



ISEP Application Checklist

International Student Exchange Programs
ISEP-Direct Australia / New Zealand

Name: _____ Home Institution: _____

I have enclosed the following original forms in the order below to my ISEP coordinator:

- _____ ISEP Application Checklist
- _____ Participant Profile
- _____ If you have a passport, include a legible copy of the first page. If not, your host may request a copy later.
- _____ English Proficiency Score required for non-native speakers. Depending on your country of citizenship, an IELTS score may be required for visa purposes. See ISEP Web site.
- _____ Personal Statement (see instructions below)
- _____ Academic Reference from a university-level professor or instructor
- _____ Official current transcripts from each college or university attended

Personal Statement:

In a clear, thoughtfully prepared short essay (about 500 words), introduce yourself and present your goals for studying in Australia or New Zealand. What aspects of your background (i.e. coursework, job experience, travel, intercultural experience) have prepared you to live abroad? Focus on a situation in which you have encountered a great deal of ambiguity or have felt like a foreigner. Explain how you handled the situation, what you learned, and how it will help you while abroad.

Application Fee:

Please include the \$60 ISEP-Direct application fee with the application. See **ISEP website** for program fee information. Mark the relevant method of payment below.

- _____ I am enclosing a check or money order 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
- _____ My institution will submit the application fee on my behalf to ISEP.

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
ISEP-Direct Australia / New Zealand

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)

Date



Participant Profile

International Student Exchange Programs

Australia / New Zealand ISEP-Direct

Please read "How to Apply" on the ISEP Web site before completing this form. Type or print clearly in ink and in BLOCK LETTERS. Please complete this form and attach the non-refundable application fee.

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

2. Home institution: _____

3. Please write your address as it would appear on an envelope, using one line for each line of your address.

Present address: _____ _____ _____	(valid until ____/____/____) month / day / year	Permanent address: _____ _____ _____	(mail will be sent here after date given 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 e-mail address to other students? Yes No

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

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

6. Date of birth: ____/____/____ (ex. Sept. 18, 1980)
month / day / year

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

Name(s): _____ Relationship to you: _____
Address: _____
Telephone (with area code): _____ Email: _____

8. 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.

9. **U.S. Students only:** 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: _____

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

11. Cumulative GPA: _____ 12. Principal field(s) of study during exchange: _____

13. Indicate the academic level at which you are requesting an ISEP program: sophomore junior senior

17. I authorize the ISEP coordinator at my home institution to send my official academic records/transcripts to ISEP, and I authorize ISEP to send them to ISEP coordinators at prospective host institutions. I understand that official academic records/transcripts of work I undertake at my host institution will be sent to ISEP, and, in turn, to my home institution.

I attach the non-refundable application fee. I agree to notify my home institution coordinator immediately if I no longer want to be considered for ISEP placement. I recognize that withdrawal does not entitle me to a refund of the application fee.

If I accept placement, I agree that:

- I will take part in all aspects of the program, including orientation and evaluation.
- I will pay the \$500 non-refundable program deposit at time of acceptance. This deposit will be applied towards the full program fee.
- I will pay the designated program fee covering the full period of my placement prior to the beginning of my program.
- I will have the status of non-degree student.
- My placement will be limited to the period specified. An extension request is subject to review and approval by my home and host institutions and ISEP.
- My placement may be terminated by ISEP or by my host institution if I fail to remain enrolled full time at my host institution, fail to maintain minimum academic standards as defined by my home or host institution, or am found by ISEP or the host institution to be in violation of laws or regulations of my host country or institution.
- If I withdraw from the program anytime after accepting the placement, or if my placement is terminated after I take up placement at my host institution:
 - a) I may still be obligated to pay the full program fee at the discretion of my home institution in collaboration and agreement with ISEP and my host institution.
 - b) I will forfeit my right to receive benefits as an ISEP participant and must reimburse my host institution for any money advanced to me to cover benefits after the date of my withdrawal or termination.

ISEP seeks to ensure that benefits and services outlined in the ISEP Terms of Participation for Institutional Members are provided by institutions cooperating with ISEP and shall seek to correct any inadequacies brought to its attention. I understand that ISEP's responsibility to participants does not extend beyond such endeavors and that ISEP is not liable to any participant for benefits not provided by the participant's home or host institution.

I declare to the best of my knowledge the information supplied in this application is correct. I have read and understand the terms and conditions of undertaking a study abroad program. **I AM AWARE THAT IT IS MY RESPONSIBILITY TO OBTAIN ALL VISAS AND TO ARRANGE AIR TRAVEL, AND I UNDERSTAND THAT THE HOST UNIVERSITY WILL ASSIST IN ARRANGING ACCOMMODATION.**

Applicant's signature

Date

Applicant's name (type or print)

Home institution

The International Student Exchange Programs, Inc. (ISEP) is an independent nonprofit membership organization of institutions of higher learning in the United States and abroad. It is the policy of ISEP and of all its member institutions in the United States not to discriminate on the basis of sex, color, race, ethnic or national origin, sexual orientation, religious affiliation or physical handicap in offering or confirming placement of ISEP participants.



Academic Reference

International Student Exchange Programs

To be Completed by the Applicant

Name: _____ Home institution: _____

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

Under the U.S. 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 Programs (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, e-mail 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: