



National Student Exchange (NSE) Application Instructions

After you've done your NSE research and are ready to apply, follow these instructions:

- 1 Complete the application form.
- 2 On a separate sheet of paper, respond to each of these short-answer essay questions:
 - 1) What is your first-choice school, and what reason(s) led you to select this as your first choice?
 - 2) How will your host school (and the NSE program in general) contribute to your personal, academic, and professional goals?
 - 3) Besides taking classes, how do you plan to become involved in the host school and host community?
 - 4) What challenges do you think you might face while participating in NSE?
 - 5) Is there anything else you would like the Tuskegee University NSE Admissions Committee to know about you?

Tips for NSE essay writing:

- The total length of your essay document should be 500 words or less (Roughly 2 pages total, typed, double-spaced, 12 pt. font). Do not hand-write your essay; type it.
- Be thoughtful, but don't be wordy!
- Show that you've researched your first-choice school, and explain how it's a good fit for you.
- Write in a style that shows you really care about being placed at your first-choice school. Be sure to edit your essay for spelling and grammatical mistakes.
- On top of each essay page, include your name and your first-choice school. Attach 1 copy of your typed essay to your completed application form.

- 3 Submit 1 copy of your unofficial Tuskegee University transcript with the most recent grading period included.

- 4 Make an appointment to meet with NSE staff to submit the following:
 - your completed application form
 - 1 copy of your essay document
 - your unofficial TU transcript

(NOTE: Your completed application will be reviewed by NSE staff during your appointment. Remember that your student account will automatically be billed the non-refundable \$150 administrative fee when you submit your application.)

Questions? Contact National Student Exchange staff at:

Lucy Asara-Baah, TU NSE Program Coordinator

103 Mary Starker Harper Hall 334-727-8453 lasarebaah@tuskegee.edu



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The Tuskegee University is an equal opportunity educator and employer. This material is available in alternative formats upon request. Contact the program staff.

The Tuskegee University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

National Student Exchange Application for TU Students

Name (First, Middle Initial, Last):

Current Address:

City

State

Zip Code

Permanent Address:

City

State

Zip Code

Cell Phone (if you have one):

Home phone (if you have one):

TU Email:

Alternate Email:

TU ID Number:

Date of Birth:

Gender:

Currently living in TU housing (dorm, etc.)? Yes No

AL Resident? Yes No

Country of Citizenship: United States Canada Other:

Non-Resident Alien

Visa type:

Lawful permanent Resident

Motive for Participation in NSE (check all that apply)

Access different courses/faculty

Evaluate graduate schools

Live in a different area

Enter host's honors program

Personal growth

Exchange as a resident assistant

Language study

Look for future employment

Participate in host's international program

Other (please specify):

Current Year in School (1st, 2nd, etc)

of credits completed at the TU

College of Enrollment (e.g. CLA)

Major:

Need major classes while on exchange? Yes No

Minor:

NCAA Student Athlete? Yes No

Cumulative GPA:

of credits enrolled in current term

Expected Graduation Date:

Requesting Financial Aid while on exchange?

Yes No

Received Financial Aid This Term?

Yes No

First time you've applied to NSE?

Yes No

Do you need or prefer on-campus housing while on exchange?

Need Housing Prefer Housing I'll find off-campus housing myself

Are you enrolled in a TU Honors Program?

Yes No

School Choices:

In order of preference, please list below the NSE schools you are interested in attending. It is to your advantage to list 3 to 4 schools, but please *only* select schools you are willing to attend on exchange. Do not list campuses you have no interest in attending. When researching your school choices, see the 'Campus Selection' information at www.offcampusstudy.umn.edu/nse.

Tuition Plan:

It is TU policy to first attempt to place all students under Plan B. On this application, you may indicate if you are willing to be placed under Plan A. NSE schools will consider an applicant under Plan A only if the school cannot accept the applicant under Plan B. For detailed definitions of Plan A and Plan B, see the 'Costs' page on the program website.

School Choices: *Academic Terms:* Semester schools Quarter schools If not accepted under Plan B, this school can consider me under Plan A

1	Choose <input type="text"/>	Choose <input type="text"/>	Choose <input type="text"/>
2	Choose <input type="text"/>	Choose <input type="text"/>	Choose <input type="text"/>
3	Choose <input type="text"/>	Choose <input type="text"/>	Choose <input type="text"/>
4	Choose <input type="text"/>	Choose <input type="text"/>	Choose <input type="text"/>

1) Do you wish to go on exchange with a friend (from the TU or another school)? Yes No
 If yes, please indicate the person's name below, and the campus at which they are enrolled:

2) Do you authorize us to share your name, address, e-mail, and phone number with other Tuskegee University students placed in your same region, or to students considering exchange to your host school? Yes No

3) If you are going to a French- or Spanish-speaking campus, have you taken at least 4 semesters of college-level language classes, and have you acquired language proficiency? (For example, could you take a history class in the other language and be comfortable and confident in your ability to read, understand, and write in French or Spanish?) Yes No Not Applicable

4) Are you in good standing (e.g., conduct code, academically and financially) at Tuskegee University? Yes No

5) Will you require disability accommodations at your host school? Yes No
 If yes, please attach a separate page with more detailed information.

6) I have discussed my NSE plans with my academic advisor. Yes No

7) By submitting this application, I understand that I am responsible for paying the \$150 non-refundable NSE administrative fee (which is billed through my TU account). Yes No

Your Name (please type or print below):

Your Signature: _____ Date: _____

Return this application with 1 copy of your essay and an unofficial transcript to the TU NSE Program Coordinator, Mrs. Lucy Asare-Baah. Be sure to make an appointment to drop off your application materials. Email Mrs. Asare-Baah at lasarebaah@tuskegee.edu for an appointment.

EMERGENCY CONTACT

Name: _____ Relationship: _____

Street: _____

City, State/Province, and Zip/Postal 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 (FERPA) 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.

Your Signature: _____ Date: _____

SIGNATURE

I have read and fully understand the information on eligibility, policy, and procedures presented in the NSE Student Guide (pages 11-15).

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.

Your Signature: _____ Date: _____

