



ISEP Application Checklist

International Student Exchange Programs
US Students

Name: _____ Home Institution: _____

I have enclosed the following forms in the order below with ONE SINGLE-SIDED PHOTOCOPY (not stapled) OF EACH to my ISEP Coordinator:

- ____ Participant Profile
- ____ Legible copy of the identification page of your passport (required)
- ____ Host Site Request List
- ____ Language Proficiency Report (one for each proposed language of instruction)
- ____ Personal Statement (must be submitted in English and in language of instruction)
- ____ Two Academic References (each must be completed by a university-level professor or academic advisor)
- ____ Course Request List (one for each site on your Host Site Request List)

I have submitted the following original documents, which my ISEP coordinator will copy:

- ____ ISEP Application Checklist
- ____ Official current academic record(s)/transcript(s) from each college or university attended

Application Fee

Fees are non-refundable, and should be submitted with the application unless otherwise indicated below. See **ISEP website** for fee information. Mark the relevant fee and method of payment below.

____ \$390 ISEP-Exchange only or ISEP-Exchange with ISEP-Direct alternative

____ \$390 ISEP-Direct only (deposit applied to total program fee)

____ Dual Placements (two consecutive semesters at two different sites):

☐ \$490 Two ISEP-Exchanges

☐ \$490 ISEP-Exchange plus ISEP-Direct

☐ \$490 Two ISEP-Direct

____ My institution will submit the application fee on my behalf to ISEP.

____ I am enclosing a check or money order in US funds payable to ISEP for the application fee listed above.

____ I will pay the application fee by credit card: ☐ VISA ☐ MasterCard ☐ Carte Blanche ☐ Diner's Card

Credit Card Details:

Card Number _____ Expiration: ____ / ____ (Month/Year)

Billing Zip Code _____ Security Code _____

PRINT Name of Cardholder

Cardholder Authorized Signature

Date



ISEP Coordinator Reference

International Student Exchange Programs

Name: _____ Home Institution: _____

To Be Completed by the Home ISEP Coordinator

The above named student has been (please check one):

- ☐ Unconditionally selected by this institution for participation in an ISEP program.
- ☐ Selected by this institution for participation in an ISEP program, if the following condition(s) are met:

Please provide a few comments regarding the appropriateness of this candidate for placement.

I have reviewed the complete application (including Course Request Lists) and discussed it with the applicant. I support this nomination. I am satisfied that the applicant has received approval for participation in an ISEP program from all required faculty members and administrative officials, and that all relevant information required for ISEP placement has been fully supplied.

ISEP Coordinator's signature

Name (type or print)

Email (type or print)

Date (type or print)

ISEP Coordinator: Please submit the complete application (plus one additional copy) by mail to:
ISEP, 1655 N. Fort Myer Drive, Suite 400, Arlington VA 22209 USA



Participant Profile

International Student Exchange Programs
US Students

Please read "How to Apply" on the ISEP Web site before completing this form. Type or print clearly in ink and in BLOCK LETTERS. Be sure to submit the original application and a complete single-sided copy of your entire application to ISEP.

1. Name (as it appears on your passport): _____
last (family or surname) first (given) middle or maiden

Sex: ☐ Male ☐ Female

2. Home institution: _____

3. Please write your address as it would appear on an envelope, using one line for each line of your address. It is important to provide your complete address, as this will be used for all official ISEP correspondence.

Present address:

Valid until ____/____/____ (month/day/year)

Permanent address: (mail will be sent here after date give at left. Attach summer contact address, if different.)

Telephone (with area code): _____

Telephone (with area code): _____

Email: _____

Email: _____

4. If you participate in ISEP, do you permit ISEP to give your email address to students participating in your program? ☐ Yes ☐ No

5. a. Specify the country or countries in which you have citizenship: _____

b. If you have dual citizenship, indicate which passport you will be using to travel to your host country: _____

c. Specify the country or countries of which you are legal permanent resident: _____

6. Date of birth: ____/____/____ (ex: Sept. 19, 1980) 7. Place of birth: _____
month / day / year city state and country

8. Person(s) to contact in case of emergency:

Name(s): _____ Relationship to you: _____

Address: _____

Telephone (with area code): _____ Email: _____

9. Will dependents (spouse, children) accompany you during the program? ☐ Yes ☐ No

If yes, please indicate on a separate sheet the name(s), relationship, birth date (month/day/year), the city and country of birth, and include a copy of passport.

10. Do you have any special needs or require special services during your program (i.e., dietary considerations, learning aids, or facilities with handicapped access)? ☐ Yes ☐ No If yes, please describe on a separate sheet.

11. Completion of this question is voluntary. Your cooperation is greatly appreciated and will not affect the outcome of your application. Please check the box(es) that best describe your ethnic origin.

☐ African American

☐ Asian or Indian Subcontinent

☐ Caucasian

☐ Hispanic/Latino

☐ Multi-racial

☐ Native American

☐ Other: _____

12. Major: _____ Minor: _____ Expected Graduation date: ____/____/____
month / year

13. Cumulative GPA: _____ 14. Principal field(s) of study **during** exchange: _____

15. Indicate your current academic level: ☐ sophomore ☐ junior ☐ senior ☐ graduate

16. Indicate your academic level while abroad: ☐ sophomore ☐ junior ☐ senior ☐ graduate



Host Site Request List

International Student Exchange Programs
US Students

PLEASE BE SURE TO READ ALL OF THE FOLLOWING SPECIAL INSTRUCTIONS ON THIS FORM BEFORE FILLING IT OUT.

1. List below, **in order of your preference**, ISEP member institutions at which you wish to study. It is recommended that you **identify as many institutions as possible at which you would be willing to accept placement**.
2. **A Course Request List must be completed for each institution that you list.**
3. If you are a Dual Placement Applicant (students requesting placement at two different sites for two consecutive placement periods) list your requested choices for the first placement period on lines 1–5 and for the second placement period on lines 6–10.

Check this box if you are a Dual Placement Applicant ☐

4. **If you plan to apply for an ISEP-Direct (fee paid/non-exchange) program**, please note there are some ISEP-Direct sites that offer multiple fee and/or academic program options. You must indicate which fee option you prefer next to the university name. Please visit the following link for a full listing of ISEP Direct fee options: http://www.isep.org/students/Programs/isep_direct_Main.asp

Examples:

1. University of Plymouth – Exchange
2. Macquarie University – ISEP-Direct – tuition and (single) room
3. University of Ulster – ISEP-Direct – Magee campus – tuition only

5. **Consortium: If you plan to apply to an ISEP institution that has multiple campuses**, please list the campus you would prefer. However, the final placement decision is determined by the host institution. **Please note:** Not all academic fields offered by a multi-campus institution will be available on every campus; make sure that the fields of study you are requesting are available on the campus you list.

Example:

1. Rennes Consortium – Université de Rennes 1 – ISEP-Exchange

Host Site Request List — Please type or print clearly in BLOCK LETTERS.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

ISEP reserves the right to place students at academically appropriate sites or programs should the requested sites or programs not be available.

Applicant's signature

Date

Applicant's name (type or print)

Home institution



Language Proficiency Report

International Student Exchange Programs

This report is required for applicants planning to pursue coursework in a language other than their native language(s). Applicants must submit a separate form for each language in which their courses will be taught at their requested study sites. Note: Non-native speakers of English applying to sites where English is the language of instruction must submit this form if a TOEFL is not available at the time of application. This form does not replace an official TOEFL score.

To be Completed by the Applicant

Name: _____

Home institution: _____

Native language(s): _____

Language for which this report is being submitted: _____

1. University-level Coursework: Please list all language related courses you have taken or plan to take before your ISEP Program. For courses in progress, write IP in the Final Grade column. For courses you plan to take prior to your departure, please write TBC (To Be Completed) in the Final Grade Column.

Course Number	Course Name	Institution where course was taken	Final Grade

2. Supplemental Language Experience: What other experiences have you had in this language? (e.g., spoken at home, read journals/newspapers, travel to countries where host language is spoken, listening to music, etc.)



Language Proficiency Report

International Student Exchange Programs

Name: _____ Home Institution: _____

To be Completed by a Professional Language Instructor

Please return by _____ to the ISEP Coordinator

Name: _____

Office address: _____

Telephone: _____

Email: _____

ISEP participants matriculate directly into host institutions and should be able to follow university lectures in the foreign language, participate in seminar discussions, take notes and understand written materials in their field. The willingness of host institutions to accept future ISEP participants will be determined by the performance of the participants selected. Your opinion of the applicant will be of great assistance in the selection process. It is important that your comments be detailed and frank. Thank you for your assistance.

Although references written in English are most convenient for ISEP, the reference may be completed in any major language. Please type or print clearly. Return this form by the specified date to the addressee designated above.

1. Language for which this report is being submitted: _____

2. How was the evaluation determined?

☐ Based on knowledge of applicant's coursework in language at this institution.

☐ Written examination. Name of test and date administered: _____

☐ Oral examination. Date administered: _____

3. Please indicate your opinion of the applicant's present language ability in each of the following categories (continued on reverse).

Key: CEFR = Common European Framework. Scale of A1 to C2.

ACTFL = American Council on the Teaching of Foreign Languages. Scale of Novice to Superior.

a. Aural Comprehension

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Low-Mid	None
<input type="checkbox"/> A1	Novice High	Limited understanding of very basic phrases regarding everyday needs
<input type="checkbox"/> A2	Intermediate Low-Intermediate Mid	Understands simple sentences and frequently used expressions
<input type="checkbox"/> B1	Intermediate Mid-Intermediate High	Understands standard matters and simple academic topics
<input type="checkbox"/> B2	Intermediate High-Advanced	Understands main ideas of complex topics
<input type="checkbox"/> C1	Advanced Plus-Superior	Understands sophisticated topics, including implied meaning
<input type="checkbox"/> C2	Superior-Distinguished	Understands everything heard

b. Writing Ability

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Low-Mid	None
<input type="checkbox"/> A1	Novice High	Able to write simple, memorized expressions with frequent errors in spelling and structure
<input type="checkbox"/> A2	Intermediate Low	Able to write simple sentences on conventional topics with some errors in spelling and structure
<input type="checkbox"/> B1	Intermediate Mid	Able to write simple paragraphs on topics of personal interest or preference
<input type="checkbox"/> B2	Intermediate High-Advanced	Able to write in detail about a variety of subjects. Ability to produce complex arguments is emerging.
<input type="checkbox"/> C1	Advanced-Advanced Plus	Able to write clearly about academic topics with good structure and organizational patterns connecting ideas.
<input type="checkbox"/> C2	Superior	Able to write with idiomatic ease of expression and feeling for the style of the language.

Name: _____ Home Institution: _____

Language for which this report is being submitted: _____

c. Speaking Ability

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Low-Mid	None
<input type="checkbox"/> A1	Novice High	Able to complete short, simple phrases that have been memorized
<input type="checkbox"/> A2	Intermediate Low-Intermediate Mid	Able to produce sentences regarding topics of personal relevance
<input type="checkbox"/> B1	Intermediate Mid	Able to participate in conversation beyond basic needs with some errors
<input type="checkbox"/> B2	Intermediate High-Advanced Low	Able to use structural patterns and participate in conversation with ease
<input type="checkbox"/> C1	Advanced Low-Advanced Mid	Able to speak spontaneously with ease on a variety of complex subjects. Makes few errors when speaking.
<input type="checkbox"/> C2	Advanced High-Superior	Able to speak fluently, clearly, and denote finer meanings. Can handle a wide range of conversational situations.

d. Reading Comprehension

CEFR	ACTFL	Description
<input type="checkbox"/> <A1	Novice Mid-Low	None
<input type="checkbox"/> A1	Novice High	Limited to simple phrases and sentence structure
<input type="checkbox"/> A2	Intermediate Low-Intermediate Mid	Able to read simple sentences and understand main ideas on familiar topics.
<input type="checkbox"/> B1	Intermediate High	Able to read simple texts on conventional topics and understand the main ideas.
<input type="checkbox"/> B2	Intermediate High-Advanced	Able to understand the main ideas of complex text on both concrete and abstract conventional topics.
<input type="checkbox"/> C1	Advanced Plus-Superior	Able to understand a variety of texts, including long texts with implicit meaning. Able to understand topics of an academic nature, but may miss some detail.
<input type="checkbox"/> C2	Superior-Distinguished	Understands everything read, including details of a nuanced academic text.

4. Among other students you have taught at this level, how would you rank this student's ability in the target language?

- ☐ Top 10%
☐ Top 25%
☐ Top 50%
☐ Lower 50%

5. What is your opinion of the applicant's ability to pursue **university-level coursework** in this language alongside native speakers?

- ☐ Will require considerable training before necessary competence can be attained
☐ Will require additional training before beginning the program
☐ Should be able to manage adequately after a short period of adjustment abroad
☐ Should have no difficulty
☐ Not applicable (Student applying for language acquisition program)

6. Please add any additional comments relating to the applicant's linguistic ability.

7. Please mark as appropriate:

- ☐ I do not approve the applicant for study abroad in this language.
☐ I unconditionally approve the applicant for study abroad in this language.
☐ I conditionally approve the applicant for study abroad in this language.
 In the case of conditional approval, what are the conditions the applicant must satisfy to receive clearance for study abroad?

Instructor's signature

Date

Name (please type or print clearly)

Position or title

Office address, telephone, and email



ISEP Personal Statement

International Student Exchange Programs
US Students

Name: _____ Home Institution: _____

On a separate sheet of paper, please answer the following question in a clear, thoughtfully prepared short essay (about 300–500 words). Include your name and the name of your home institution on each page.

You may include references to a particular region, but please do not include references to a specific host site or university as your application may be sent to any of the choices you listed on your Host Site Request List. Please include specific host site information under Number 4 on the appropriate Course Request List, on Page 12 of this application.

If you are applying to study in a language(s) other than English, submit this essay in both English and the other language(s). Please do NOT use an online translation program (such as Google Translate).

QUESTION: ISEP is unique because it offers the opportunity for full immersion in the host culture. However, it is your responsibility to make the most of this experience. Introduce yourself and explain your academic goals for studying abroad and for integrating into the host culture? What specific situations from your past (i.e., coursework, job experience, travel, intercultural experience) have helped you prepare to accomplish these goals?



To be Completed by the Applicant

Name: _____ Home Institution: _____

Reference requested from: _____
(referee must be a university-level professor or academic advisor)

Under the US federal law (Section 438 of Public Law 90-247, as amended) students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's signature _____

Date _____

To be Completed by the Individual Providing the Reference

The applicant named above is applying for study abroad through the International Student Exchange Program (ISEP). Since participants usually directly matriculate into their host institutions and in all cases serve as representatives of their nation and institution, ISEP is concerned with the applicant's academic and personal suitability for study abroad. The willingness of host institutions to accept future participants will be affected by this applicant's performance. Although references written in English are most convenient for ISEP, the reference may be completed in any major language.

A. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.

	Below average	Average	Above average	Outstanding	Inadequate opportunity to observe
Knowledge in area of specialization					
Motivation and seriousness of purpose					
Ability to plan and carry out research/ independent study					
Ability to express thoughts in speech and writing					
Emotional stability and maturity					
Self-reliance and independence					

B. Please submit a reference letter to answer the following questions on a separate sheet with your institution's letterhead. Include your name, title, office address, email address, and signature. Return this form with the letter by the specified date to the ISEP Coordinator listed below.

1. How long and in what capacity have you known the applicant?
2. Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in the ISEP program will be of benefit, both academically and personally; (d) weaknesses; (e) linguistic preparation, if applicable; and (f) any other factors that you believe may affect a successful experience on an ISEP program.

Please return by _____ to the ISEP Coordinator:

Name:
Office address:
Telephone:
Email:



To be Completed by the Applicant

Name: _____ Home Institution: _____

Reference requested from: _____
(referee must be a university-level professor or academic advisor)

Under the US federal law (Section 438 of Public Law 90-247, as amended) students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

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A. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.

	Below average	Average	Above average	Outstanding	Inadequate opportunity to observe
Knowledge in area of specialization					
Motivation and seriousness of purpose					
Ability to plan and carry out research/ independent study					
Ability to express thoughts in speech and writing					
Emotional stability and maturity					
Self-reliance and independence					

B. Please submit a reference letter to answer the following questions on a separate sheet with your institution's letterhead. Include your name, title, office address, email address, and signature. Return this form with the letter by the specified date to the ISEP Coordinator listed below.

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2. Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in the ISEP program will be of benefit, both academically and personally; (d) weaknesses; (e) linguistic preparation, if applicable; and (f) any other factors that you believe may affect a successful experience on an ISEP program.

Please return by _____ to the ISEP Coordinator:

Name:
Office address:
Telephone:
Email:



Course Request List

International Student Exchange Programs
US Students

A **Course Request List** must be completed for **each institution** listed on the Host Site Request List. Be sure to download additional copies from the ISEP website. Please type or print clearly in BLOCK LETTERS.

1. Name: _____
last (family or surname) first (given) middle or maiden
2. ISEP study site requested: _____
3. Placement period requested begins _____ / _____ and ends _____ / _____.
month / year month / year
4. **On a separate sheet, please explain why this particular site is appropriate for your study abroad goals (academic, personal, geographical, etc.).**
5. Academic program requirements (attach additional sheet if necessary)

Below, please indicate what courses you have found to be available at the above- named host institution and would like to take while abroad. Note that flexibility is required and the courses you request may not be the courses you actually take while abroad. Please list more courses than you intend to take as some courses may not be available during your requested placement period. Students must be enrolled full time at host institution.

Host Institution Course Number	Host Institution Course Name	Other information
<i>Example:</i> Business 101	<i>Example:</i> International Marketing Strategies	<i>Example:</i> Must take business course with an international component.

If the course requirements above cannot be met, I:

☐ Do NOT wish a placement at this institution.

I have discussed my proposed program with the appropriate faculty and advisors, and have approval for the academic program outlined above. I understand that course prerequisites at the host campus must be met and that course registration at the host institution is based on the availability of offerings and cannot be guaranteed.

Applicant's signature

Date

Home institution