

## NSE APPLICATION CHECKLIST

**This is your check list to ensure a completed NSE application. Keep it in your personal file.**

\_\_\_ Type or neatly print the entire application. Make sure you read and understand the entire application and sections in the Directory as referenced; and, sign your application on the last page.

\_\_\_ Review your academic record and plans with a counselor in the Academic & Pre-Professional Advising Center, CEAS, MSRC or the Honors College, as appropriate. Be sure you understand what you need to accomplish in order to graduate from Stony Brook University.  
**ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT.**

\_\_\_ See an academic advisor from your major and/or minor department(s). Be clear about what you need to complete your major(s) and minor(s). Have the major form(s) completed and signed by your advisor(s).

\_\_\_ Ask two people to serve as references for you: at least one of them should be a Stony Brook faculty member or professional staff person. If this is a problem, speak with the NSE coordinator. There are two reference forms in the application packet. These are requested to be returned directly to the coordinator by **February 28**.

\_\_\_ Complete your "Statement of Purpose."

\_\_\_ Be prepared to submit a check or money order by **February 14** for \$175 payable to: NSE IFR 900504.

\_\_\_ Check "Campus Details: on [www.nse.org](http://www.nse.org) for more information about the schools you are interested in.

**It is a good idea to start your personal NSE file. Keep this form and copies of all relevant documents for future reference.**

**Completed application due:**

**February 14th**

## Steps to Follow to Ensure a Successful Exchange

- Complete the application (see *Application Checklist*).
- When your exchange is confirmed, take care of all your paperwork responsibilities with your host school in a timely fashion.
- **Before you go**, it would be a good idea to get authorization form(s) signed for upper division, major, or DEC credit, if necessary. Keep a copy and/or give a copy to the NSE coordinator for your NSE file; and/or to an admissions transfer counselor (for your student file).
- You should get permission for extra or back-up courses just in case you are closed out, or if a particular course isn't offered or is canceled. **It is easier to plan ahead with this, although you can have them evaluated after your exchange is over.** This form is available in the Transfer Admissions office, 134 Administration Building.
- Make sure you contact Ms. Joan Vanetten, NSE financial aid counselor, in the Office of Financial Aid Services, to ensure that all your paperwork is in order **before** you go on exchange. Adhere to Stony Brook's deadlines and procedures for financial aid.
- **Our Financial Aid office will determine your eligibility and handle your file. DO NOT APPLY FOR FINANCIAL AID FROM YOUR HOST SCHOOL.** Use Stony Brook's codes for the FAFSA:

Federal Code: 002838 NY State Undergraduate Code: 0875

- **We expect our students to go on exchange on Plan B (paying Stony Brook tuition and fees). This maintains your accessibility to TAP support (if eligible) as well as any federal aid for which you are eligible. Only under extraordinary circumstances will a Plan A exchange be considered.**
- If you are expecting loans, grants, or scholarships you may need to **make provision for power of attorney**. This will facilitate the disbursement of your money. Official paperwork can be obtained either at the Financial Aid Office or Bursar's Office. In the case of scholarships, you may find that the sponsoring organization or institution sets conditions under which you may or may not receive the funds while on NSE. You can check with the Office of Student Financial Aid Services for SBU scholarships but you will have to contact the sponsoring organization directly for all others.
- Remember, it is much easier to take care of financial matters while you are still here in New York – trying to resolve problems by phone and/or fax from thousands of miles away is difficult and very time-consuming!
- Please remember that **you** (not the NSE coordinator or the financial aid counselor) are responsible for making sure the financial aid parts of the exchange are in order.
- **At the end of your exchange, make certain that an official transcript is sent to the Stony Brook NSE coordinator** so that your credits can be transferred appropriately and notations of your satisfactory participation in the NSE Program can be put on your Stony Brook academic record (which will appear on your transcript). **DO NOT SEND IT TO ANOTHER OFFICE; SEND IT TO THE NSE OFFICE!**
- Remember, your grades from your exchange courses will **not** become part of your Stony Brook record. They will not count toward your Stony Brook grade point average and cannot be used toward the residency requirement. **However, the work you do at your host school is as important as your Stony Brook record; and, the host school transcript will be an integral part of your academic records for jobs, graduate school, or professional school.** Whenever you are asked for official transcripts of your college education, the official exchange transcript will have to be included.
- If you have any questions at any point about procedures before you go, during your exchange, or upon your return, call the coordinator.