY	Open	Even	A/B	20,100	Flushing	8,244,910
Stony Brook University	Open	Uneven	A/B	24,000	Stony Brook	14,577
SUNY College at Buffalo	Open	Even	A/B	10,665	Buffalo	1,135,509
SUNY Plattsburgh	Open	Uneven	A/B	5,968	Plattsburgh	19,000
SUNY Potsdam	Open	Uneven	A/B	4,100	Potsdam	10,000

# Exchange Sites Continued

	Payment Plans		Canada	Enroll-	City	Population
	Plan A	Plan B	Exchange	ment		
<b>NEWFOUNDLAND AND LABRADOR</b>						
Grenfell Campus, Memorial University of Newfoundland	Open	Open	B	1,300	Corner Brook	20,000
<b>NORTH CAROLINA</b>						
East Carolina University	N/A	Even	B	27,511	Greenville	89,130
North Carolina Central University	N/A	Open	No	8,645	Durham	286,722
<b>NORTH DAKOTA</b>						
North Dakota State University	N/A	Even	B	14,747	Fargo	228,291
<b>NOVA SCOTIA</b>						
Cape Breton University	Open	Open	A/B	3,200	Sydney	105,968
<b>OHIO</b>						
Cleveland State University	N/A	Even	B	17,500	Cleveland	478,000
Kent State University	N/A	Open	B	31,000	Kent	28,000
University of Toledo	N/A	Even	B	20,782	Toledo	282,313
<b>OKLAHOMA</b>						
East Central University	Open	Open	A/B	4,950	Ada	14,000
Oklahoma State University	Uneven	Uneven	B	25,854	Stillwater	47,186
<b>OREGON</b>						
Eastern Oregon University (Q)	Open	Open	A/B	3,653	La Grande	13,048
Southern Oregon University (Q)	Open	Even	A	6,809	Ashland	22,000
University of Oregon (Q)	Open	1:1 Even	B	24,548	Eugene	351,185
Western Oregon University (Q)	Open	Uneven	A/B	6,188	Monmouth	19,230
<b>PENNSYLVANIA</b>						
California University of Pennsylvania	Open	Open	A/B	8,243	California	6,816
Indiana University of Pennsylvania	Open	Open	A/B	14,369	Indiana	15,000
Kutztown University of Pennsylvania	Open	Uneven	A/B	9,200	Kutztown	5,000
Philadelphia University	N/A	Open	B	3,540	Philadelphia	1,548,000
West Chester University of Pennsylvania	Even	Even	A/B	18,114	West Chester	18,471
<b>PUERTO RICO</b>						
Inter American U of Puerto Rico, Barranquitas (S)	Open	Uneven	No	1,699	Barranquitas	1,200
Inter American University of Puerto Rico, San German (S)	Open	Open	A/B	4,675	San German	35,527
Polytechnic University of Puerto Rico (S)	Open	Open	B	4,434	San Juan	421,958
Universidad del Sagrado Corazon (S)	Open	Uneven	A/B	5,100	San Juan	364,289
University of Puerto Rico, Bayamon (S) (NH)	Open	Open	A	4,559	Bayamon	194,210
University of Puerto Rico, Cayey (S)	Open	Open	A/B	3,696	Cayey	48,119
University of Puerto Rico, Humacao (S) (NH)	Open	Open	No	3,620	Humacao	58,466
University of Puerto Rico, Mayaguez (S (NH))	Open	Open	A/B	12,000	Mayaguez	100,000
University of Puerto Rico, Rio Piedras (S)	Even	Open	B	15,293	San Juan	1,000,000
<b>QUEBEC</b>						
Bishop's University	N/A	Uneven	B	2,420	Sherbrooke	150,000
Universite de Montreal (F)	N/A	Uneven	B	45,300	Montréal	3,500,000
Universite de Sherbrooke (F)	N/A	Open	B	30,000	Sherbrooke	162,163
Universite du Quebec a Montreal (F)	N/A	Uneven	B	40,000	Montreal	1,200,000
<b>RHODE ISLAND</b>						
Rhode Island College	N/A	Open	No	8,700	Providence	180,000
University of Rhode Island	Open	Even	A/B	16,571	Kingston	29,440
<b>SASKATCHEWAN</b>						
University of Regina	Even	Even	A/B	13,000	Regina	250,000
<b>SOUTH CAROLINA</b>						
South Carolina State University	N/A	Even	B	2,525	Orangeburg	13,964
University of South Carolina - Columbia	N/A	Even	B	32,972	Columbia	800,495
Winthrop University	N/A	Uneven	B	6,170	Rock Hill	68,094

	Payment Plans		Canada Exchange	Enrollment	City	Population
	Plan A	Plan B				
<b>SOUTH DAKOTA</b>						
Dakota State University	Open	Open	A/B	3,129	Madison	6,500
South Dakota State University	Open	Open	No	12,557	Brookings	22,056
University of South Dakota	Open	Uneven	A	10,061	Vermillion	10,000
<b>TENNESSEE</b>						
East Tennessee State University	Open	Even	A	13,825	Johnson City	65,000
Tennessee State University	Even	Even	No	9,000	Nashville	1,639,245
University of Memphis	Open	Even	A/B	23,000	Memphis	647,000
University of Tennessee at Chattanooga	Uneven	Even	A/B	11,674	Chattanooga	500,000
University of Tennessee at Martin	N/A	Uneven	B	7,042	Martin	11,473
<b>TEXAS</b>						
Prairie View A&M University	Uneven	Uneven	No	7,872	Prairie View	5,576
Texas State University	Open	Uneven	A	36,790	San Marcos	58,892
University of North Texas	Open	Even	No	36,221	Denton	121,123
University of Texas at San Antonio	Open	Even	A	28,623	San Antonio	1,330,000
University of Texas Rio Grande Valley	Open	Even	No	19,302	Edinburg	399,642
<b>U.S. VIRGIN ISLANDS</b>						
University of the Virgin Islands, St. Croix	Uneven	Uneven	A/B	2,300	St. Croix	53,234
University of the Virgin Islands, St. Thomas	Uneven	Uneven	A/B	1,568	St. Thomas	60,000
<b>UTAH</b>						
Southern Utah University	Open	Even	A/B	8,297	Cedar City	29,213
University of Utah	Open	Even	B	31,515	Salt Lake City	1,153,340
Utah Valley University	Even	Even	No	30,630	Orem	91,648
<b>VERMONT</b>						
Johnson State College	Open	Open	A/B	1,803	Johnson	3,297
<b>VIRGINIA</b>						
Longwood University	N/A	Even	B	4,834	Farmville	8,216
Virginia State University	N/A	Uneven	B	5,500	Petersburg	1,225,626
<b>WASHINGTON</b>						
University of Washington (Q)	Uneven	1:1 Even	A/B	47,000	Seattle	3,440,000
<b>WEST VIRGINIA</b>						
Marshall University	N/A	Even	B	13,413	Huntington	49,007
West Virginia University	Open	Even	A/B	29,707	Morgantown	75,000
<b>WISCONSIN</b>						
University of Wisconsin Oshkosh	N/A	Open	B	13,902	Oshkosh	66,778
University of Wisconsin-Eau Claire	N/A	Open	B	10,689	Eau Claire	67,545
University of Wisconsin-Green Bay	N/A	Open	B	6,667	Green Bay	150,000
University of Wisconsin-La Crosse	N/A	Uneven	B	10,558	La Crosse	52,440
University of Wisconsin-Platteville	N/A	Open	B	8,901	Platteville	11,000
University of Wisconsin-River Falls	N/A	Open	B	6,455	River Falls	15,209
University of Wisconsin-Stevens Point	N/A	Open	No	9,722	Stevens Point	26,000
University of Wisconsin-Stout	N/A	Open	B	9,286	Menomonie	16,294
University of Wisconsin-Superior	N/A	Open	B	2,589	Superior	26,869
University of Wisconsin-Whitewater	N/A	Uneven	B	14,000	Whitewater	14,000
<b>WYOMING</b>						
University of Wyoming	Open	Even	A/B	12,932	Laramie	30,000

**Disclaimer**

The National Student Exchange links member colleges and universities in order for them to provide their students with opportunities for educational exchange to institutions of higher learning in the United States, its territories, and Canada. NSE does not make any warranties of any kind, expressed or implied, including perceived quality of the experiences or services rendered. NSE is not liable to the home institutions, host institutions, or exchange participants for benefits not provided by any of the parties involved. The National Student Exchange assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by students by reason of their participation in this program. Likewise, NSE does not accept responsibility for any loss, damage or interruption of classes suffered by a student as a result of weather, pandemics, strikes or other causes beyond the control of its member universities.

# Web Resources

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The National Student Exchange Web site, *nse.org*, provides comprehensive information on member campuses. When you enter the site, there are two sections designed specifically for students. At the **Campus Links** section you can access a filter tool that will help you search for a campus that meets your own individual needs and interests. You can also connect to the home page of each NSE member. The **Student** section includes, but is not limited to, the information listed below.

## Member Campus Profiles

*Member Campus Profiles* offer a convenient and comprehensive way to learn about each member university and its parameters for accepting exchange students. Each *Profile* contains a campus description, list of undergraduate majors open to NSE students, limitations, closed programs, financial aid information, campus diversity, and costs for tuition, fees, room and meals. Each *Profile* links to campus-specific information such as honors programs, residence assistant exchange, study abroad programs available to NSE students, special programs, campus catalog, campus detail information, Facebook, and Twitter. Pay careful attention to submission dates under the tabs for “Tuition/Fees” and “Room/Meals” to determine the timeliness of cost information.

*Profiles* are listed alphabetically by state/province and then alphabetically by institution. You can sort *Profiles* by payment Plan A (you pay the in-state/in-province tuition and fees of your host campus directly to your host campus) or payment Plan B (you pay your normal tuition and fees to your home campus). You can sort by campuses that send students to Canada, campuses that will receive students from Canada, campuses using a semester calendar and those using a quarter calendar.

## Honors Exchange

This site, under the *Exchange Options* header, contains a list of campuses that make their honors courses and programs available to incoming students. The site includes program descriptions and the contact information for the honors dean or director.

## Resident Assistant (RA) Exchange

Under the *Exchange Options* header, this site contains a list of campuses that accept incoming students as RAs. It includes participation guidelines, frequently asked questions for resident assistants, an RA application, and campus-specific program information. Also see page 17 of this publication for additional information.

## Canadian Exchange

At this site, under the *Exchange Options* header, you will find a list of campuses that exchange between the United States and Canada. Procedures for exchange between the two countries are also detailed. See pages 25-27 of this publication for additional information.

## Study Abroad Access

Some NSE members make participation in their study abroad programs available to incoming NSE students. At this site, under the *Exchange Options* header, there is a listing, by

country, of the available study abroad sites and the sponsoring campus. Each site details costs for participation, language requirements, application deadlines, and contacts. Look at the section on *International Guidelines* for additional information. Also see pages 28-30 of this publication.

## Special Programs

Under the *Exchange Options* header, this site contains a list of programs that range from as long as an academic year to as short as a few days. These programs may be offered during the academic year, in the summer or between terms. All hold special interest and opportunity for students. They may include, but are not limited to, internships, research, service learning, field experience, and experiential learning.

## Majors

Are you looking for a campus that offers courses in your major? See *Click to Select a Major*. This list of majors available to incoming NSE students can be sorted by major or by campus. Each *Member Campus Profile* contains a campus-specific list of available majors as well as limitations, if any, on their access.

## Campus Budgets

Under the *Resources* header, you can access a summary of host campus costs (tuition for Plan A, housing, meals, books, supplies, personal expenses, and local transportation). More complete cost information is contained in individual *Member Campus Profiles* under the “Tuition/Fees” and “Room/Meals” tabs.

## Campus Catalogs

Links to the catalogs of each NSE member are found under the *Resources* header. They are also accessed from individual *Member Campus Profiles*.

## Campus Detail Information

Under the *Resources* header, you can find links to *Campus Detail Information (CDI)* for each member campus. The *CDI* includes information for incoming students including, but not limited to: enrollment, registration, billing, payment plans, deposits, housing, ADA resources, insurance, health records, and immunization requirements. The *CDI* can also be accessed from individual *Member Campus Profiles*.

## Program Accreditation

NSE does not provide information on program-specific accreditation for academic programs offered by its members. Under the *Resources* header, there is a listing of web sites for national and professional program accreditation. Ask your academic advisor if enrollment in courses in an accredited host campus program is required.

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### Disclaimer

Information on the *Member Campus Profiles* as well as other information on the Student section of *nse.org* (including, but not limited to: payment plans, tuition, fees, room, meals, restrictions and limitations, majors, and special program options) is provided by, and is the sole responsibility of, the individual campus NSE representatives. The National Student Exchange assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by students by reason of incorrect or out-of-date information provided by NSE campus representatives. Information submitted by the respective campuses may be amended at any time and is subject to change without notice.

# Eligibility

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The National Student Exchange has established a basic framework of policies to which all member campuses and their students are subject. Within those policies, each campus determines its own procedures and timetable for the program. The campus, within the framework of NSE policy, also sets its own eligibility requirements and policies relating to student participation. Each campus has an NSE coordinator who is responsible for administering the NSE program at that campus. He or she is the best source for advice about the NSE program as it relates to your participation from your campus.

## Eligibility

NSE participation is a privilege, not a right. Listed below are the **minimum requirements for NSE participation. Home and host member campuses may place a higher gpa and/or additional requirements for exchange participation. You must have completed one term of full-time attendance at an NSE member campus prior to submitting an application. Eligibility requirements are applicable at the time of application and at the completion of the term prior to your exchange.**

- full-time in-classroom enrollment at your NSE home campus (Note: With the agreement of the home and host NSE coordinators, non-traditional, part-time students may be considered eligible for exchange.)
- minimum home campus cumulative gpa of 2.5 (4.0 scale) (Note: *If your gpa for the term preceding exchange falls below a 2.5, your exchange may be subject to cancellation by your home coordinator even though your cumulative gpa is 2.5 or greater.*)
- good academic standing as defined by your home campus
- no incomplete grades from previous terms
- no current or pending probationary status due to academic dishonesty or misconduct
- no outstanding financial obligations to your home campus
- no current or pending probationary or disciplinary action for violation of codes of student conduct
- no probation, parole, or any pending legal judgments (civil or criminal)

If you have previously participated in NSE exchanges for a cumulative total of an academic year, you are not eligible to participate again.

Your home campus NSE coordinator will make the final determination regarding your eligibility as well as select those applicants who will participate from your campus. Therefore, you must also meet any additional requirements or qualifications that may be imposed by your home campus.

Consult the *Member Campus Profiles* at the Student section of [nse.org](http://nse.org) for campus-specific exchange limitations and restrictions that apply to incoming exchange students at the universities you are considering for exchange.

While on exchange, you are expected to maintain full-time (in the classroom) enrollment at your host campus and comply with all the rules and regulations (academic, codes of conduct, financial) of your host campus. See pages 23-24 (*During Exchange*) of this publication for additional information of what will be expected of you at your host campus.

## Language Proficiency

With the exception of campuses in Puerto Rico and Quebec (see below), the language of instruction is English. Students for whom English is not their first language must demonstrate English language proficiency as part of the home campus application process. TOEFL, MELAB, IELTS, or other language tests may also be required by some host campuses.

The language of instruction at all NSE campuses in Puerto Rico is Spanish. Students must be able to read textbooks, understand lectures, take part in classroom discussions, do written work, and take examinations in Spanish. You must demonstrate Spanish proficiency as part of your home institution's application process.

The language of instruction at the Universite de Montreal, the Universite de Sherbrooke, and the Universite du Quebec a' Montreal, is French. Students must be able to read textbooks, understand lectures, take part in classroom discussions, do written work, and take examinations in French. You must demonstrate French proficiency as part of your home institution's application process. Following placement, you may also be requested to complete a language placement test.

## Length of Exchange

Your eligible time for exchange may include exchange to more than one NSE campus, may cross two or more calendar years, or may involve exchange from more than one home institution. No matter the mix of home campuses, host campuses or time away, **you may only participate in NSE for a cumulative total of time not to exceed one academic year (two semesters or three quarters) and a summer session.** Single term exchanges in different academic years may incur additional NSE application fees.

The National Student Exchange is not a mechanism for transfer to your host campus nor can NSE be utilized to circumvent the host campus' requirement for establishing residency for tuition purposes should you decide to transfer.

# Academic Considerations

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## Program Access

Not all academic programs at NSE member colleges and universities are available to NSE students. Also, some programs which are available may be highly competitive, limited at upper-division levels, or restricted in other ways. Some NSE campuses may limit the number of students accepted in these fields; some require a higher grade point average than required for general NSE participation; while others may require additional information (e.g., performing arts audition or studio art portfolio) for participation in the program. For information on closed, limited, and restricted courses and programs, look at the *Member Campus Profile* for the campus(es) of interest.

## Program Accreditation

If you are enrolled in a program on your home campus that has program-specific accreditation, check with your home campus advisor to determine if your exchange work in your major must also be completed at a program that is similarly accredited. If so, it is your responsibility to identify an exchange site that meets the requirement. Your home campus academic department should have access to a list of colleges and universities with accredited programs in your major.

NSE does not provide information on program-specific accreditation for programs offered by its members. Under the *Resources* header of *nse.org*, there is a listing of web sites for national and professional program accreditation.

## Course Availability

Even though a program or major is listed as offered by a member university, it does not mean that all courses are offered every term or every year. **Course enrollment is based on offerings and availability and cannot be guaranteed. You must meet all course pre-requisites and/or co-requisites as required by your host campus. A flexible academic program is a must.** If you are dependent upon a specific course or courses in order to maintain academic progress, you are advised to remain at your home campus.

## Grades and Credits

Your home campus determines the manner in which host campus grades are recorded and courses distributed on your home campus transcript. Consult with your home campus NSE coordinator for details of the policy for your campus. Prior to exchange you must develop a written advising agreement with the assistance of your academic advisor and your home NSE coordinator in order to identify how courses satisfactorily completed at your host university will be applied to your home campus degree program. Failure to secure a signed approval for how courses taken on exchange will fit into your degree requirements may delay your graduation or otherwise may not fit into your program as expected.

## Programs/Majors

A listing of undergraduate majors that are offered by, and open to, NSE students is available at the Student section of *nse.org*. See *Click Here to Select by Major*. Programs of study listed at this site represent a generic classification of the multitude of undergraduate majors available at NSE members. As you search for a particular major, you will also want to examine those that may have some relationship to yours since your major may be called by a different name at another institution. It is also possible that schools may offer courses you need in your major even though they do not have the major. Consult the appropriate college catalog for complete program details. Each *Member Campus Profile* contains a campus-specific list of available majors as well as limitations, if any, on their access.

## Semester: Quarter Exchanges

Semester means that the academic year is divided into two equal terms or sessions. Quarter means that the calendar year is divided into four equal sessions with fall, winter, and spring making up an academic year which is the equivalent of two semesters. Quarter credit hours generally earn one-third fewer credit hours than semester credit hours. Conversely, semester hours generally earn one-third more credit hours than quarter credit hours. Member campuses vary in the way that credit conversions are made between these two calendars.

**If you are considering exchanging to a campus that has a calendar different from your own, an exchange for the full academic year is strongly recommended.** Students who exchange for less than a full academic year from a campus on the semester calendar to one on the quarter calendar, or vice-versa, may not be able to maintain normal progress toward their degree objectives, may encounter difficulty with timely disbursement of financial aid, and may have difficulty in adjusting to the change of calendar. It is important to discuss this matter with your NSE coordinator, academic advisor, and financial aid officer during the application process.

If you attend a semester calendar campus and plan to exchange for a single term at a quarter calendar campus, you should consider an exchange for the winter and spring quarters to maximize the credits you will transfer back from your host exchange campus. If you attend a campus that uses the quarter calendar and plan to exchange for a single term at a semester calendar campus, you should consider an exchange for the fall semester to maximize the credits you will transfer back from your host exchange campus.

# Other Considerations

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## Special Needs

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability that may require academic accommodation (e.g., note takers, taped texts); a medical condition that may require immediate attention during exchange; or a condition that might affect your emotional or mental well-being during exchange, you must consider if the environment and support services at your prospective host campus will be able to meet your special needs. Your home campus coordinator is better able to assist you if advised of your needs during the application process.

If you have not disclosed your needs during the application process, self-identification and documentation following placement (and at least two to three months prior to your actual exchange) is necessary in order for your host institution to address your needs. Documentation must be written, current, prepared by a qualified professional, and in the manner and time period required by the host institution. Consult home and host campus disability service coordinators for additional information. Failure to provide appropriate documentation in the manner and time requested could mean needed services may not be available at your host campus.

## On-Campus Housing

Most NSE members have on-campus housing, but availability to NSE students is not guaranteed. Some NSE members may require or strongly encourage students to reside in on-campus facilities. Other campuses have limited on-campus housing; and a few members have no on-campus housing. If you live off campus, you do so at your own discretion and risk.

## Health Insurance

NSE does not require and does not provide health insurance for exchange students. It is your responsibility, therefore, to ensure that you are adequately covered by health insurance and other insurance for the period and place of your exchange including travel between your home and host institutions. Some NSE member campuses will require proof that you have adequate health insurance, and a few will require that you purchase their health insurance regardless of having a policy of your own.

## Intercollegiate Athletics

Due to the rules and regulations of the NCAA and the NAIA, it is unlikely that NSE students who currently participate in intercollegiate athletics can qualify to participate while on exchange to their host universities. This applies to all divisions of men's and women's athletics. For further information, contact the NCAA or NAIA compliance officer at your home campus.

## Distance Education

### On-Line Courses

The premise of NSE is that a major benefit of being on exchange is to be fully immersed in the culture and activities of the host campus. Distance education courses can have the effect of reducing your interaction with the native population and culture of the host campus. NSE does not permit the use of distance education courses in lieu of a full-time in-classroom enrollment status on the host campus. For NSE, enrollment in distance education courses is over and above in-classroom host campus instruction.

Your approval to enroll in distance education offerings (which include, but are not limited to: Internet courses, televised courses, or correspondence courses) offered by your home and/or host campus at the same time you participate in the NSE program can only be determined by both of the individual institutions involved. Factors involved in such determination include, but are not limited to: the number of hours for which you are enrolled in distance courses, the number of hours you are enrolled in classroom instruction, the source of your financial aid, the NSE requirement for full-time in-classroom enrollment at your host campus, and the interpretation of such requirement as it relates to classroom vs. distance instruction by the respective campuses and the respective financial aid officers.

Some NSE host campuses do not permit enrollment in distance education classes while on exchange; and others may not have such restrictions. Where there are no restrictions, be aware that, in most cases, distance education is not covered under Plan A tuition payment and may not be covered at all under Plan B. In other words, if you do enroll in distance education courses, you are likely to incur costs over and above those that are normally included in NSE participation. Your enrollment in distance education may affect your financial aid and/or ability to reside in on-campus housing at your host campus.

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**“I HAVE SEEN MY NSE STUDENTS  
BOTH MATURE AND GROW AS  
EDUCATED MEMBERS OF THE  
AMERICAN/GLOBAL SOCIETY.”**

**Hope Emry Ortiz  
NSE Coordinator  
Sonoma State University**

# Financial Matters

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## Tuition and Fees

The National Student Exchange utilizes two different plans for payment of tuition and fees. Your university may utilize payment Plan A, payment Plan B, or both Plan A and Plan B. If your home and host campuses offer both payment options, consider which payment plan might best meet your financial needs in conjunction with your anticipated financial aid. If your campus only offers one payment plan, that is the only plan you may use at your host campus. Whether you exchange on Plan A or Plan B, if you live in on-campus housing, you will pay room and meals directly to your host campus.

- **Under Plan A, you will pay to your host campus the in-state (resident) or in-province tuition and fees directly to that campus.**
- **Under Plan B, you will continue to pay your normal tuition and fees to your home university. If you currently pay non-resident tuition to your home campus, you should expect to continue to do so while on exchange.**

To find out how much you will pay each term for tuition and fees, go to the “*Tuition/Fees*” tab of the on-line *Campus Profiles*. Tuition and fees are only applicable to students exchanging on **Plan A**. Take note of the date these costs were last updated. If you plan to stay for the entire academic year at a campus on the semester calendar, multiply the costs by two. If you plan to stay for the entire academic year on a campus that uses a quarter calendar, multiply the costs by three. If you plan to attend only for the summer session, consult the host campus coordinator for summer tuition and fees.

If you are exchanging on **Plan B**, you will pay tuition and fees as you normally would to your home campus.

**Additional Fees:** Look at the “Miscellaneous Fees Per Term” under the “*Tuition/Fees*” tab on the *Member Campus Profiles* to see what **additional fees** you should expect to pay on Plan A and/or Plan B. Normally Plan B students pay activities, athletic, and health services fees to their home campus. In those instances where the host campus is not able to waive those fees for incoming Plan B students, you should expect to pay these fees on both your home and host campuses.

**Cost Changes: Costs are subject to change without notice.** Tuition and fees frequently increase each year by 5-15 percent. Costs for the coming academic year are usually not available until the summer immediately preceding the fall term. Continue to check the dates appearing next to the tuition and fees figures for the most up-to-date costs.

## Course-Related Fees

Whether you participate under Plan A or Plan B, you will be expected to pay to your host campus those fees which are assessed as a condition of your enrollment in a specific course (e.g., laboratory fees, art and photography supplies, course surcharges, field studies, student teaching, internship, service learning, etc.). Consult individual institution catalogs and campus Web home pages (links at *nse.org* and from the *Member Campus Profiles*) for additional information on those costs that are course related.

## Maximum Course Load

Some campuses will charge additional per credit hour fees on Plan A and/or Plan B for credits beyond what the campus considers their **maximum per term course load**. Make sure you check the “Maximum Credit Hours” you will be permitted to take on each plan and additional charges, if applicable. This information is under the “*Tuition/Fees*” tab of the *Member Campus Profiles*.

## Room and Meals

If you live on campus at your host university, you will pay the costs for room and meals directly to the host campus, not to your home university. Housing options and meal plans vary greatly from campus to campus.

To find out how much you should expect to pay per term for room and meals, click on the “*Room/Meals*” tab of the on-line *Member Campus Profiles*. Notice the date on which these figures were last updated by the campus. If you plan to stay for the entire academic year at a campus on the semester calendar, multiply the costs by two. If you plan to stay for the entire academic year on a campus which uses a quarter calendar, multiply the costs by three.

Costs are based on the average room and meal plan selected at the campus by NSE students. Actual costs may be greater or less depending upon your selected room type and number of meals per week. Options you might choose could be higher or lower than the costs listed. Consult campus Web home pages (links at *nse.org* and the *Member Campus Profiles*) for descriptions and costs of specific room and meal plan options.

**Cost Changes: Costs are subject to change without notice.** Room and meal costs frequently increase each year by 5 percent or more. Costs for the coming academic year are usually not available until the summer immediately preceding the fall term. Continue to check the dates appearing next to the room and meals figures for the most up-to-date costs.

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## **NSE Application Fee**

Your home campus will assess a fee that will be due when you submit your application for exchange participation. This is an application fee and is not refundable. Your coordinator will not submit a request for placement until the fee has been paid. No refund will be given whether or not you are placed, accept or decline your placement, or withdraw or become ineligible.

## **Other Financial Considerations**

You are encouraged to carefully review all possible expenses as well as your own personal and/or family resources for exchange. Expenses related to transportation to and from the host campus, personal expenses, and travel and sightseeing opportunities while on exchange are your responsibility. Transportation costs to the host campus can vary widely depending on the institution's accessibility to major transportation systems as well as the distance from your current place of residence.

In all likelihood, you will do more sightseeing and personal traveling in your new environment than you did at home. If you live off campus, you may incur additional costs for housing, transportation, and food. If you have been employed while attending your home campus, you may find it difficult to secure employment or may choose not to be employed while on exchange. In either case, your financial situation may undergo a change.

If you receive financial aid, remember that it is intended to pay the direct costs to the campuses involved in your exchange. Make sure your financial obligations to both your home and host campuses for tuition, fees, room, and meals are met before spending aid on other expenses.

## **Financial Responsibility**

You are responsible for paying tuition, fees, room, meals, and all other financial obligations in accordance with stated home and host campus deadlines and policies. Failure to do so will result in the cancellation of your exchange.

Until all outstanding financial obligations have been paid, your host campus will not release a transcript; and your home university will not permit re-enrollment, issue a transcript, or award a diploma. Home and host campuses work together to resolve outstanding financial obligations.

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**“IF A PARENT WERE TO ASK US IF IT WAS A GOOD IDEA TO SEND ANTONIA TO STUDY AWAY, WE WOULD SAY IT WAS THE BEST DECISION WE COULD HAVE MADE WITH OUR DAUGHTER. SHE RETURNED HOME ARMED WITH A GREATER APPRECIATION FOR THE WORLD AROUND HER, THE CONFIDENCE TO MEET NEW PEOPLE, AND THE COURAGE TO CONTINUE TO SEEK OUT NEW AND EXCITING PLACES TO VISIT.**

**WE CERTAINLY THANK NSE FOR THEIR PART IN MAKING THIS EXPERIENCE POSSIBLE.”**

Javier and Tina Gasnarez  
Parents of Exchangee Toni Gasnarez  
Indiana University-Purdue University Fort Wayne  
to Grenfell Campus, Memorial University of Newfoundland

# Financial Aid – U.S. Students

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Federally-funded financial aid may be used by eligible NSE participants enrolled at U.S. member colleges and universities. Since federal aid is based on a real budget, the amount of your award during exchange may vary from that received while attending your home university. Campuses also vary in the sources of federal aid that may be offered; and aid availability cannot be guaranteed in all programs. This, too, could result in an award different from the one you currently receive. Campuses award aid to eligible students as long as funds are available. **File your *Free Application for Federal Student Aid (FAFSA)* by January 31.** Failure to do so may result in loss of financial aid. While on exchange, you must be enrolled full-time at your host campus. If you drop to less than full-time or withdraw from all of your classes you may be required to repay your financial aid.

## Plan A

For eligible students exchanging under Plan A (in-state/in-province tuition/fees paid by the student to the host campus) federally-funded financial aid is awarded by, and disbursed from, your host campus. Federal aid programs designated under the “*Financial Aid*” tab of the on-line *Member Campus Profiles* are available to eligible NSE students as long as funds are available in each program. There is no guarantee that aid will be offered in each of the programs listed.

**FAFSA:** List the *FAFSA* code for each host campus where there is potential for being placed on Plan A. *FAFSA* codes for campuses that use Plan A are listed under the “*Financial Aid*” tab of the on-line *Member Campus Profiles*. Also include the *FAFSA* code for your home institution in case your plans change.

**Plan A Exception:** A few NSE members fund their own outgoing Plan A students. Your home NSE coordinator will advise you if your campus is one that utilizes this procedure. If so, apply for financial aid only at your home campus. Do not list the *FAFSA* code for your exchange site(s). This could result in an over-award that must be repaid. College Work Study will not be available while on exchange.

## Plan B

For eligible students exchanging under Plan B (tuition/fees paid to the home campus) federally-funded financial aid is awarded by, and disbursed from, your home campus. College Work Study will not be available while on exchange.

**FAFSA:** List only the *FAFSA* code for your home campus. Do not list the *FAFSA* code for your exchange site(s). This could result in an over-award that must be repaid.

## Exchange to Canada

Individuals planning to exchange to Canada, regardless of whether on Plan A or Plan B, file for federally-funded financial aid only at their home campuses. List only the code for your home campus on your *FAFSA* form.

## Other Aid Sources

If you are receiving private, state-based or institutional-based grants, scholarships, or fee remissions, check with your home campus NSE coordinator and financial aid officer to determine use of such aid for exchange under Plan A or Plan B. Some forms of aid may be portable to your host institution while others may not. Also note that host NSE campuses do not award institutionally-based scholarships, grants or fee remissions to incoming exchange students.

# Financial Aid – Canadian Students

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Canadian students, regardless of whether exchanging under Plan A or Plan B, apply for financial assistance through their home institution as well as federal and provincial governments. Consult your campus coordinator for additional information and requirements. Failure to apply for financial aid by stated deadlines may result in loss of aid. If you are receiving private or institutional scholarships or fee remission for tuition, housing, and/or meals, check with your NSE coordinator and home campus financial aid officer to determine use of such aid for exchange under Plan A or Plan B. Some forms of aid may be portable to your host institution while others may not. Also note that host NSE campuses do not award institutionally-based scholarships, grants or fee remissions to incoming exchange students.

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## Killam Fellowships Program - Applications Due January 31

This program allows undergraduate students from Canada and the United States to participate in a program of binational residential exchange with a cash award of \$5,000 a semester along with a competitive health benefits package and the opportunity to participate in academic and cultural programs in other regions of the host country outside of the host campus city.

<http://www.killamfellowships.com/programs.html>

# Exchange Options

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## Multicultural Opportunities

The mix in cultural and racial diversity across the United States and Canada presents numerous challenges and opportunities for tomorrow's citizens and leaders. By exchanging to an institution different than your own, you have the opportunity to gain insights into the historical and cultural makeup of different regions of North America and to improve communication skills with individuals from different backgrounds. NSE offers an opportunity to make the most of your education and prepare you to live and work in a culturally-diverse society.

## Special Programs

Programs of special interest and opportunity for students are listed at [nse.org/Students/Exchange\\_Options/Special\\_Programs](http://nse.org/Students/Exchange_Options/Special_Programs). This site includes a general description of the program, location, duration, costs, and individuals to contact for additional information.

These programs include, but are not limited to, internships, research, service learning, field experience, and experiential learning. Programs may range from a few weeks to an academic year. Current examples of special programs include:

- Business Essentials Certificate Program for Non-Business Majors (semester)
- Civil Rights Pilgrimage (inter-term)
- Geology Field Camp (summer)
- Legislative Internship In Juneau (Semester)
- Nantucket Semester
- Outdoor Skills and Leadership in Alaska (semester)
- Semester by the Sea
- Service Learning Internships in Colorado (semester)
- Wilderness Research Station - Ecology, Geology and Natural History of the Rocky Mountain Ecosystems (semester)

## Exchange with Canada

For the most part, exchange between U.S. and Canadian universities parallels normal NSE and campus exchange timelines and procedures. However, not all NSE members in the United States participate in Canadian exchanges. See the *Exchange Sites* listing in this publication to identify members that exchange with Canadian colleges and universities. Campuses that exchange with Canada are marked with a maple leaf in the *Member Campus Profile* listings at the Student section of [nse.org](http://nse.org).

## Honors Courses and Programs

Many NSE member institutions allow NSE students to access honors courses and programs while on exchange. A list of participating campuses, individual program descriptions, and campus honors contact information are available at [nse.org/Students/Exchange\\_Options/Honors\\_Exchange](http://nse.org/Students/Exchange_Options/Honors_Exchange).

## International Options

Many NSE colleges and universities have international or study abroad options which can be accessed through the National Student Exchange. These options require advanced planning and an additional application process. See page 28 for additional information, considerations and questions, followed by a list of international study sites. Costs for participation, language requirements, application deadlines, and a contact for more information on each site are available at [nse.org/Students/Exchange\\_Options/Study\\_Abroad\\_Access](http://nse.org/Students/Exchange_Options/Study_Abroad_Access).

## Resident Assistant Exchange

Some NSE colleges and universities facilitate the exchange of resident assistants in their institution's residence life program. This option requires advanced planning and an additional application process which is due to your home campus coordinator by December 2.

Individual campus parameters, remuneration, and a contact for more information are available at [nse.org/Students/Exchange\\_Options/RA\\_Exchange](http://nse.org/Students/Exchange_Options/RA_Exchange). That site also contains an application for the RA exchange and frequently asked questions about the RA program.

Benefits of the RA exchange include continuing to serve as an RA in a new campus setting, sharing information from the home institution's residence life program, and learning about new residence life options and opportunities to share upon return to the home campus. RA exchanges are for an entire academic year. Single term assignments are not available. RA exchange participation requires:

- service as an RA on the home campus at the time of application and in the term immediately preceding exchange
- meeting all NSE eligibility requirements
- completion of NSE and RA applications
- identification of up to three potential exchange sites
- a positive letter of reference from the supervising home campus residence life hall director
- approval by the home NSE coordinator and submission, by first week of December, of application materials to the NSE Central Office
- an interview (usually conducted by phone) with the host campus residence life program in mid-February
- notification to the home coordinator and NSE Central Office, by the third week in February, of offers accepted or declined
- meeting the employment requirements of your host RA campus if an offer is accepted

# NSE Exchange Site





# Application

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## Application and Selection

Each member campus has its own application process and selects its own outgoing candidates for exchange. Minimum NSE requirements (see *Eligibility* on page 11) for participation are detailed in this publication. Home and host campuses, however, may impose additional criteria for exchange participation. Meeting minimum eligibility criteria and submitting an application do not guarantee your application selection or placement.

NSE participation is a privilege, not a right. Your home campus has designed an application and selection procedure to ensure that both NSE and campus standards are met. It is likely that you will be expected to provide a current transcript, letters of recommendation, goal statements for your exchange, and basic biographic data. The application is processed at your home campus and may require a personal interview. Consult your NSE coordinator for details concerning the process and application deadlines on your campus.

Your home campus will assess a fee when you submit your application for exchange participation. This is an application fee and it is not refundable. Your coordinator will not submit a request for placement until the fee has been paid. No refund will be given whether or not you are placed, accept or decline your placement, or withdraw or become ineligible. Should you submit an application for exchange at another time, you may incur an additional application fee.

Once selected and placed by the home campus, NSE applicants generally are not subjected to a further selection process by their host campuses unless you have chosen academic programs requiring auditions, portfolios, or higher gpa than required by the sending campus. Information on requirements of this nature is available at the “*Conditions*” tab of the on-line *Member Campus Profiles*. Carefully review program requirements and limitations prior to submitting an application.

## Program Options

Program options (such as study abroad, internships, student teaching, and resident assistant exchange) must be explored with your home coordinator eight to ten months prior to the actual exchange. These options require advanced planning, special arrangements, and, in some cases, additional application materials.

## Special Needs

If you will need host campus classroom, housing, or other accommodation due to a physical challenge, learning disability, or medical condition, you are encouraged to identify yourself at the time of application for assistance in selecting an exchange site that can best meet your needs. See page 13 for additional information.

## Commitment

It is important that you explore your exchange participation very carefully prior to actual placement. Select only campuses to which you are willing to exchange, including those that may be second, third, or other choices. Explore exchange participation, including financial resources, with your parents, significant others, academic advisor, and financial aid officer prior to placement, not after.

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**“NSE HELPED ME TO BECOME  
MORE INDEPENDENT AND MORE  
CONFIDENT... I GOT TO CHART MY  
OWN COURSE, EXPERIENCE THINGS  
THAT WERE COMPLETELY NEW,  
AND HAVE AN EXPERIENCE THAT  
WAS MY OWN. NSE HELPED ME  
UNDERSTAND WHAT I WANT TO DO  
WITH MY LIFE.”**

**James Astrouski  
Eastern Illinois University  
to Keene State College**

# Placement

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## Placements

### March Conference

Approximately 80 percent of the requests for exchange for any part of the subsequent academic year are negotiated at the National Student Exchange Annual Placement Conference held the first week of March. Prior to the conference, each NSE coordinator will have made eligibility decisions on their outgoing applicants and entered them into a placement database.

At the conference, your placement requests will be considered by your potential host campuses in the order in which you prioritized them. Except for those campuses that can accept all eligible applicants (**open**), NSE coordinators vary in the ways in which they accept students to achieve balances with their own outgoing NSE student population.

There are no guarantees of acceptance. You will be accepted by only one campus. If your first choice campus is not able to accept you, your placement request will then be considered by your second choice campus and then by your third, and so on. Once a campus has accepted you, no consideration will be given by your additional campus choices.

**Placement Probability:** Your home campus NSE coordinator has a history of placements including individual campus placement statistics to assist you in making campus selections that will provide the best probability for placement at your preferred choices. To improve the probability for placement, you are advised to select at least three campus choices. Choosing at least one **open** campus (will accept all qualified applicants) using the payment plan (A or B) on which you can participate should ensure a placement.

**Placement Acceptance by the Host Campus:** Placement acceptances are made according to the openness of the respective tuition payment plans of the host institutions.

- Campuses that list themselves in the on-line *Member Campus Profiles* as **open** will accept all qualified applicants.
- Campuses listed as **uneven** will accept a few more incoming students than the number of their outgoing applicants who are placed.
- Campuses listed as **even** will accept incoming applicants not to exceed the number of their own outgoing applicants who are placed.
- Some campuses will accept students first from those campuses at which their own students are placed (**1:1**).

If none of your campus choices can accept you at the March conference, you can work with your home NSE coordinator to explore a placement at a campus remaining open after the conference.

## Your Placement Acceptance

In the week following the March Conference, your home coordinator will inform you of the placement decision. You must then decide to accept or decline the placement that has been offered. If none of the campuses you selected were able to accept you, your home campus coordinator will have a list of campuses that remain open for additional placements. See *Placements Post Conference* below for additional information.

You accept your placement by completing and signing the *Placement Acceptance Form (PAF)* which identifies the host campus, exchange duration, and tuition plan for your exchange. The second page of this form identifies the conditions that govern your placement. You can view a sample *PAF* at [nse.org/Students/Resources/Placement Acceptance Form](http://nse.org/Students/Resources/Placement%20Acceptance%20Form).

**Failure to sign and return the *Placement Acceptance Form* by the stated deadline will result in cancellation of your placement.**

## Placements Post-Conference

Placements made after the March Annual Placement Conference are referred to as post-conference placements. As a general rule, post-conference placements for the fall are not made after June 15 and those for spring should be negotiated by October 15.

Post-conference placements are governed by the availability of such placements at member campuses and are greatly reduced after the March conference. Approximately half of the NSE member colleges and universities remain open for additional incoming placements at the end of the March conference. Your home NSE coordinator will have a list of campuses that will accept post-conference placements. Make sure that the campus you select meets your academic, financial, and personal needs prior to your coordinator requesting a placement on your behalf.

The willingness to accept applications for outgoing post-conference placements and/or the ability to accept incoming post-conference placements are campus-specific decisions with campus-specific deadlines. There is no uniformity in these deadlines. Your home campus NSE coordinator has access to information about availability and deadlines of NSE members.

# After Placement

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## Campus Detail Information

Review the *Campus Detail Information (CDI)* form for the campus at which you have been placed. You can link to this form from the on-line *Campus Profiles*. The *CDI* contains information on what you should expect from your host campus related to admissions materials and deadlines; registration procedures and timing; housing applications, deadlines, and deposits; billing schedules; deferment options; health records and immunization requirements; and gpa required by the host campus for continuation in the program. Note the submission date for the campus to ascertain whether or not the information is timely and up-to-date.

## Maintaining Eligibility

Your placement is conditional upon your maintaining, at the end of the term preceding your exchange, all eligibility requirements (academic, social and behavioral, financial) detailed on page 11 as well as any additional requirements that may have been imposed by your home campus or your host institution. Should you fail to meet any of these requirements, you are no longer eligible to participate in the NSE program and your exchange will be cancelled. *If your gpa for the term preceding exchange falls below a 2.5, your exchange may be subject to cancellation by your home coordinator even though your cumulative gpa is 2.5 or greater.*

## Cancellation

Should unexpected circumstances cause you to cancel your exchange plans, you must immediately provide written notification to both your home and host coordinators.

## Course Approval

Prior to leaving your home campus, you must develop a written advising agreement with the assistance of your academic advisor and NSE coordinator. Select all the courses you would consider taking during your period of exchange. For flexibility, identify at least twice as many courses as you will actually take. The advising agreement should indicate where each course will fit into your home degree program. Your academic advisor or registrar should sign the form agreeing that satisfactorily completed courses will fit into your degree program in the manner determined.

You, your advisor, and your NSE campus coordinator should retain a copy of the signed agreement. A copy should also be filed in your permanent record. If you fail to complete a written advising agreement prior to exchange, your home campus may not accept the work completed at your host college or university. Any deviation from your advising agreement must be approved, in writing, by your home campus.

## Enrollment Materials

Following receipt of your signed *Placement Acceptance Form (PAF)*, your host campus coordinator, your primary

contact at the host campus, will send you application, housing, registration, and other pertinent materials or information required for enrollment and registration. It is essential that you complete all forms in accordance with stated deadlines. Failure to do so will result in the cancellation of your exchange. It may also affect your ability to obtain on-campus housing, financial aid, or courses critical to maintaining academic progress. Note that procedures, forms, and timelines may be different from those of your home campus. All questions should be directed to your host campus coordinator.

## Course Access and Registration

Some programs or courses may be closed, limited, or highly restricted to NSE students. **Course enrollment at your host campus is based on offerings and availability and cannot be guaranteed. You must meet all course pre-requisites or co-requisites as required by your host campus.** A flexible academic plan is a must.

On most campuses, registration is by Internet or mail prior to your arrival on campus. Your host campus may handle the NSE registration process using procedures, forms, and timelines different from those of your home campus. It is important that you follow instructions and deadlines provided by your host NSE coordinator. Failure to do so could result in your inability to obtain desired and appropriate courses. Some institutions may give special registration consideration to exchange students, while others cannot.

## Special Needs

If you have not already identified your needs for classroom, housing, or other accommodation (i.e., physical challenges, learning disability, or medical condition) to your host campus, now is the time to do so. See page 13 for additional information.

## Health and Other Insurance

It is your responsibility to ensure that you are adequately covered by health and other insurance (i.e., automobile, property) for the period and place of your exchange including travel between your home and host institutions. See page 23 for additional information.

## Immunization and Medical

Most NSE members will require proof of immunization for one or more of the following: measles, rubella, meningitis, chicken pox, tuberculosis, and tetanus. For some campuses, you will not be permitted to register for classes and/or move into the residence halls without providing immunization documentation. It is your responsibility to ensure that this and any other requested medical information (i.e., health records, physical) are submitted to your host campus in a timely manner. Failure to comply will result in the cancellation of your exchange.

# During Exchange

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## Your Host NSE Coordinator

Most NSE coordinators will schedule an orientation to familiarize exchange students with the host institution and introduce them to other NSE participants. If you arrive ahead of an orientation or one is not scheduled, take time to immediately introduce yourself to your NSE coordinator. Upon arrival, you should provide both home and host campus NSE coordinators with your host campus mailing address, phone, e-mail, and emergency contact information.

**Your NSE coordinator is familiar with university policies and procedures and is the first person you should contact for any issue that may arise during your exchange. If your coordinator is unable to assist, this individual will know the appropriate personnel to address your questions or concerns.**

## Health Insurance

NSE does not require and does not provide health insurance for exchange students. It is your responsibility, therefore, to ensure that you are adequately covered by health insurance for the period and place of your exchange. Some NSE member campuses will require proof that you have adequate health insurance; and a few will require that you purchase their health insurance regardless of having a policy of your own.

## Other Insurance

**Property/Renters Insurance:** If you are residing in on-campus housing, ask whether or not renter/property insurance is required or recommended. Ask what is and what is not covered. If you are living in off-campus housing, NSE strongly recommends that you be covered by renters/property insurance in order to cover yourself and your property in case of storm, fire or other circumstances. Your landlord may require such insurance. If not, it is good protection to have.

**Auto Insurance:** Determine how your own, or your parents', automobile insurance may cover you while you are on exchange as well as your travel to and from your host university.

## Adjusting to Your New Environment

Some students have challenges in adjusting to their new academic, social, and/or regional environment. You may experience home-sickness, isolation, and disillusionment. This mental, physical, and emotional adjustment to living in a new place is referred to as culture shock. This occurs because, unconsciously, you may expect other people and situations to be just like back home. Inevitably something in the new environment will not fit a frame of reference and may not be fully comprehended or liked. Sometimes trivial differences become the most grating and may be blown out of proportion.

Keep in mind that initial discomfort is a normal part of adjusting to a new living and learning environment. Share your feelings with other exchange participants, keep an open mind, be

flexible, get involved in activities, and look at the experience as a mind-stretching process that will increase your understanding of your host setting and of yourself. If you continue to feel uncomfortable in your new setting, contact your NSE coordinator for assistance.

## Maintaining Exchange Eligibility

If you are exchanging for a full academic year, your home and host coordinators will inform you of the gpa you will be required to obtain in order to remain eligible to continue in the NSE program from one term to the next. These requirements may be different between your home and host institutions. The requirement may also be different from your host or home institution's normal academic retention standards. It is your responsibility to know what will be expected of you as an NSE participant to maintain program eligibility.

## Full-Time Enrollment

You must be enrolled full-time while at the host campus. Note that distance education (on-line) courses cannot be combined with in-classroom courses to satisfy the requirement for full-time enrollment. Dropping to less than full time has consequences for maintaining academic progress, financial aid, and your ability to remain in on-campus housing. If you had planned on a full academic year exchange, dropping to less than full-time in the first term is likely to cancel your enrollment at the host campus for subsequent terms.

## Rules and Regulations

While on exchange, you are governed by the *Conditions of Placement* as outlined on the *Placement Acceptance Form* you signed. You are also governed by the rules and regulations of your host college or university. You will be subject to academic standards; residence hall rules, regulations, and contractual obligations; financial obligations and payment deadlines; course registration and withdrawal schedules; and codes of social/behavioral conduct. These regulations may be different than those of your home campus.

Information on university rules and regulations may be found in the university catalog, schedule of classes, student handbook, campus Web site, and other information as provided by the host campus and your host NSE coordinator. It is your responsibility to know host campus rules and regulations and abide by them. Students who are in violation of host campus policies should expect the same consequences or disciplinary action as students who are native to the host campus. Further action, including cancellation of your exchange, may also be taken by your host and/or home campus.

You are governed by the local, state, territorial, or provincial laws of the location of your exchange. It is your responsibility to inform yourself and to conduct yourself in a manner that complies with those laws.

See Next Page

# During Exchange Continued

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## **Personal Safety**

While on exchange, you are responsible for acting prudently and exercising caution and common sense at all times. Take time to learn about your new environment and familiarize yourself with campus and neighborhood surroundings. Heed the safety advice provided by your host campus coordinator, residence life staff, and others familiar with your environment. Inform your parents, guardians, spouse, or significant other of how to reach you and your NSE coordinator. Maintain regular contact with those back home.

## **Crisis Awareness**

If an extreme weather (e.g., hurricane, flood, earthquake, tornado, etc.) or other emergency situation (e.g., pandemic, strike, fire, protest) arises while you are on exchange, follow the instructions provided by your NSE coordinator and the appropriate safety and student services personnel on your host campus. Advise your parents, guardians, spouse, or significant other of the nature of the emergency and periodically reassure them of your safety.

## **Financial Responsibility**

You are expected to pay tuition, fees, room, meals, and other financial obligations in accordance with stated home and host campus deadlines. Failure to make full payment of all required fees or to resolve other debts to the home or host institution will result in the cancellation of your exchange.

Until all outstanding financial obligations have been paid, your host campus will not release a transcript; and your home university will not permit re-enrollment, issue a transcript, or award a diploma. Home and host campuses work together to resolve outstanding financial obligations.

## **Host Campus Transcript**

**It is your responsibility to request that an official transcript from your host campus be sent to the appropriate office at your home campus at the end of each term of your exchange.** Posting of the host campus work on your home campus permanent record completes your exchange agreement. If a transcript is not sent to your home campus, your permanent record at the home campus is incomplete with consequences that may affect subsequent financial aid, registration, graduation, and requests for future home campus transcripts.

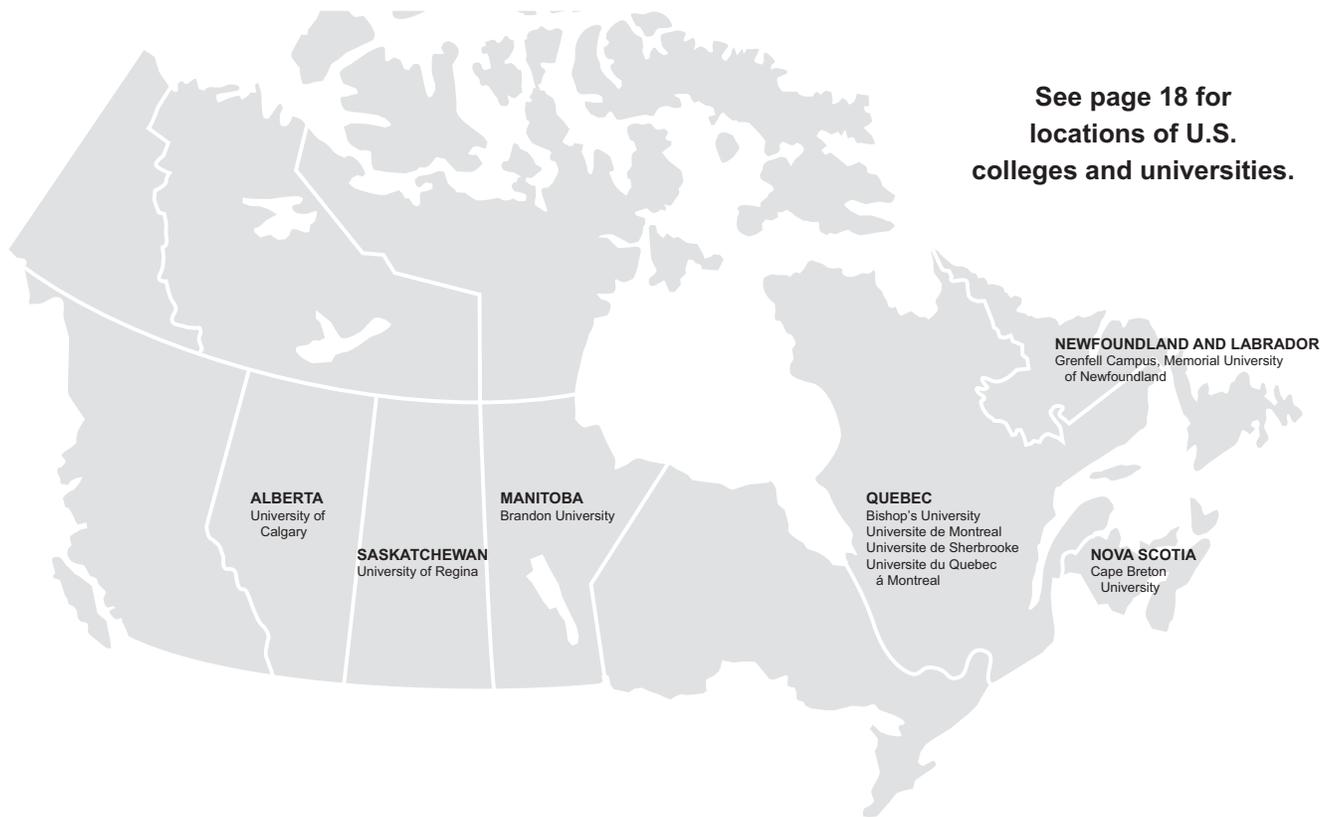
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**“NSE ALLOWS YOU TO GROW AS A PERSON AND EXPERIENCE YOURSELF IN AN UNFAMILIAR PLACE. IT MATURES YOU AND CREATES MORE OF AN INDEPENDENT PERSON.”**

Krystal Merlo  
California State University, Chico  
to the University of Hawaii at Manoa

**“I’VE HAD AN OPPORTUNITY TO EXPERIENCE A BIT OF WHAT IS CALLED THE ‘AFRICAN AMERICAN’ CULTURE AND HAVE GAINED A NEW PERSPECTIVE ABOUT WHAT IT IS LIKE TO BE A MINORITY. I’VE GAINED A BETTER UNDERSTANDING OF HOW TO WORK WITH PEOPLE FROM DIFFERENT BACKGROUNDS.”**

Catherine Henderson  
Utah Valley University  
to Virginia State University



See page 18 for locations of U.S. colleges and universities.

# Procedures for Canadian Exchange

The basic process for arranging an exchange between U.S. and Canadian colleges and universities is the same as any other NSE exchange with the exception of the items listed below.

## Participating U.S. Campuses

Most, but not all, U.S. colleges and universities exchange with member campuses in Canada. The *Exchange Sites* listing on pages 5-9 as well as the on-line *Member Campus Profiles* identify those campuses that exchange with Canada.

## Costs

Tuition, fees, room, and meal costs identified on the *Member Campus Profiles* for institutions within the United States are in U.S. dollars. Tuition, fees, room and meal costs identified on the *Profiles* for Canadian universities are in Canadian dollars. Costs are listed with a date indicating the last time these costs were up-dated by the campus. Costs are subject to change without notice and will increase from the time of your application to your actual exchange. Use an on-line currency converter to calculate the rate of exchange.

## Financial Aid

Whether you are exchanging from the United States to Canada or from Canada to the United States, all financial aid will be awarded by, and disbursed from, your home institution regardless of whether the exchange is made on Plan A or Plan B.

## Killam Fellowships - Apply by January 31

This program allows undergraduate students from Canada and the United States to participate in a program of binational residential exchange with a cash award of \$5,000 a semester along with a competitive health benefits package and the opportunity to participate in academic and cultural programs in other regions of the host country outside of the host campus city.

<http://www.killamfellowships.com/programs.html>

## Crossing the Border

Whether you are exchanging to or from Canada, to limit potential for delay at the U.S./Canadian border or Port of Entry, NSE strongly encourages that you schedule your arrival during weekday business hours. Prior to departure, request the names and contact information for both the NSE coordinator and the international contact (if different from your NSE coordinator) at your host university and a phone number where these individuals can be reached 24 hours a day, seven days a week. If coming from Canada to the United States, make sure you have the emergency contact number for your host university's Designated School Official (DSO) or designee.

# To Canada From the United States

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## Language Proficiency

Canada has two official languages: English and French. All NSE members in Canada, except those noted below, are English-speaking. Students for whom English is not their first language may be asked to demonstrate English proficiency through submission of TOEFL or other test scores. The language of instruction at the Université de Montréal, the Université de Sherbrooke and the Université du Québec à Montréal is French. Prior to placement, you must demonstrate French proficiency at your home institution. Additional proficiency testing may be required by your host university. The Université de Sherbrooke offers a *French as a Second Language* program which does not require language proficiency. Contact the NSE coordinator at Sherbrooke for additional information.

## Process

Your host Canadian university will provide a letter of acceptance and detailed instructions regarding the Canadian entry process. Timely completion of forms is essential.

A *Study Permit* is required if you plan to exchange to Canada for more than six months and/or intend to seek employment on campus while on exchange. U.S. citizens and permanent U.S. residents apply for a *Study Permit* either through a Canadian visa office or at a Port of Entry upon arrival at the Canadian border. If at the Port of Entry, complete your application ahead of time and bring all supporting documents with you. If the application is made through the Visa Office, and is approved, a letter of introduction is issued which you must then present at the Port of Entry in order to receive the *Study Permit*. International students studying in the U.S. who wish to study in Canada must apply to a Canadian Immigration representative in the U.S. for a *Study Permit* and, in many cases, an entry visa/Temporary Resident Visa (TRV). U.S. citizens and permanent U.S. residents must provide a valid passport. Students from anywhere else should check with the consulate regarding additional documentation.

In order to be eligible for a *Study Permit*, you must prove that you have enough money to pay for your tuition, fees, living expenses, and return transportation. You must demonstrate proof of health insurance that is applicable in Canada; be a law-abiding citizen with no criminal record; not be a risk to the security of Canada; be in good health and be willing to undergo a medical examination if necessary; and satisfy an immigration officer that you will leave Canada at the end of your authorized stay. The current cost for the *Study Permit* is \$150 Canadian. This cost is subject to change without notice.

<http://www.cic.gc.ca/english/study/index.asp>

## Study in Quebec

If you are exchanging to NSE members in the province of Quebec, you must first obtain the *Certificat d'acceptation du Québec/Quebec Certificate of Admission (CAQ)* prior to applying for the Canadian *Study Permit*. The current fee for the CAQ is \$109 Canadian. The cost is subject to change without notice. Follow directions provided by your Quebec host university regarding applying for the CAQ. Plan on at least six weeks following application to obtain the CAQ. Upon arrival at Bishop's University in Quebec, exchange students are required to provide a certified copy or original birth certificate.

<http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/index.html>

## Age of Majority

In Canada, each province and territory decides the age of majority; in some cases it is 18, and others 19. Anyone under the age of majority is considered a "minor child." If you are planning an exchange to Canada and would be considered a minor by Canadian law, you will need to have a custodian in Canada.

<http://www.cic.gc.ca/english/study/study-minors.asp>

## Health Insurance

You must provide proof of health insurance coverage in order to study in Canada. If your health insurance is not applicable in Canada, your host Canadian university will require that you purchase health insurance either through their institution or a private carrier. A Canadian member may require that you purchase insurance from their campus regardless of other health insurance that may be in force.

## Working While in Canada

You must go to Canada with enough money to live and pay your bills while you are studying, without needing to work. In certain situations, you may be able to work on campus while studying to earn additional expense money. A *Study Permit* is required (see above) as is full-time enrollment if you intend to seek on-campus employment while on exchange. For additional information, contact the Canadian NSE coordinator and read the web site indicated below. Off campus employment is not permitted for exchange students.

<http://www.cic.gc.ca/english/study/work.asp>

## Criminal Charges/Convictions

Students with criminal charges or convictions could be prohibited from entering Canada. Such charges include, but are not limited to: theft, assault, manslaughter, driving while under the influence of drugs or controlled substances, and possession of or trafficking in drugs or controlled substances.

<http://www.cic.gc.ca/english/information/inadmissibility/conviction.asp>

# To the United States From Canada

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## Language Proficiency

All NSE members in the United States and its territories, with the exception of the colleges and universities in Puerto Rico, are English-speaking. Students for whom English is not their first language may be asked to demonstrate English proficiency through submission of TOEFL or other test scores.

The language of instruction at all NSE members in Puerto Rico is Spanish. Students exchanging to NSE campuses in Puerto Rico must demonstrate Spanish proficiency on their home campus preferably through an interview with a faculty member or administrator whose first language is Spanish.

## SEVIS Fee

You will pay a SEVIS (*Student and Exchange Visitor Information System*) fee of \$180 for J-1 status or \$200 for F-1 status. This cost is subject to change without notice. Unless otherwise directed by your host campus, you will pay the SEVIS I-901 fee directly to SEVP (*Student and Exchange Visitor Program*). Ask your NSE designated international contact the payment procedure that will be required of you. Some NSE member institutions may assess an additional fee (SEVIS administrative fee) to support their own institution's student exchange visitor office and automated reporting systems.

<https://www.fmjfee.com/>  
<https://www.ice.gov/sevis/i901>

## Process

In most cases, Canadian citizens exchanging from a university in Canada to an NSE member in the United States will be processed by their host U.S. campus using the J-1 exchange visitor status. Some NSE campuses, however, may utilize the F-1 student status. Non-Canadian students exchanging from Canada to the U.S. will need to make an appointment for a visa interview at a U.S. consulate or embassy in order to receive a student visa stamp in their passport. Ask your home campus coordinator to check with your host campus coordinator prior to requesting a placement.

Appropriate application form and information on required documentation will be supplied by your NSE host university in the United States. Completed forms, along with documentation listed below, must be taken to the U.S./Canadian border or Port of Entry where the J-1 or F-1 status will be issued.

You must provide financial evidence (e.g., bank statements) which show that you, your parents or sponsor have sufficient funds to cover your tuition and living expenses during the period of your intended study in the U.S. You will also be asked for a non-refundable \$100 application fee (subject to change without notice), a passport valid for travel to the United States with a validity date at least six months beyond the intended period of U.S. stay, one (1) 2x2 photograph, a completed Form

DS-2019 (J-1 status) or Form I-20 (F-1 status), proof of permanent residence outside the United States, and evidence that you intend to leave the U.S. at the completion of your exchange studies.

You may also be asked for evidence of your student status (e.g., recent tuition receipt and transcripts), a letter of acceptance from your host university, and the name and contact information for your Designated School Official (DSO), including a 24-hour emergency contact number at your host campus. Most NSE member colleges and universities will require that you purchase health insurance from their institutions.

At the U.S./Canadian border or at the Port of Entry, the Customs official will affix an admissions stamp to your passport, the Departure Entry Record, Form I-94, and on either the DS-2019 (J-1) or the I-20 (F-1). The stamp identifies the date of admission, status, and the length of stay (duration of status) permitted. At that time, it is your responsibility to ensure that the information does not contain any errors.

<http://www.educationusa.info/>  
<http://www.ice.gov/sevis/>

## Health Insurance

Exchange visitors are required to have health insurance for the duration of their exchange program. At minimum, insurance coverage must include medical benefits of at least \$50,000 per person, per accident or illness; repatriation of remains in the amount of \$7,500; and expenses associated with medical evacuation in the amount of \$10,000. Per accident or illness deductibles cannot exceed \$500. Contact the NSE coordinator or designated international programs contact at the NSE host campus prior to purchasing insurance as some NSE member campuses will require that you purchase through their institutions.

## Working While in the U.S.

You must come to the United States with enough money to live and pay your bills while you are studying, without needing to work. Visa regulations allow on-campus employment. Off campus work authorization may not be possible. For further information, talk to the Designated School Official (DSO) on your host campus.

<http://www.educationusa.info/>

# Access to International Programs

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## Program Access

Some NSE colleges and universities offer international/study abroad programs that can be accessed through the National Student Exchange. NSE lists these study abroad opportunities as a service to our member institutions and to interested students. NSE accepts no responsibility or liability for the quality of programs listed or the services provided.

*nse.org/Students/Exchange Options/Study Abroad Access/International Exchange Sites*

Programs listed by member universities are open to NSE students under the following conditions:

- You should investigate these options 8-10 months prior to participation.
- Space may be competitive and limited.
- You must inform your home NSE coordinator of your intention to participate in an international program through your host campus.
- You must meet the eligibility requirements of both the NSE program and the host institution's study abroad program.
- You must submit an NSE application to your home NSE coordinator and also submit to the host campus International Programs' office the application for the particular international program in which you plan to participate.
- International program deadlines may be earlier than deadlines for NSE.
- Placement at an NSE campus does not guarantee participation in the host institution's international program.

Participation in study abroad programs requires advanced planning, special arrangements, and payment over and above normal tuition/fees. Some programs are offered on a space-available basis only; and others are competitive. Placement in programs may be restricted.

- Some campuses allow NSE students to apply for their international programs from their home campus. This access is referred to as **direct**.
- Other host campuses require physical attendance as an NSE student for one term. While on the host campus, as part of the NSE program, you can then apply for participation in the institution's international program(s). This access is referred to as **host enroll**.

In addition to tuition, students participating in international programs will incur expenses for program fees, transportation, room, meals, and incidentals. Personal finances as well as availability and portability of financial aid must be carefully explored.

## Questions to Ask

Request program information and application materials from the international programs office of the campus sponsoring the study abroad program of interest. After you have reviewed the program materials, below are a few questions to ask the host campus about each study abroad option under consideration.

## Application Process

Will I be considered with other applicants from your campus, or will I be eligible only for unfilled places?

## Cost

- Is NSE the best and least expensive way to access the international program?
- To which campus (home: Plan B; or host: Plan A) will I pay my tuition? If Plan A, are there additional related tuition costs associated with the program?
- What are all the other costs associated with program participation (e.g., application fees, program fees, transportation, room, meals incidentals, health insurance, and other)?
- What other costs should I anticipate?
- Can my financial aid (federal, state, provincial, institutional, and/or private) be utilized for international program participation? Your home NSE coordinator and/or financial aid officer are the best resources for this information.

## Pre-approval of Courses

Can I obtain course descriptions for pre-approval by my home campus?

## Program Support

- What kind of program support and supervision is offered by the sponsoring campus both home and abroad? Is it sufficient to meet my needs?
- What kind of pre-departure orientation is scheduled? And, where will it be held?
- Does the program include insurance? If so, what does it cover (e.g., emergency medical care, routine medical care, medical evacuation, repatriation of remains, and other) and for what cost?

## Transcripts

- Who is going to issue my transcript?
- Will all the course work (with titles, credit hours, and grades) I take at the international site appear on the transcript of the sponsoring NSE host campus? This method of transcripting is strongly recommended by NSE.
- Must I have the transcript from my international site evaluated by an independent agency? If the answer to this question is yes, NSE recommends you do not pursue exchange at this site.

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## For More Information

See [nse.org/Students/Exchange Options/Study Abroad Access](http://nse.org/Students/Exchange Options/Study Abroad Access) for the most current information on international program options. For each program, this site lists requirements for participation including language, cost, duration, application procedures, deadlines, and the contact person at the international programs office at the sponsoring host campus.

## Personal Health and Safety Considerations

- Consult your physician regarding personal health issues.
- Consider if you have any medical condition which might require immediate medical attention during your exchange.
- Consider if you have any conditions that may affect your emotional or mental well-being during your exchange.
- Consider if you have any physical condition or documented disability for which you will need accessible on-campus housing and/or classroom accommodation. Note: The *Americans with Disabilities ACT (ADA)* lacks jurisdiction for U.S. citizens with disabilities when they exchange to places that are not physically within the United States.
- Contact the Centers for Disease Control and Prevention (CDC) regarding information on health issues specific to your intended location.
- Contact the embassy or consulate of each country you plan to visit for visa and travel information.
- Contact the U.S. State Department regarding information on safety and travel to and within your selected location.
- Familiarize yourself with the local laws and customs of your intended exchange site.
- Consider purchasing insurance which includes travel, major medical, emergency assistance, and repatriation of remains. All or some of these may be required as a condition for international exchange participation.

## Health and Safety Resources for Study Abroad

### The Center for Global Education

Features a *Study Abroad Safety Handbook (How to Get There...And Back)* which raises questions about investigating study abroad programs, travel planning, basic health and safety issues, risk factors, how foreign laws apply to U.S. citizens, advice for parents, emergency planning, and tips on dealing with cultural differences. The site also links to other on-line study abroad resources.

<http://www.studentsabroad.com/contents.html>

### U. S. Department of State Travel Warnings and Consular Information

Lists travel warnings for U.S. citizens and/or health issues in individual countries as well as announcements for particular regions.

[http://www.travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

### U. S. Department of State Tips for Traveling Abroad

Provides a check list to make your trip easier.

[http://www.travel.state.gov/travel/tips/tips\\_1232.html](http://www.travel.state.gov/travel/tips/tips_1232.html)

### U.S. Department of State Students Abroad

Lists travel information and resources such as documentation, location of embassies, what to do in an emergency, insurance, and local laws.

<http://studentsabroad.state.gov/>

### Centers for Disease Control and Prevention

Includes vaccination recommendations and information on the latest outbreaks of diseases around the world. Also provides health information on specific destinations and tips for studying abroad.

<http://www.cdc.gov/travel>

## Disclaimer

NSE lists study abroad opportunities at participating member campuses as a service to our member institutions as well as to interested students. NSE does not make any warranties of any kind, expressed or implied, regarding participation in the study abroad programs offered by member campuses, including perceived quality of the experiences or services rendered. NSE is not liable to the home institutions, host institutions, study abroad sites, or exchange participants for benefits not provided by any of the parties involved. The National Student Exchange assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by students by reason of their study abroad participation.

# International Programs Listing

## Academic Year or Single Term Programs

<b>ARGENTINA</b> Buenos Aires	<b>ENGLAND</b> Brighton Bristol London Oxford Reading	<b>ISRAEL</b> Haifa	<b>SCOTLAND</b> Aberdeen St. Andrews Stirling
<b>AUSTRALIA</b> Queensland		<b>ITALY</b> Pavia Reggio Emilia Rome Torino Viterbo	<b>SOUTH AFRICA</b> Stellenbosch
<b>AUSTRIA</b> Salzburg Vienna	<b>ESTONIA</b> Tallinn		<b>SOUTH KOREA</b> Eamseong Seoul
<b>BRAZIL</b> Florianopolis	<b>FINLAND</b> Oulu	<b>JAPAN</b> Hiroshima Hokkaido Nagasaki Okinawa Osaka Sasebo Setagaya Shibuya Tokyo	<b>SPAIN</b> Alicante Barcelona Bilbao Jaen Leon Madrid Murcia Oviedo San Sebastian Valladolid
<b>CANADA</b> Brandon* Calgary* Corner Brook* Montreal* Regina* Sherbrooke* Sydney*	<b>FRANCE</b> Bordeaux La Rochelle Lyon Paris Pau Poitiers Strasbourg Tours Toulouse	<b>KOREA</b> Seoul	<b>SWEDEN</b> Gothenburg Jonkoping Kalmar Lulea Orebro Vaxjo
<b>CHILE</b> Concepcion Santiago	<b>GERMANY</b> Bad Honnef Dresden Emden Jena Karlsruhe Kassel Konstanz Luneburg Mannheim Potsdam Tubingen Zittau	<b>MEXICO</b> Merida Puebla	<b>SWITZERLAND</b> Olten Zurich
<b>CHINA</b> Beijing Changsha Chengdu Hong Kong Macau Ningbo Shanghai	<b>GHANA</b> Accra	<b>MOROCCO</b> Rabat	<b>TAIWAN</b> New Taipei Taipei
<b>COSTA RICA</b> Heredia Puntarenas San Jose San Ramon	<b>GREECE</b> Athens	<b>NETHERLANDS</b> Breda Groningen The Hague Tilburg	<b>THAILAND</b> Chiang Mai
<b>CROATIA</b> Zagreb	<b>HUNGARY</b> Budapest	<b>NEW ZEALAND</b> Auckland Palmerston North Wellington	<b>TURKEY</b> Ankara Istanbul
<b>CURACAO</b> Willemstad	<b>INDIA</b> Bangalore	<b>NORWAY</b> Oslo	<b>UNITED ARAB EMIRATES</b> Sharjah
<b>CZECH REPUBLIC</b> Prague	<b>IRELAND</b> Cork Dublin Galway	<b>PERU</b> Lima Jesus Maria	
<b>DENMARK</b> Aalborg Copenhagen Zealand Region		<b>POLAND</b> Warsaw	
		<b>ROMANIA</b> Cluj-Napoca Iasi	

## Summer Programs

<b>BRAZIL</b> Florianopolis	<b>GERMANY</b> Luneburg
<b>CHILE</b> Santiago	<b>INDIA</b> Bangalore
<b>CHINA</b> Chengdu Ningbo Shanghai	<b>ITALY</b> Emilia Florence Reggio Emilia Rome Torino Venice Viterbo
<b>COSTA RICA</b> Heredia Puntarenas San Ramon	<b>KOREA</b> Seoul
<b>CUBA</b> Havana	<b>SCOTLAND</b> Edinburgh
<b>CZECH REPUBLIC</b> Prague	<b>SPAIN</b> Alicante Bilbao Madrid San Sebastian Valladolid
<b>ENGLAND</b> Bath Cambridge Canterbury Chester London Oxford Stratford	<b>THAILAND</b> Chiang Mai
<b>FRANCE</b> Pau Rennes	

## Inter Session

<b>AUSTRALIA</b> Sydney	<b>INDIA</b> Agra Benares Delhi
<b>BELGIUM</b>	<b>IRELAND</b> Cork Dublin Galway
<b>BELIZE</b>	<b>ITALY</b> Rome
<b>CHINA</b> Beijing Chengdu Chongqing Taiyuan	<b>LITHUANIA</b>
<b>ENGLAND</b> London Manchester Oxford	<b>NEPAL</b> Kathmandu
<b>FRANCE</b>	<b>POLAND</b> Krakow Warsaw
<b>GREECE</b> Athens Volos	<b>TURKEY</b> Istanbul

\* NSE member campuses

### Disclaimer

Study abroad programs, information, participation guidelines, and costs are provided by, and are the sole responsibility of, the individual campus NSE representatives. NSE takes no responsibility for the accuracy of the information presented. Information submitted by the respective campuses may be amended at any time and subject to change without notice.

# EXCHANGE CHECKLIST



## PRIOR TO PLACEMENT

- Read this publication to learn about NSE policies and procedures.
- Read your home campus policies and procedures.
- Select five to ten campuses of interest to you.
- Research exchange options by reviewing *Campus Profiles* at the Students tab on [www.nse.org](http://www.nse.org).
- Consult your NSE coordinator and academic advisor to identify appropriate exchange options.  
A flexible academic plan is a must for exchange participation.
- Discuss NSE participation with family, friends, parents, and former exchange participants.
- Determine if your financial resources are sufficient.
- Complete your home campus NSE application and pay the NSE application fee.
- Consult with your home campus financial aid office to ascertain your needs for the exchange term(s).  
Refer to information in this publication for policies governing U.S. federally-funded aid application and disbursement.
- By January 31, file FAFSA for U.S. federally-funded financial aid. List on FAFSA the campus codes for all campuses at which you have the potential to be placed on Plan A. List your home campus as well.
- Consult your NSE coordinator to prioritize campus options for exchange.

## AFTER PLACEMENT

- Read, sign, and return the *Placement Acceptance Form* to your home coordinator.
- Download your host institution's *Campus Detail Information* and *Campus Budgets* from the *Resources* button at the Students tab on [www.nse.org](http://www.nse.org).
- Read all information sent by your host coordinator and meet all specified deadlines. Failure to complete forms and meet stated deadlines may result in the cancellation of your exchange. It may also affect your ability to obtain on-campus housing, financial aid, and courses critical to maintaining academic progress. Note that procedures, forms, and timelines may be different from those of your home campus.
- Complete the host campus application for on-campus housing.
- Submit transcripts to your host campus coordinator.
- Submit health and immunization records as requested by your host campus coordinator.
- Complete an advising agreement governing how host campus courses will be accepted by your home campus.
- Consult your home campus financial aid office, if exchanging under Plan B, to arrange for disbursement of aid while on exchange.
- Register for classes at the host campus.
- Inform both home and host coordinators of your summer phone number, e-mail, and mailing address.
- Pay tuition and fees to the home campus if exchanging under Plan B. Keep a copy of the receipt for your host coordinator.

## DURING EXCHANGE

- Pay resident (in-state/in-province) tuition/fees to the host campus if exchanging under Plan A.
- Pay your host campus for room and meals if residing on campus.
- Notify host coordinator when you arrive on campus and inform the coordinator of your phone number, e-mail, and mailing address.
- Inform parents, guardians, families, etc. of your host campus address, phone, e-mail, and emergency contact information.
- Read university rules and regulations in the university catalog, student handbook, and other information provided by your host coordinator.  
While on exchange, you are governed by the rules and regulations (academic, social/behavioral, and financial) of your host college or university.
- Accept responsibility for your own decisions and actions while on exchange.
- Attend NSE orientation sessions.
- Inform your home campus coordinator of your host campus phone number, e-mail, mailing address, and emergency contact.
- In case of emergency, follow instructions provided by your NSE coordinator and the appropriate safety and student services personnel at your host campus.

## PREPARING TO RETURN TO THE HOME CAMPUS

- Complete home campus re-admission (re-entry) forms, if required.
- Contact your home campus financial aid office to ascertain needs for the coming year.
- Apply for financial aid.
- Complete home campus registration and housing materials.
- Pay all outstanding bills to your host campus. Transcripts will not be released by the host campus, and registration will be blocked by your home campus, until all financial obligations are satisfied.
- Contact host campus records office to request that transcripts be forwarded to your home campus.
- Inform your home coordinator of your summer phone number, e-mail, and mailing address.
- Visit with home and host coordinators to evaluate the exchange experience.
- Verify that work completed at the host campus has been entered on your home campus permanent record.



# WHERE DO YOU WANT TO STUDY NEXT YEAR?

"NSE SHOOK ME TO MY FOUNDATIONS, ROCKED MY WORLD, AND FOREVER CHANGED MY LIFE."

- MATTHEW ONSTOTT  
WICHITA STATE UNIVERSITY TO STONY BROOK UNIVERSITY

"EVERY DAY HAS BEEN AN ADVENTURE, SOMETHING NEW, AND AN ABSOLUTE GIFT."

- ELYSE PARE  
UNIVERSITY OF SOUTH CAROLINA-COLUMBIA TO SONOMA STATE UNIVERSITY



"TWO ROADS DIVERGED IN A WOOD, AND I - I TOOK THE ONE LESS TRAVELED BY, AND THAT HAS MADE ALL THE DIFFERENCE."  
- ROBERT FROST