



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
ISEP-Direct Australia / New Zealand

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 ____/____/____) Permanent address: _____ (mail will be sent here after date given at left.
month / day / year 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 students participating in your program? 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

14. Please check the ISEP Australia or New Zealand university and fee/housing option for which you are applying (please reference the **ISEP Web site**.)

Australia

- University of Canberra Fee/housing option from ISEP website: _____
- Deakin University (preferred campus: _____) Fee/housing option from ISEP website: _____
- LaTrobe University (preferred campus: _____) Fee/housing option from ISEP website: _____
- Macquarie University Fee/housing option from ISEP website: _____
- RMIT University Fee/housing option from ISEP website: _____
- University of Southern Queensland (preferred campus: _____) Fee/housing option from ISEP website: _____
- University of Western Sydney Fee/housing option from ISEP website: _____

New Zealand

- ** Massey University (preferred campus: _____) Fee/housing option from ISEP website: _____

** Massey University requests their own application materials in addition to those required by ISEP. Please see the Massey Directory page for more information.

15. Program: Southern Hemisphere Semester One (February to June) Southern Hemisphere Academic Year* (February to November)
 Southern Hemisphere Semester Two (July to November) Northern Hemisphere/U.S. Academic Year* (July to June)

* Students applying for an academic year placement should note that semester break vacation benefits only apply during the Southern Hemisphere academic year; students placed for a Northern Hemisphere calendar year will not receive benefits between semesters.

16. **Study Plan.** List classes you wish to take in preferential order. Mark any classes that must be taken with an asterisk (*).

Students are required to take a full course load (usually four classes per semester). In the event that some requested classes are unavailable or unsuitable, you should list up to eight choices. Please ensure you have the prerequisites for the classes that you select and that they are offered at your preferred campus. Be sure to select classes according to the Southern Hemisphere academic calendar.

Please note that the study plan is a prerequisite for provisional acceptance and formal enrollment will occur upon your arrival.

Unit/Class Code	Unit/Class Name

If the course requirements above cannot be met, I:

- Do wish a placement at this institution and am very flexible in regard to course selection.
- Do wish a placement at this institution if courses with similar course content are available.
- Do NOT wish a placement at this institution.

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.

- How long and in what capacity have you known the applicant?
- 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: