

EXCHANGE SCHOLAR PROGRAM APPLICATION

PURPOSE

The Exchange Scholar Program enables a graduate student enrolled in a doctoral program in one of the participating institutions to study at one of the other graduate schools for a limited period of time so as to take advantage of particular educational opportunities not available on the home campus. In the case of a student accompanying a dissertation advisor who has joined the host school, more than a year's enrollment as an Exchange Scholar is permitted. The academic experience, including courses taken and/or research conducted with particular faculty at the visited institution will be registered on the academic record maintained by the student's home institution.

The graduate schools of the institutions listed on the program description are participants in the Exchange Scholar Program. If you are currently in a Ph.D. program at one of these institutions (your "home institution") and wish to study for a term or academic year at another (the "visited" or "host" institution), you should read the program description and complete the application as indicated. **All approvals must be obtained two months before the registration date at the host institution.**

Please be aware that the host institution may charge an application fee or fees for services that are not covered by tuition such as health and hospitalization charges. It is your responsibility to meet these charges.

Modifications

The Exchange Scholar Program was renewed in July 2013 for a five-year period. However, the participating institutions may modify the program at any time and individual institutions may withdraw from the program at any time.

A. Complete all parts (questions 1-8). *Please print or type all information.*

1. Name _____
Last First Middle

Student ID number at Home Institution _____

Date of Birth _____ Sex _____

Email _____

Country of Citizenship _____ Visa Status _____

Home Institution will continue to issue certificate of eligibility (I-20 or IAP-66)

2. In your present program:

Ph.D. Degree sought _____
(e.g., History, Biology)

Term of initial registration _____
(e.g., Fall 2015)

Expected completion date of degree _____
(e.g., May 2018)

3. Quarter(s)/Term(s)/Semester(s) you propose to spend at the institution to be visited (e.g., Fall 2016, Spring 2017):

Have you ever been an Exchange Scholar before? If yes, when? _____

Home Institution

Host Institution

4. Name of Institution _____

5. Department or program _____
(Use official title from graduate school catalog)

6. Subfield, subject or area of concentration _____

7. Address to which bills or other information should be sent:

Address 1 _____

Address 2 _____

City/State/Zip _____

Telephone _____

E-mail _____

Fax number _____

8. Please describe your proposed plan of study during the exchange and indicate why it is essential to your degree program. (continue on another sheet if necessary)

B. Provide the following information on the courses you wish to take (including dissertation research, if appropriate) at the institution to be visited. Enter information exactly as it appears in that institution's catalogue.

<u>Term</u>	<u>Course number</u>	<u>Full course title</u>	<u>Credit</u>	<u>Instructor</u>	<u>Instructor's signature</u>

C. Funds for support for the requested period of study are available as follows:

<u>Source</u> (e.g., Home Inst, External)	<u>Type</u> (e.g. Fellowship, Research assistantship, Loans, etc.)	<u>Tuition</u> (\$ amount)	<u>Living Stipend</u> (\$ amount)

D. Sign the following statement:

I hereby petition to participate in the Exchange Scholar Program and to undertake the course of study outlined above. I agree to abide by the terms and conditions of this program as well as the regulations and procedures of both institutions. I understand that violation of any of the regulations can result in my suspension from the program. I authorize the Host institution to send a transcript of my studies to my Home institution.

Signature	Date
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E. Obtain the signed approval of the following individuals at your home institution:

Name	Title	Signature	Date
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1. Academic Adviser

2. Director of Graduate Studies or Department Chair

3. Graduate School Dean or Designated Officer

4. Other (if applicable)

F. Leave this form with your Graduate School Dean for processing.

**If you will require special assistance or accommodations during your stay, please discuss your needs with your Accessibility Coordinator.

G. Graduate School Dean:

Please forward this application to the Exchange Scholar Program coordinator at the institution the student plans to visit.

H. Host institution coordinator:

Please obtain the approval of the following persons for the student's proposed course of study at your institution.

Name	Title	Signature	Date
1. Academic Adviser , if appropriate			
2. Director of Graduate Studies or Department Chair			
3. Graduate School Dean or Designated Officer			
4. Other (if applicable)			

PARTICIPATING INSTITUTIONS AND PROGRAMS

University of California at Berkeley

All Ph.D. programs Contact: Degree Office

302 Sproul Hall, #5900

Berkeley, CA 94720-5900

Phone: 510.642.7330

Fax: 510.643.1524

Email: degrees@berkeley.edu

Academic calendar: <http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current>

Brown University

All Ph.D. programs

Contact: John Tyler

Associate Dean of Academic Affairs

Brown University

Box 1867

Providence, RI 02912

Phone: 401.863.2843

Fax: 401.863.3471

Email: john_tyler@brown.edu

Academic calendar: <http://www.brown.edu/Administration/Registrar/calendar.html>

University of Chicago

All Ph.D. programs

Contact: Martha Sykes

Manager for Financial Administration

Graduate Student Affairs

5801 South Ellis Avenue, Room 225

Chicago, IL 60637

Phone: 773.702.0871

Fax: 773.702.1194

Email: mjackso@uchicago.edu

Academic calendar: <http://www.uchicago.edu/academics/calendar>

Columbia University

All Ph.D. programs

Contact: Andrea Solomon

Senior Associate Dean for Academic Administration

Columbia University

109 Low Library

535 West 116th Street, MC4304

New York, NY 10027
Phone: 212.854.2861
Fax: 212.854.4912
Email: as660@columbia.edu
Academic calendar: <http://www.registrar.columbia.edu/academic-calendar/6>

Cornell University

All Ph.D. programs
Cornell University
143 Caldwell Hall
Ithaca, NY 14853-2602
Phone: 607.254.4561
Fax: 607.255.1816
Email: rad37@cornell.edu
Academic calendar: <http://www.cornell.edu/academics/calendar/index.cfm>

Harvard University

All Ph.D. programs in the Graduate School of Arts & Sciences
Contact: Patrick O'Brien
Graduate School of Arts & Sciences
Harvard University
1350 Massachusetts Avenue
Holyoke Center 350
Cambridge, MA 02138
Phone: 617.495.1814
Fax: 617.495.2928
Email: gsas@fas.harvard.edu
Academic calendar: <http://www.registrar.fas.harvard.edu/fasro/common/calendar.jsp>

Massachusetts Institute of Technology

All PhD programs with approval of the host department
Contact: Blanche E. Staton
Senior Associate Dean for Graduate Education
Office of the Dean for Graduate Education
77 Massachusetts Avenue
Room 3-138
Cambridge, MA 02139-4301
Phone: 617.253.4869
Fax: 617.253.5620
Email: bestaton@mit.edu
Academic calendar: <http://web.mit.edu/registrar/www/calendar.html>

University of Pennsylvania

All Ph.D. programs

Contact: Anne-Cara Apple

Graduate Division of Arts and Sciences

University of Pennsylvania

3401 Walnut Street, Suite 322A

Philadelphia, PA 19104-6228

Phone: 215.898.8101

Fax: 215.573.8068

Email: annecara@sas.upenn.edu

Academic calendar: <http://www.upenn.edu/almanac/3yearcal.html>

Princeton University

All Ph.D. programs

Contact: Elaine M. Willey

Assistant Dean for Academic Affairs

Princeton University, Clio Hall

Princeton, NJ 08544

Phone: 609.258.3033

Fax: 609.258.6180

Email: ewilley@princeton.edu

Academic calendar: <http://registrar.princeton.edu/academic-calendar/>

Stanford University

All Ph.D. programs (except those in Graduate School of Business and Stanford Law School)

Contact: Judith Haccou

Director of Admissions

Stanford University

630 Serra Street, Suite 120

Stanford, CA 94305-6032

Phone: 650.725.2547

Fax: 650.723.8371

Email: judith.haccou@stanford.edu

Academic calendar: http://registrar.stanford.edu/academic_calendar/index.html

Yale University

All Ph.D. programs

Contact: Jasmina Besirevic Regan

Assistant Dean

Yale Graduate School of Arts and Sciences

P.O. Box 208236

New Haven, CT 06520

Phone: 203.432.5127

Email: jasmina.besirevic@yale.edu

Academic calendar: <http://www.yale.edu/calendars/>

Terms and Conditions

The following are to be regarded as minimal terms and condition of the program. Individual institutions may choose to establish more rigorous criteria, e.g., for eligibility or duration of study. Definitions (e.g., of “term” “academic year”, and “hospitalization coverage”) may also vary according to local policy and practice.

1. **ELIGIBILITY** – normally students will be eligible to be Exchange Scholars only after they have completed one full academic year in residence in a graduate degree program at their home institution.
2. **DURATION** – a minimum of one term of study and a maximum of one academic year will be permitted in the program. The operation of this program during the summer sessions will be at the discretion of the host and home institutions.
3. **REGISTRATION STATUS** – Exchange Scholars will be registered by the home and host institutions in whatever category (“in absentia”, “in residence”, “special student”, “Exchange Scholar”) or appropriate at each place.
4. **TUITION AND FINANCIAL AID** – tuition will be charged and collected, and any financial aid will be provided by the student’s home institution.
5. **HEALTH AND HOSPITALIZATION COVERAGE** – the institution which the student is visiting will be responsible for assuring that hospitalization and health services are locally available. However, the host institution may either charge the student for such services or require that the student purchase coverage from the home institution.
6. **BENEFITS** – at the institution visited, Exchange Scholars will be accorded all the benefits of that institution’s resident students. They will receive a student ID card which permits access to the host institution’s libraries, labs, health facilities, athletic facilities, housing (as available) and the like. Where these services entail fees in addition to tuition, the host institution will charge Exchange Scholars the same fees it charges its own graduate students.
7. **INTERNATIONAL STUDENTS** – international students are understood to be under the continuing sponsorship of their home institution. All US Immigration Services work for them must be done through the international student advisor at the home institution. International students on F-1 visas should note that they are not allowed to work at the host institution unless they obtain prior written approval from the Office of International Programs at the host institution.
8. **RECORDS** – upon completion of each term, officials of the institution visited will collect the information concerning the Exchange Scholar’s course of study and forward it (with appropriate stamps/seals and signatures) to the Graduate School Dean of the student’s home institution. Normally, this information will include the course record (title, number, instructor, credit or class hours and grade received) and any special research conducted under the auspices of a faculty member. The information will then be posted on the student’s academic record or made part of the record as appropriate to the home institution.
9. **NOTIFICATION** – the home institution will be responsible for notifying third parties of the Exchange Scholar’s status and activities.