

NSE APPLICATION CHECKLIST

This is your check list to ensure a completed NSE application. Keep it in your 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 graduate from Stony Brook University.

ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT.

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

___ 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, see the NSE coordinator. There are two reference forms in the application packet. These are requested to be returned directly to the coordinator by February 13.

___ Complete your "Statement of Purpose."

___ Be prepared to submit a check or money order by February 13 for \$135.00 payable to: FSA/NSE #753 Stony Brook. (Post-conference placements require \$145.00)

___ Check "Campus Details: on 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 13, 2006
For Exchange Fall 2006 and/or Spring 2007**

Revised 08/05

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 Office, 134 Administration Building.
- Make sure you contact Joan Vanetten, NSE financial aide counselors, in the Office of Student 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, whether you are exchanging on Plan A or Plan B. DO NOT APPLY FOR FINANCIAL AID FROM YOUR HOST SCHOOL.**
- 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 Office of Student Financial Aid Services or Bursar's Office.
- 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.



Application For NSE Exchange

Application Deadline: February 13, 2006
For Exchange Fall 2006 and/or Spring 2007
Late Placement Applications for Fall 2006: After April 15
Late Placement Applications for Spring 2007: April 15 – Oct 15

Date Application Submitted: _____
Nonrefundable Application Fee Received: _____

Prior to completing this application:

- Read NSE eligibility requirements, policies, and procedures in the *NSE Directory*, available from the Coordinator.
- Read Stony Brook University NSE Check List and Steps for a Completed Exchange (part of Application Packet).
- Create a special NSE folder to keep all pertinent materials for yourself.

RETURN ALL DOCUMENTS TO:

Barbara Fletcher (Barbara.Fletcher@stonybrook.edu) 631-632-6712
Director of Scholarships/NSE Coordinator
440 Administration Building
Stony Brook University
Stony Brook, NY 11794-1919

Please type or print very clearly.

CONTACT INFORMATION

Name: First _____ Middle _____ Last _____

Current Address:

Street/Residence Hall and Room _____

City, State, and Zip Code _____

Permanent Address:

Street _____

City, State, and Zip _____

Current Phone _____ / _____ Extension _____ Permanent Phone _____ / _____

Alternate Phone/Cell Phone _____ / _____

E-mail _____ Alternate E-mail _____

Social Security Number _____ Campus I.D. Number _____

DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): _____ Gender: Female Male

Are you currently living in on-campus housing? Yes No

Are you a resident of the state in which your home campus is located? Yes No

Country of Citizenship: United States Other _____

Non-resident Alien — Visa type _____ Resident Alien # _____

DEMOGRAPHIC INFORMATION, continued

Primary reason(s) for exchange - check all applicable

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

SCHOLASTIC AND OTHER INFORMATION

Current Class Level: FR SO JR SR Cumulative grade point average: _____

Major: _____ Minor: _____

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

Class Level on Exchange: SO JR SR

Are you currently receiving financial aid? Yes No

Where do you plan to reside at the exchange school? Residence hall Sorority/Fraternity Off-campus

Are you currently enrolled in an honors program? Yes No

Marital Status: Single Married

Will you be accompanied on exchange by: Spouse: Yes No Children: Yes No

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

If yes, name of the student(s) _____

Name of campus at which the student is enrolled: _____

EXCHANGE REQUESTS

- Period of requested exchange: Fall Semester 20____ Spring Semester 20____
 Fall Quarter 20____ Winter Quarter 20____ Spring Quarter 20____
 Summer 20____

List in priority order the institutions you wish to attend and the tuition payment plan(s) you could use.
(Use an additional sheet if more than five institutions are requested.)

Name of Institution	Tuition Payment Plan
	Plan A=In-state tuition/fees are paid to the host institution Plan B= Normal tuition/fees paid to your home campus
1. _____	___A only ___B only ___A or B (prefer ___)
2. _____	___A only ___B only ___A or B (prefer ___)
3. _____	___A only ___B only ___A or B (prefer ___)
4. _____	___A only ___B only ___A or B (prefer ___)
5. _____	___A only ___B only ___A or B (prefer ___)

EDUCATIONAL BACKGROUND (Submit unofficial transcript with application)

Number of credits completed to date: _____ Number of credits enrolled in current term: _____

Expected graduation date (month/year): _____

Do you have any incomplete grades, missing grades, or other deficiencies (e.g. failure to complete required proficiency tests)? Yes No

If yes, please explain: _____

Activities, positions, honors while in college: _____

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., notetakers, taped texts); a medical condition which might require immediate attention during exchange; or a condition which might affect emotional or mental well-being during exchange, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. Also indicate whether or not we may contact your requested host campuses at this time. NSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a placement site which can provide reasonable accommodation of your needs. Following placement, it is your responsibility to consult the host campus coordinator and ADA officer to determine the deadlines by which you must submit written, current, and professionally documented information as required by your host campus.

OTHER CONSIDERATIONS

Have you ever been convicted of a felony? No Yes If yes, please explain: _____

Are you on probation, parole, or have any legal judgments pending against you either inside or outside campus?

No Yes If yes, please explain: _____

Are you currently under any campus disciplinary action for violation of codes of academic or student conduct?

No Yes If yes, please explain: _____

Do you have any outstanding indebtedness to the campus? No Yes If yes, what is owed? _____

LANGUAGE PROFICIENCY

What is your native language? English Spanish Other: _____

If you plan to exchange to a campus in Puerto Rico, you must be certified for proficiency in Spanish. If English is not your first language, for all other U.S. NSE locations you must demonstrate proficiency in English. Language proficiency must be determined prior to placement.

RECOMMENDATIONS/REFERENCES

List two individuals who you will ask to write references for you. It is preferable to have at least one Stony Brook University faculty member or professional staff person provide a reference for you.

Reference Department/Office Phone

Reference Department/Office Phone

EMERGENCY CONTACT

Name Relationship

Street

City, State, and Zip Code

Phone / E-mail

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

- I understand that it will be necessary for my campus to obtain certain information about my academic and non-academic record in order to: 1) ascertain my eligibility and suitability for an exchange through NSE, and 2) facilitate my exchange after it is arranged. I hereby grant permission to the NSE coordinator and/or designee to obtain information that is appropriate to my application and participation in the exchange including, but not limited to, letters of recommendation, permanent academic records and transcripts, conduct, fiscal records, medical records, all for the purposes of exchange placement and participation, continuation, or termination.
- I give permission to the NSE coordinator and/or designee to contact appropriate personnel in order to verify that I am under no disciplinary action for violation of codes of academic and student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for exchange.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to my home NSE Coordinator, designee, and those individuals/committees responsible for reviewing and approving my application for exchange participation.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to the National Student Exchange Central Office and to the NSE host institution at which I am placed.

Signature _____ Date _____

SUPPORTING MATERIALS OR OTHER REQUIREMENTS:

- Unofficial transcript
- Two recommendations/references (part of application packet)
- Academic Advising Check List for DEC requirements (or Honors College or CEAS) (part of application packet)
- Major Requirements Check List (part of application packet)
- Statement of personal goals and reasons for exchange participation (part of application packet)
- Interview with Coordinator
- Language proficiency report (if applicable)
- Non-refundable fee (\$135) submitted [Post conference placements \$145 non-refundable fee]

SIGNATURE

I have read and fully understand:

- Information on eligibility, policy, and procedures presented in the NSE Directory (pages 6-12)
- Campus policies and procedures governing my exchange participation

I further understand that:

- Participating in the National Student Exchange is a privilege and not a right
- Submitting an application is not a guarantee of application acceptance or placement
- I must, at all times prior to and during my exchange, meet the eligibility requirements (academic, behavioral, and financial) of the program and those of my home and host campuses, and that failure to do so will result in the cancellation of my exchange.

If accepted for participation in the National Student Exchange, I agree to adhere to all the rules and regulations of both my home and host institutions. Failure to do so will result in the cancellation of my exchange.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Signature _____ Date _____

Statement of Purpose

Type or print neatly a brief (approximately 250 words) summary of your academic, career, personal goals. Explain how participation in the National Student Exchange Program will help you reach them. You may use a separate sheet if you wish.

Major Department Advising Form
For Information Only
(NOT FOR PERMISSION)

Name _____

Social Security # _____ Stony Brook ID # _____

Major(s) _____ Minor(s) _____

1. List all courses completed toward Major

3. List all courses needed to complete Major

2. List all courses currently in progress toward Major

4. From above (3) list those courses that the department would accept as transfer if determined to be equivalent

Notes:

5. List any courses that a student MUST take at Stony Brook University

Name of Advisor _____ Signature _____

Department _____ Date _____

**ACADEMIC & PRE-PROFESSIONAL ADVISING CENTER/
CEAS/HONORS COLLEGE/MSRC****

**FOR INFORMATION ONLY
(Not for Permission)**

Name _____

Social Security # _____

Stony Brook ID _____

Date of Matriculation _____ GPA _____ Total Credits Completed _____

Credits at SBU _____ Major(s) _____ Minor(s) _____

D.E.C. REQUIREMENTS

**M = MET
IP = In Progress
NA = Not Applicable
NM = Not Met**

**TRANSFERABLE
After Matriculation**

- | | | |
|---------------------------------|-------|------|
| 1. Basic Mathematics Competence | _____ | Yes* |
| 2. Basic Writing Competence | _____ | Yes* |
| 3. Elementary Foreign Language | _____ | Yes* |
| 4. American History Competence | _____ | Yes* |

- | | | |
|------------------------|----------|----|
| A. English Composition | 1. _____ | NO |
| | 2. _____ | |

B. Interpreting Texts in the Humanities	_____	Yes*
---	-------	------

C. Mathematical and Statistical Reasoning	_____	Yes*
---	-------	------

D. Understanding the Fine and Performing Arts	_____	Yes*
---	-------	------

E. Natural Sciences	1. _____	Yes*
---------------------	----------	------

	2. _____	Yes*
--	----------	------

F. Social and Behavioral Sciences	1. _____	Yes*
-----------------------------------	----------	------

	2. _____	Yes*
--	----------	------

G. Humanities	1. _____	Yes*
---------------	----------	------

	2. _____	Yes*
--	----------	------

H. Implications of Science and Technology	_____	Yes*
---	-------	------

I. European Traditions	_____	Yes*
------------------------	-------	------

J. The World Beyond European Traditions	_____	Yes*
---	-------	------

K. American Pluralism	_____	Yes*
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Upper Division Credits (<i>39 minimum</i>)	_____ # Needed	Yes*
--	----------------	------

Residency Credits (<i>36 after the 57th credit</i>)	_____ # Needed	NO
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*If Yes, course must be evaluated and approved

Signature of Advisor _____ Date _____

**Can be modified as necessary for CEAS, MSRC, Honors College requirements

Rev. 08/05



Reference: Stony Brook Faculty
Member and/or Professional
Staff Person Preferable

APPLICANT: PLEASE COMPLETE THIS SECTION

Applicant's Name _____

In compliance with the Family Education Rights and Privacy Act of 1974, the candidate may have access to this evaluation unless access is waived by completing the following statement:

I, _____, waive my right to access this evaluation.

Signature _____

Date _____

TO THE EVALUATOR:

The National Student Exchange (NSE) provides students with the opportunity to attend another university within the United States, its territories, and Canada for up to one year. Students participate in NSE to take advantage of the unique geographic, cultural, and academic characteristics of the institution and region.

In making decisions on the appropriateness of a student's participation in the exchange, we need to know about their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the exchange experience. While we will appreciate any observations that will assist us in evaluating the present applicant, of special interest are qualities such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, open-mindedness, and integrity.

Please indicate the basis and extent of your acquaintance with the applicant. Placing your remarks in a comparative perspective will further assist the NSE office in reaching a decision about the applicant.

In summation, please state frankly your opinion of this applicant's chances for academic and non-academic success in an exchange program, weighing both strong and weak points.

1. How well do you know the applicant? (Check the most appropriate response.)

- Extensive contact in a variety of settings
- Well acquainted in classroom or campus environment
- Limited contact in classroom or campus environment
- Other _____

2. In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in these areas. (Circle the most appropriate response.)

	Excellent	Very Good	Average	Below Average	Unable to Judge
Academic Ability	4	3	2	1	X
Maturity	4	3	2	1	X
Cooperation and Adaptability	4	3	2	1	X
Initiative and Motivation	4	3	2	1	X
Social Skills	4	3	2	1	X
Open-mindedness	4	3	2	1	X
Integrity	4	3	2	1	X
Independence	4	3	2	1	X
Resourcefulness	4	3	2	1	X
Self-Confidence	4	3	2	1	X

3. Exchange to another campus would be appropriate for the applicant: ___ Yes ___ No

4. REMARKS

Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Faculty/Staff Other _____

Name (please print)

Organization

Position

Phone

E-mail Address

Signature

Date

Mail or Fax by FEBRUARY 13, 2006 TO:

Barbara Fletcher, Director of Scholarships/NSE Coordinator (FAX 631-632-9027)
440 Administration Building
Stony Brook University
Stony Brook, NY 11794-1919



Reference: Stony Brook Faculty
Member and/or Professional
Staff Person Preferable

APPLICANT: PLEASE COMPLETE THIS SECTION

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3. Exchange to another campus would be appropriate for the applicant: ___ Yes ___ No

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Based on your knowledge of the applicant, please comment on his/her chances for success and what would be gained from an exchange experience.

Faculty/Staff Other _____

Name (please print)

Organization

Position

Phone

E-mail Address

Signature

Date

Mail or Fax by FEBRUARY 13, 2006 TO:

Barbara Fletcher, Director of Scholarships/NSE Coordinator (FAX 631-632-9027)
440 Administration Building
Stony Brook University
Stony Brook, NY 11794-1919



Budget/Resource

This form is for your use in estimating the costs for exchange and the financial resources available to fund them. Consider the length of your exchange (part of the academic year or all of the academic year), the number of times you are likely to travel to and from your home to your host campus, and the cultural and geographic opportunities you would like to take advantage of while on exchange. Note that tuition, fees, room, and meals frequently increase from 5-10 percent per year. Financial aid while on exchange may vary from that which is currently received.

ESTIMATED COSTS:	Per Term	Annual
Tuition/Fees*		
Plan A: Host Tuition/Fees	\$ _____	\$ _____
or		
Plan B: Home Tuition Fees	\$ _____	\$ _____
Host Room and Meals*	\$ _____	\$ _____
Books/Supplies*	\$ _____	\$ _____
Insurance*	\$ _____	\$ _____
Transportation on the Host Campus*	\$ _____	\$ _____
Personal Expenses*	\$ _____	\$ _____
Other		
Travel to/from Host Campus	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____
	\$ _____	\$ _____

- ✓ Calculate Plan B tuition based on the calendar of the home campus.
- ✓ Calculate all other fees, including Plan A tuition, on the calendar of the host campus.
- ✓ Tuition and fees at semester schools are paid two times a year. Tuition and fees at quarter schools are paid three times a year.

* **Figures available from *Campus Budget Estimates* at www.nse.org.**

TOTAL ESTIMATED COSTS

In addition to costs estimated above, other additional expenses may include fees that are a condition of your enrollment (e.g., general service, laboratory, art and photography supplies, field experience, student teaching, technology fees, computer fees, etc.) and other fees (e.g., application, orientation, field trips, NSE program fees, health services, parking, special events, student activities, athletics, etc.). See campus catalogs and *NSE Directory* for additional information.

RESOURCES**:	Per Term
Personal Savings	\$ _____
Family Support	\$ _____
Federal Grants/Loans	\$ _____
Pell	\$ _____
Perkins	\$ _____
SEOG	\$ _____
State Financial Aid	\$ _____
Scholarships	\$ _____
Work on exchange	\$ _____
Other: _____	\$ _____
	\$ _____

** Not all aid is applicable to exchange programs or applicable to Plan A exchanges. Check with our financial aid NSE liaison and/or scholarship source.

TOTAL ESTIMATED RESOURCES