Mail materials that need to be returned to the NSE Coordinator office to:

Jennifer Danylo
Middle Tennessee State University
MTSU Box 66  DSB room 120
Murfreesboro, TN  37132

Please schedule an NSE Advising Appointment through your Pipeline account using ‘National Student Exchange Advising’ as your service before submitting your application. During this meeting you will be advised about your choice of schools and the probability of being placed at the schools you selected. Because the placement at a particular school is not always possible, you should identify FIVE schools to maximize your chances of being placed at an institution.

As you fill out your application, please note the qualifications for participation in NSE:
* Must be a sophomore, junior, or senior at the time of exchange
* Must have a cumulative GPA of 2.75 or higher
* Must have completed two full semesters at MTSU at time of application
* Exchange period must not be during the final semester of enrollment before graduation
* Must be in good academic, judicial, legal & financial standing
* Must have entire application completed with all parts turned in

APPLICATION CHECKLIST

☐ All parts of application completely filled out
☐ Release of Information
☐ Essay of personal goals and reasons for exchange participation
☐ 3 recommendation/reference forms
  * Recommendations should be completed by an advisor, a faculty/staff member, and then one other person that would recommend you for this program.
  * Recommendations by friends or family members WILL NOT be accepted.
  * Letters will also be accepted if the recommender cannot access the form. They can email a letter with the needed information to nse@mtsu.edu.
☐ College approval form
☐ Unofficial transcript
☐ Resume
☐ $150 NONREFUNDABLE application fee (NSE Coordinator will send you a payment link once application materials are received, reviewed, and approved).
☐ Language proficiency report (Quebec and Puerto Rico exchanges only)

OTHER REQUIRED STEPS

☐ Consultation with MTSU NSE Coordinator to go over NSE process before submitting application is strongly encouraged
☐ Schedule and participate in an official interview with the NSE Coordinator.
APPLICATION FORM

Please print clearly! Form due on February 15, 2021

MIDDLE TENNESSEE STATE UNIVERSITY

Prior to completing this application, read: NSE eligibility requirements, policies, and procedures, Campus NSE policies and procedures AT www.nse.org. It is the students’ responsibility to be aware of all published requirements, policies and procedures.

Before formally submitting your application, you will need to make an appointment with the MTSU NSE Coordinator to discuss the complexities and the process involving the exchange and placement process. Appointments can be scheduled using Navigate in your Pipeline Account; choose NSE Advising Appointment as your service.

CONTACT INFORMATION

NAME: ____________________________________________________________________________________________________

Last       First       MI

MTSU M#: ________________________________________  MTSU EMAIL: ____________________________________

CURRENT ADDRESS: _________________________________________________________________________________________

Street/MTSU PO Box Number

City, State/Province, Zip/Postal Code

PERMANENT ADDRESS: ______________________________________________________________________________________

Street/MTSU PO Box Number

City, State/Province, Zip/Postal Code

Cell Phone

Permanent Phone

MAJOR: _______________________________________________   MINOR: ____________________________________________

DEMOGRAPHIC INFORMATION

GENDER: _____ FEMALE _____ MALE _____ NON-BINARY

CURRENTLY LIVING ON CAMPUS: _____ YES _____ NO   STATE OF LEGAL RESIDENCE: ______________________________

COUNTRY OF CITIZENSHIP: _____ UNITED STATES _____ CANADA   OTHER ______________________________

_____ RESIDENT ALIEN   _____ NON-RESIDENT ALIEN—IF NON-RESIDENT ALIEN, VISA TYPE ______________________________

VETERAN: _____ YES _____ NO
RACE OR ETHNICITY

☐ HISPANIC, LATINO, OR SPANISH ORIGIN OF ANY RACE
☐ BLACK OR AFICAN AMERICAN
☐ AMERICAN INDIAN OR ALASKA NATIVE
☐ TWO OR MORE RACES
☐ ASIAN
☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
☐ WHITE

PRIMARY REASON(S) FOR EXCHANGE—CHECK ALL THAT APPLY

☐ ACCESS DIFFERENT COURSES/FACULTY
☐ ENTER HOST CAMPUS HONORS PROGRAM
☐ EVALUATE GRADUATE SCHOOLS
☐ LANGUAGE STUDY
☐ LIVE IN A DIFFERENT AREA
☐ LOOK FOR FUTURE EMPLOYMENT
☐ PERSONAL GROWTH
☐ OTHER: ________________________________
☐ PARTICIPATE IN HOST CAMPUS INTERNATIONAL PROGRAM

SCHOLASTIC AND FINANCIAL INFORMATION

CURRENT CLASS LEVEL: _____ FR     _____ SOPH     _____ JR     _____ SR    CUMULATIVE GPA: ______________

WILL YOU NEED COURSES IN YOUR MAJOR WHILE ON EXCHANGE?   _____ YES                         _____ NO
WILL YOU NEED COURSES IN YOUR MINOR WHILE ON EXCHANGE? _____ YES                         _____ NO
ARE YOU CURRENTLY RECEIVING FINANCIAL AID OR SCHOLARSHIPS? ____ _ YES                         _____ NO
DO YOU QUALIFY FOR FEDERAL PELL GRANT? ____ _ YES                         _____ NO
IF YOU ARE CURRENTLY RECEIVING FINANCIAL AID (LOANS, SCHOLARSHIPS, ETC.) PLEASE LIST THEM:
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

NUMBER OF HOURS COMPLETED TO DATE: __________________

NUMBER OF HOURS ENROLLED IN CURRENT TERM: _______________

NUMBER OF SEMESTERS COMPLETED AT MTSU: _______________

20 _____ MAY                              20_____ AUGUST

EXPECTED GRADUATION DATE: 
20 _____ DECEMBER
SELF IDENTIFICATION OF DISABILITY

NSE does not discriminate on the basis of special needs. If you have a physical or mental condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., note takers, 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. 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.

EXCHANGE REQUESTS
(If you would like to have more than four schools on your list, please make a copy of this page and include it twice. If you would like to go to a different campus in fall and spring, please make a copy of this page and do one page per semester)

LIST IN PRIORITY ORDER THE INSTITUTIONS YOU WISH TO APPLY TO:

1

INSTITUTION: _________________________________________________________________________________________

HOUSING

☐ FALL SEMESTER 20 _____ ☐ SPRING SEMESTER 20 _____
☐ FALL QUARTER 20 _____ ☐ WINTER QUARTER 20 _____
☐ SUMMER 20 _____ ☐ SPRING QUARTER 20 _____
☐ MAJOR CLASSES?
☐ MINOR CLASSES?

☐ PREFER ☐ NEED ☐ NO HOUSING

2

INSTITUTION: _________________________________________________________________________________________

HOUSING

☐ FALL SEMESTER 20 _____ ☐ SPRING SEMESTER 20 _____
☐ FALL QUARTER 20 _____ ☐ WINTER QUARTER 20 _____
☐ SUMMER 20 _____ ☐ SPRING QUARTER 20 _____
☐ MAJOR CLASSES?
☐ MINOR CLASSES?

☐ PREFER ☐ NEED ☐ NO HOUSING

QUESTIONS? Email: nse@mtsu.edu Visit: mtsu.edu/nse Call: 615.494.7874
INSTITUTION: _________________________________________________________________________________________

HOUSING

☐ FALL SEMESTER 20 _____
☐ FALL QUARTER 20 _____
☐ SUMMER 20 _____
☐ MAJOR CLASSES?
☐ MINOR CLASSES?

☐ PREFER
☐ NEED
☐ NO HOUSING

☐ SPRING SEMESTER 20 _____
☐ WINTER QUARTER 20 _____
☐ SPRING QUARTER 20 _____
☐ MAJOR CLASSES?
☐ MINOR CLASSES

INSTITUTION: _________________________________________________________________________________________

HOUSING

☐ FALL SEMESTER 20 _____
☐ FALL QUARTER 20 _____
☐ SUMMER 20 _____
☐ MAJOR CLASSES?
☐ MINOR CLASSES?

☐ PREFER
☐ NEED
☐ NO HOUSING

☐ SPRING SEMESTER 20 _____
☐ WINTER QUARTER 20 _____
☐ SPRING QUARTER 20 _____
☐ MAJOR CLASSES?
☐ MINOR CLASSES

LANGUAGE PROFICIENCY

If you plan to exchange to a campus in Puerto Rico, you must be certified for proficiency in Spanish. If you plan to exchange to the Université de Sherbrooke, Université du Québec à Montréal, Université de Montréal in Quebec, Canada you must be certified for proficiency in French. If English is not your first language, for all other NSE locations you must demonstrate proficiency in English. Language proficiency must be determined prior to placement.

EMERGENCY CONTACT

NAME: ________________________________________________________  ________________________________________

Relationship

ADDRESS: _________________________________________________________________________________________________

Street

City, State/Province, Zip/Postal Code

Home Phone  ____________________________  Cell Phone  ____________________________

EMAIL: ________________________________________________________________
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 MTSU 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 MTSU 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 MTSU NSE Coordinator, designee, and those individuals/committees responsible for reviewing and approving my application for exchange participation.

⇒ I give permission to the MTSU NSE coordinator and/or their designee to release information related to my National Student Exchange experience to any individual on my Partners in Education form.

⇒ I authorize Middle Tennessee State University to use any video and photographs of me that are taken during this program and social media posts, blog entries, and any commentary I make about the experience. I understand the University may use these items in future promotion and advertisement campaigns without any expectation of payment to me.

| I have read and fully understand:                                                                 | • information on eligibility, policy, and procedures presented in the NSE website |
|                                                                                                 | • 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                                              |
| • the $150 application fee is non-refundable                                                                                      |
| • I must, at all times prior to and during my exchange, meet the eligibility requirements (academic, behavioral, and financial) 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.
Please submit a typed essay (no more than two pages, double spaced) explaining why you would like to participate in the exchange program and indicate the reasons for selecting regions. Please convey your goals for exchange and why you are interested in a particular area or institution. Pay special attention to your writing style (Sentence and paragraph structure, grammar, punctuation, spelling, etc.)

*Outlined below are several questions that will serve as a guide for writing your essay:*  

- How will going on exchange contribute to your personal and social development?  
- What are your academic expectations while on exchange?  
- What courses are you considering taking?  
- How will going on exchange enhance your MTSU experience?  
- How will going on exchange assist you with future academic and/or career plans?
LETTER OF RECOMMENDATION

RECOMMENDATIONS FROM OTHER UNDERGRADUATE STUDENTS
OR IMMEDIATE FAMILY/FRIENDS WILL NOT BE ACCEPTED

APPLICANT: PLEASE COMPLETE THIS SECTION

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

EVALUATOR: PLEASE COMPLETE THIS SECTION

The National Student Exchange (NSE) provides students with the opportunity to attend another member university (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format. You can email this to nse@mtsu.edu.

1. How well do you know the applicant? In what capacity?

2. How long have you known the applicant?

3. Give your opinion of the applicant’s qualifications to participate in this program (i.e., intellectual ability, motivation, etc.)

4. What is your opinion regarding the applicant’s personal stability (i.e., maturity, adaptability, emotional status, etc.)?

Additional comments:

___________________________________________  __________________________ 
NAME: _________________________________________  DEPT./TITLE: __________________________________________

PHONE: _________________________________________  EMAIL ADDRESS: _______________________________________

MAILING ADDRESS: ________________________________________________________________

___________________________________________  __________________________ 
SIGNATURE: _____________________________________________________  DATE: _____________________________
LETTER OF RECOMMENDATION

RECOMMENDATIONS FROM OTHER UNDERGRADUATE STUDENTS OR IMMEDIATE FAMILY/FRIENDS WILL NOT BE ACCEPTED

APPLICANT: PLEASE COMPLETE THIS SECTION

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

EVALUATOR: PLEASE COMPLETE THIS SECTION

The National Student Exchange (NSE) provides students with the opportunity to attend another member university (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format. You can email this to nse@mtsu.edu.

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Additional comments:

__________________________________________  __________________________________________
NAME: _____________________________________  DEPT./TITLE: ______________________________

PHONE: ______________________________________  EMAIL ADDRESS: ____________________________

MAILING ADDRESS: _________________________________________________________________

__________________________________________  __________________________________________
SIGNATURE: _________________________________  DATE: ____________________________________
APPLICANT: PLEASE COMPLETE THIS SECTION

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 ______________________

EVALUATOR: PLEASE COMPLETE THIS SECTION

The National Student Exchange (NSE) provides students with the opportunity to attend another member university (nearly 200) 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. Please feel free to use either this form, or include the requested information in a letter format. You can email this to nse@mtsu.edu.

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4. What is your opinion regarding the applicant’s personal stability (i.e., maturity, adaptability, emotional status, etc.)?

Additional comments:

NAME: _______________________________ DEPT./TITLE: _______________________________

PHONE: _______________________________ EMAIL ADDRESS: ____________________________

MAILING ADDRESS: ________________________________________________________________

SIGNATURE: _______________________________ DATE: _____________________________
The National Student Exchange (NSE) provides students with the opportunity to attend another member 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.

After reviewing the above-named student’s academic progress, I certify that this student has completed at least one full semester at MTSU; has maintained a minimum of 2.75 grade point average; will be classified as a sophomore, junior, or senior for the academic year 2021-2022 and will not (during the period of exchange) be enrolled in their final semester before graduation unless prior approval received. I approve this student to participate in the National Student Exchange Program.

I understand that, if placed, this student must complete the MTSU NSE Advising Agreement for instant transient credit before the exchange period. This form will list the specific courses that will be approved for credit at MTSU upon completion of the exchange and must be approved by the academic advisor and College Dean before the exchange period begins. The MTSU NSE Advising Agreement form does not need to be completed until after the student has been officially placed at an NSE School.

Signed: _______________________________ Date: ________________
(Academic Advisor)

Print name: __________________________________________________________

Signed: _______________________________ Date: ________________
(College Dean or their designee)

Print name: __________________________________________________________