



National Student Exchange Application Instructions

Application Deadline: February 15

SKIDMORE COLLEGE

Off-Campus Study & Exchanges
815 North Broadway, Starbuck 202
Saratoga Springs, NY 12866
Tel: 1-518-580-5355
Fax: 1-518-580-5359
ocse@skidmore.edu

Off-Campus Study & Exchanges (OCSE) recommends that you submit your application as early as possible.

Incomplete applications will not be considered. Applications may be accepted after the deadline on a case-by-case basis.

ELIGIBILITY REQUIREMENTS:

Before you submit your application to please be sure you are familiar with program eligibility requirements and Skidmore's off-campus study policies. You may find them on the Off-Campus Study & Exchanges website at www.skidmore.edu/ocse.

You must also meet any requirements set by the National Exchange Student institution to which you are applying.

INSTRUCTIONS:

1) Complete Skidmore National Student Exchange (NSE) Application Materials:

- NSE Application**
- Updated Degree Audit**, printed from Office of the Registrar's Website at <http://www.skidmore.edu/registrar/regoff.html>
- Official Transcript**
 - o An official transcript must be submitted with the application. Go to the Skidmore's Registrar webpage select "Transcripts", then select "Transcript Request Form Online." Login to the system. Complete the form. For "Institution" you must enter your off-campus study university, for purpose enter "Fall/Spring Off-Campus Study" and under "Send When" select "Now." Make sure it says "**Pick up at Registrars Office**" under recipient. Complete order and once the transcript is ready an email will be sent to your school account. Please forward this email to adean2@skidmore.edu and OCSE will pick up the transcript.
- Two letters of Recommendation:** preferably one from your faculty advisor and one from another faculty member. Be sure your recommenders are aware that they need to send their letter to OCSE, or offer to pick them up. Students applying to a campus in Puerto Rico or the Université de Sherbrooke in Québec, Canada are only required to submit 1 letter of recommendation from their faculty advisor and a language assessment.
- Statement of purpose** (see guidelines on page 7)
- Foreign Language Assessment** (if applicable)
 - o A foreign language assessment is only required for students applying to any campus in Puerto Rico or the Université de Sherbrooke in Québec, Canada. If you are applying to a campus that requires a language assessment, the assessment can count as one of your letters of recommendation.
- Copy of your passport:** A copy of your passport is only required for students applying to study in Canada or a U.S. territory (Puerto Rico, U.S. Virgin Islands, or Guam). This should be a clear, legible copy of the identification page of your passport that includes your photo. If you do not yet have a passport, or if your passport will become invalid within six (6) months of the end of the program, please apply for a passport or renew immediately.
- Application fee:** Send a check for \$150.00 to OCSE made payable to "Skidmore College". Please include "NSE – Application fee" and your College ID number in the memo line of the check.
- Interview** (scheduled with the Skidmore NSE coordinator after you submit your application materials to OCSE)
- GPA Petition or Non-Junior Letter of Intent:** *(if applicable)* Applicants whose GPA is less than 3.0 or who will not be a college junior during the program must submit a petition with this application. For guidelines on the petition process, please see the OCSE Web site at <http://cms.skidmore.edu/ocse/policies/petition.cfm>. NOTE: Submission of a petition does not guarantee approval.
- GPA or Non-Junior Letter(s) of Support:** *(if applicable)* Please see guidelines at the Web site referenced above for number of letters required.

2) Submit all parts of the **National Student Exchange Program Application** to Off-Campus Study & Exchanges.

3) Schedule your interview with the NSE Coordinator in OCSE (after you have submitted the application).

- 4) Financial Aid:** All Skidmore recipients of financial aid are eligible to use some or all of their aid for the National Student Exchange program. You are urged to meet with a Financial Aid representative to understand the financial implications based on your application to study off-campus. The consultation should take place as soon as you have made your program choice. If you are a highly aided student, we recommend that this consultation take place earlier to assist you in the program selection process.
- 5) Further advice:** If you need further advice on domestic programs and/or the application process, please consult first with Off-Campus Study & Exchanges.

Tips for selecting your preferred NSE school(s):

- a. **Meet with the Kendra Nelson**, the NSE Coordinator at Skidmore, before you complete this application to discuss your program options. Not all NSE schools are viable options for Skidmore students.
- b. Select up to 5 NSE schools and list them in preferred order on your application. Only list schools that you would actually attend if you were not accepted to your first-choice institution.
- c. Make sure that your NSE schools operate under the "Plan B" payment option.
- d. Research the departments and courses at your preferred schools to make sure the schools offer the types of classes that you'd like to take during your semester off campus.
- e. Schools coded as "open exchange" or "uneven exchange" tend to be the least competitive institutions since they typically do not have space restrictions on the number of applicants accepted.
- f. Check the academic calendar of the schools you are considering. Is the school on a semester system (like Skidmore) or a quarter system? Do the start and end dates match up to the dates at Skidmore?
- g. Does the school you are considering have any closed programs or limitations? "Closed programs" or "Limitations" mean that NSE students do not have access to certain subjects or departments.



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PLEASE TYPE OR PRINT LEGIBLY IN INK ALL INFORMATION

PERSONAL INFORMATION:

Name: _____

Email address: _____ Alternate email: _____

Campus/Saratoga Springs Address: _____ Permanent Address: _____

On-campus Mailbox #: _____

Campus Phone: (____) _____ Permanent Address Phone: _____

Cell Phone: (____) _____ (____) _____

OCSE will distribute my name, address, email address, and telephone number to other program participants. If I do not wish to have my name released I will check the box below.

I do not wish to have my name, address, email address and telephone number shared.

DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): _____ Gender: Female Male

Are you currently living in on-campus housing? Yes No

Are you a New York state resident? Yes No

Country of Citizenship: United States Canada Other _____

Non-resident alien — If non-resident alien, visa type _____ Lawful permanent resident

ACADEMIC INFORMATION:

Skidmore Academic Advisor(s): _____

Major: _____ Second Major: _____

Minor: _____ GPA: _____

College ID#: _____

Current Class Level: Fr So Jr Sr Anticipated graduation date Mon/Year: _____

RECOMMENDATIONS/REFERENCES

List the individuals who are writing references for you. Submit reference forms to your faculty advisor and at least one other faculty member.

Faculty advisor	department/office	phone	e-mail
Faculty	department/office	phone	e-mail

NATIONAL STUDENT EXCHANGE PREFERENCES

Period of requested exchange: Fall Semester 20____ Spring Semester 20____ Academic Year 20____-____
 Fall Quarter 20____ Winter Quarter 20____ Spring Quarter 20____

OCSE allows Skidmore students to select up to five NSE campuses, in order of preference. While most students are placed in their first choice college or university, it is not guaranteed. Please note that Skidmore students are only able to exchange with campuses on "Plan B" payment plan. If you have questions, please contact OCSE.

Name of Preferred NSE Campuses (in order of preference)	Location (city, state)	Does the NSE campus operate under Plan B? (Yes or No)
1.		
2.		
3.		
4.		
5.		

What type of courses do you plan to take on exchange?

(Examples: 300-level business elective, equivalent to GO 301, non-Western culture requirement, etc.)

I understand that once I am placed at my host institution I will be required to submit a Proposed Course of Study form and have department chairs pre-approve proposed courses at said institution.

Primary reason(s) for exchange - check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Access different courses/faculty | <input type="checkbox"/> Enter host campus honors program |
| <input type="checkbox"/> Evaluate graduate schools | <input type="checkbox"/> Language study |
| <input type="checkbox"/> Live in a different area | <input type="checkbox"/> Personal growth |
| <input type="checkbox"/> Look for future employment | <input type="checkbox"/> Other: _____ |

Do you wish to go on exchange with another student(s): Yes No

If yes, name of the student(s) _____

Are you currently enrolled in the honors program? Yes No

Will you need courses in your major(s) while on exchange? Yes No

Will you need courses in your minor while on exchange? Yes No

Are you currently receiving any financial aid? Yes No

Language Proficiency

What is your native language? English French Spanish Other: _____

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 Universite de Sherbrooke in Quebec, 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. Students planning to study at a campus in Puerto Rico or at the Universite de Sherbrooke in Quebec are required to submit a language assessment form as part of this application. Please contact OCSE with any questions.

Housing

Housing options vary by campus. On-campus housing is available at most NSE schools, and some NSE members may strongly encourage or require students to reside in on-campus facilities. Some campuses are able to provide only limited assistance in securing off-campus housing, particularly on campuses where there are no on-campus housing facilities. If students choose to live off campus, they do so at their own discretion and risk. Students pay the host institution directly for room and board costs. Room and board costs are NOT billed through Skidmore.

Do you require or prefer host institution housing?

PARENT/GUARDIAN INFORMATION

Please provide contact information for the person(s) with whom we should communicate regarding your participation in the program. This (These) person(s) will serve as our contact for financial issues as well as in cases of emergency.

1.) Name: _____

2.) Name: _____

Relationship to you: _____

Relationship to you: _____

Address: _____

Address: _____

(city) (state) (zip)

(city) (state) (zip)

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

E-mail: _____

E-mail: _____

Dear Student:

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts you have listed above. This information will include, but is not limited to, pre-departure information regarding the program, billing statements and other financial information, and information regarding your whereabouts while you are on exchange.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent before, during, or after your exchange experience, **except in the case of an emergency.**

I, _____ permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

Student's Signature

Date

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical 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 while abroad; or a condition which might affect emotional or mental well-being while abroad, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. Also indicate whether or not we may contact your requested program provider at this time. OCSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a program site that can provide reasonable accommodation of your needs. Following acceptance by your host program, it is your responsibility to consult with your program provider to determine the deadlines by which you must submit written, current, and professionally documented information as required by your program provider.

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:

By signing your name below, you authorize Skidmore College's Off-Campus Study & Exchanges to have access to information regarding your academic, social, and financial standing. You also authorize Skidmore's Off-Campus Study & Exchanges to share any pertinent information with program providers, directors and staff overseas as needed. The existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

Studying off campus is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, social, and financial standing are eligible to study abroad. I further understand that submitting an application is not a guarantee of application acceptance. Failure to maintain (prior to and during the exchange) all of the eligibility requirements of the program and those of Skidmore College will result in cancellation of participation. Failure to pay all financial obligations to Skidmore College will also result in cancellation of participation. I also understand that until financial obligations are met, Skidmore College and the host program will not report grades or release transcripts; and I will not be permitted to re-enroll at, or graduate from, Skidmore College.

I have read and fully understand Skidmore's information on eligibility, policy, and procedures presented on the OCSE web site. If accepted for participation in a off-campus study program, I agree to adhere to all the rules and regulations of both Skidmore College and the off-campus study program. Failure to do so may result in the cancellation of my exchange.

Please be aware that the stress of travel and adjusting to a new culture or environment can exacerbate physical or psychological conditions that may be under control at home. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off campus will help you to identify those resources that will and will not be available at your program site.

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.

I, _____, have read and understand the above statements.
(please print name)

Student's Signature

Date



National Student Exchange Application **Statement of Purpose**

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PERSONAL STATEMENT QUESTIONS

Please answer the following questions on a **separate sheet of paper**. Be sure to include your name, the program name and semester for which you are applying. Please number your responses accordingly and answer in complete sentences.

1. List all the courses not on your transcript that you will have completed before the beginning of the program (such as your current enrollment and/or upcoming summer courses).
2. Why do you want to participate in the National Student Exchange? How will this program assist you in achieving your academic objectives and personal goals?
3. What subjects are you most interested to pursue while on the program? How will courses in these subjects assist you in completing your graduation requirements?
4. How do you plan to incorporate the experience and knowledge you gain while abroad into your studies at your home institution?
5. Please describe any personal experiences or previous academic work that you feel has prepared you to study off campus.
6. Do you have any special needs about which we should be informed? **Please note:** This information will be kept confidential and is NOT considered as part of the selection process. By informing us of special needs now, you will allow us to make arrangements that will best serve as a participant on this program and ensure that we can identify necessary the resources in advance.
 - ✓ Are you currently under medical treatment for any reason?
 - ✓ Are you currently being treated by a psychologist/physician for an emotional, nervous or mental condition?
 - ✓ Do you have any physical or learning disabilities for which you will need special arrangements?

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**National Student Exchange Application
Academic Recommendation Form**

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I. TO BE COMPLETED BY THE STUDENT

Student Name: _____ Class Year: _____

Email Address: _____ Phone: (____) _____

Domestic Program: _____ Term Off-Campus: _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY FACULTY MEMBER

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

Comments or concerns regarding the applicant: _____

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying off-campus. Please include references to his/her emotional maturity and stability, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Department: _____

Phone: (____) _____ E-mail: _____

Signature: _____ Date: _____

PLEASE RETURN TO THE OFFICE OF OFF-CAMPUS STUDY & EXCHANGES

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III. TO BE COMPLETED BY THE STUDENT

Student Name: _____ Class Year: _____

Email Address: _____ Phone: (_____) _____

Domestic Program: _____ Term Off-Campus: _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

IV. TO BE COMPLETED BY FACULTY MEMBER

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

Comments or concerns regarding the applicant: _____

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying off-campus. Please include references to his/her emotional maturity and stability, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Department: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

PLEASE RETURN TO THE OFFICE OF OFF-CAMPUS STUDY & EXCHANGES

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National Student Exchange
Application
Foreign Language Assessment

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Required only for applicants to any campus in Puerto Rico or the Université de Sherbrooke in Québec.

I. TO BE COMPLETED BY THE STUDENT

Applicant Name: _____ Class Year: _____
 Term at NSE Institution: _____ Phone: (_____) _____
 Language of Evaluation: French Spanish Evaluator Name: _____
 Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY ALL APPLICANTS NOT CURRENTLY ENROLLED IN A FRENCH OR SPANISH COURSE AT SKIDMORE COLLEGE

Students not currently enrolled in a Spanish or French course are required to complete the Skidmore College Online Placement Exam (WebCAPE) at <http://www.skidmore.edu/academics/fil/webcape.html>. Write in exam score below and attach printed test results screen. If you are currently enrolled in a French or Spanish course, please have your instructor complete section III of this form.

Placement Test Exam Score: _____

III. TO BE COMPLETED BY CURRENT FRENCH OR SPANISH COURSE INSTRUCTOR

For how long have you known the applicant? _____
 In what capacity? _____
 In which course(s) have you taught this student? _____
 In your opinion, is this applicant's language ability appropriate for direct enrollment in a French/Spanish-speaking university? Yes No
 Please explain: _____

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for participating on a domestic exchange program through NSE. Please include references to his/her emotional maturity and stability, ability to function in a new environment, ability to relate to others, and ability to work independently.

GENERAL LANGUAGE PROFICIENCY ASSESSMENT

	Upper 10%	Next 15%	Mid 50%	Lower 25%	Unable to Judge
Overall Knowledge					
Listening Comprehension					
Fluency					
Reading Comprehension					
Written Expression					

Name of Evaluator (please print): _____
 Title: _____ Institution: _____
 Phone: (_____) _____ E-mail: _____
 Signature: _____ Date: _____