

National Student Exchange

APPLICATION PACKET 2022-2023

QUESTIONS?

Email: nse@mtsu.edu

Visit: mtsu.edu/nse

Call: 615.494.7874

MIDDLE TENNESSEE STATE UNIVERSITY

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

National Student Exchange
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

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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)

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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 11, 2022

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
- AMERICAN INDIAN OR ALASKA NATIVE
- ASIAN
- WHITE
- BLACK OR AFICAN AMERICAN
- TWO OR MORE RACES
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

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

- 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
- LANGUAGE STUDY
- LOOK FOR FUTURE EMPLOYMENT
- OTHER: _____

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: _____

EXPECTED GRADUATION DATE:

20 _____ MAY 20 _____ AUGUST

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 _____ PREFER _____ NEED _____ NO HOUSING

FALL SEMESTER 20 _____

SPRING SEMESTER 20 _____

FALL QUARTER 20 _____

WINTER QUARTER 20 _____

SUMMER 20 _____

SPRING QUARTER 20 _____

MAJOR CLASSES?

MINOR CLASSES?

2

INSTITUTION: _____

HOUSING _____ PREFER _____ NEED _____ NO HOUSING

FALL SEMESTER 20 _____

SPRING SEMESTER 20 _____

FALL QUARTER 20 _____

WINTER QUARTER 20 _____

SUMMER 20 _____

SPRING QUARTER 20 _____

MAJOR CLASSES?

MAJOR CLASSES?

MINOR CLASSES?

MINOR CLASSES

QUESTIONS?

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3

INSTITUTION: _____

HOUSING _____ PREFER _____ NEED _____ NO HOUSING

FALL SEMESTER 20 _____

SPRING SEMESTER 20 _____

FALL QUARTER 20 _____

WINTER QUARTER 20 _____

SUMMER 20 _____

SPRING QUARTER 20 _____

MAJOR CLASSES?

MAJOR CLASSES?

MINOR CLASSES?

MINOR CLASSES

4

INSTITUTION: _____

HOUSING _____ PREFER _____ NEED _____ NO HOUSING

FALL SEMESTER 20 _____

SPRING SEMESTER 20 _____

FALL QUARTER 20 _____

WINTER QUARTER 20 _____

SUMMER 20 _____

SPRING QUARTER 20 _____

MAJOR CLASSES?

MAJOR CLASSES?

MINOR 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: _____

RELEASE OF INFORMATION

QUESTIONS?

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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 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>I have read and fully understand:</i>	<ul style="list-style-type: none">• information on eligibility, policy, and procedures presented in the NSE website• campus policies and procedures governing my exchange participation
<i>I further understand that:</i>	<ul style="list-style-type: none">• 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 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

ESSAY PROMPTS

QUESTIONS?

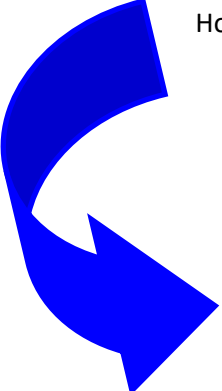
Email: nse@mtsu.edu

Visit: mtsu.edu/nse

Call: 615.494.7874

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:

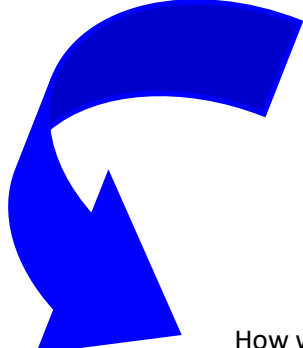


How will going on exchange contribute to your personal and social development?

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: _____

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Additional comments:

NAME: _____ DEPT./TITLE: _____

PHONE: _____ EMAIL ADDRESS: _____

MAILING ADDRESS: _____

SIGNATURE: _____ DATE: _____

COLLEGE APPROVAL FORM

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: _____