



APPLICATION FORM FOR 2019-2020 NATIONAL STUDENT EXCHANGE PROGRAM



wou.edu/nse

Emmanuel Macías, NSE Coordinator

503.838.8423

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APPLICATION DEADLINE:

FEBRUARY 15, 2019

Date Application Submitted: _____

Nonrefundable Application Fee Received: _____

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

APPLICATION REQUIREMENTS

- One Recommendation Letter (use the WOU NSE Recommendation Form)
- A one to two page essay discussing your goals and reasons for study away exchange participation
- Interview with NSE Coordinator (*your application will not be complete without an interview*)

APPLICATION FEE

- There is a \$200.00 application fee which is non refundable and covers the processing fee.
- Payment can either be in cash, check or we can charge your WOU student account. If you would like the application fee billed to your account, please read and sign the statement below:

I authorize Student Affairs to charge to my WOU student account - the National Student Exchange application fee of: \$200.00

(Signature)

APPLICANT INFORMATION

PLEASE TYPE OR PRINT VERY CLEARLY

Name: First _____ Middle _____ Last _____

Current Address:

Street/Residence Hall and Room _____

City, State/Province, and Zip/Postal Code _____

Permanent Address:

Street _____

City, State/Province, and Zip/Postal Code _____

Current Phone _____ Permanent Phone _____

Alternate Phone/Cell Phone _____

WOU E-mail _____ Alternate E-mail _____

WOU Student I.D. Number _____

DEMOGRAPHIC INFORMATION

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

currently living in on-campus housing? Yes No Are

you a resident of Oregon? Yes No

Country of Citizenship: United States Canada Other _____

Non-resident alien – If non-resident alien, visa type _____ Resident alien

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

Ethnicity(optional)

Hispanic or Latino, of any race

American Indian or Alaska Native, not Hispanic or Latino

Asian, not Hispanic or Latino

Black, not Hispanic or Latino

Native Hawaiian or other Pacific Islander, not Hispanic or Latino

White, not Hispanic or Latino

- language study
- look for future employment
- other: _____
- Two or more races, not Hispanic or Latino
- Not reported (race or ethnicity unknown)

Note: These two columns are continuations from the Primary Reasons and Ethnicity lists on page 1.

SCHOLASTIC AND OTHER INFORMATION

Class Level at time of exchange: Fr So Jr Sr Cumulative grade point average: _____

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

Expected graduation date: _____

Major(s): _____ Minor(s) (if applicable): _____

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

Are you requesting financial aid from the host campus (Plan A)? Yes No

Are you currently receiving financial aid? Yes No Are you receiving any scholarships? Yes No

Are you currently enrolled in the honors program? Yes No

Is this your first time applying to NSE? 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: _____

STUDY AWAY REQUESTS

(List each university in order of preference)

Full Name of College/University	Host (A) or Home (B) <small>Plan A - Pay host institution Plan B - Pay home institution</small>	Period of Study Away (Please check each that applies)	Need Housing?
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred
	<input type="checkbox"/> A only <input type="checkbox"/> B only <input type="checkbox"/> A or B (prefer ___)	<input type="checkbox"/> Full Academic Year <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Fall Quarter <input type="checkbox"/> Winter Quarter <input type="checkbox"/> Spring Quarter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred

RECOMMENDATION LETTER

You must have **one** letter of recommendation from your advisor **OR** a faculty/staff member of Western Oregon University. This must be completed on the NSE Recommendation Letter form and submitted with application.

ESSAY

Please write a one- to two-page essay about why you are interested in the study away program. Discuss your goals and reasons for participating on an NSE placement. Submit the essay with this application form.

OTHER CONSIDERATIONS

Have you ever been convicted of a felony? Yes No

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

Yes No If yes, please explain: _____

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

Yes No If yes, please explain: _____

EMERGENCY CONTACT

Name _____ Relationship _____

Street _____

City, State/Province, and Zip/Postal Code _____

Phone _____ Cell Phone _____ E-mail _____

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 study away; or a condition which might affect emotional or mental well-being during study away, 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 at Western Oregon. 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.

WITHDRAWAL FROM NSE

If at any time after submitting this application there is the need to withdraw from the program prior to placement, please contact Emmanuel Macías at maciase@wou.edu as soon as possible. After being placed at a host school and you have accepted this placement, to withdraw from the program, you must send a written notification to Emmanuel Macías c/o Office of the Vice President for Student Affairs (WUC Room 203). If you chose to withdraw from NSE, your application fee will not be refunded.

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 a study away through NSE, and 2) facilitate my study away 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 a study away 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 _____

SIGNATURE

I have read and fully understand:

- information on eligibility, policy, and procedures presented in the *NSE How It Works*
- campus policies and procedures governing my study away 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 study away 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 study away 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 study away 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 _____

OPTIONAL

Where did you learn about National Student Exchange? (*check all applicable*)

Professor Academic Advisor NSE Presentation Flyers Webpage

Others (*please specify*) _____

PLEASE MAKE AN APPOINTMENT WITH THE WOU NSE COORDINATOR:

Emmanuel Macías, NSE Coordinator

Office of the Vice President for Student Affairs

Werner University Center, Room 203

Western Oregon University

Phone: 503-838-8221 or email: studentaffairs@wou.edu