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. 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 well in advance, at least 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 and disabilities accommodation. It is your responsibility to meet these charges.

Modifications

The Exchange Scholar Program was renewed in May 2008 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 2007)

Expected completion date of degree ___________________________ (e.g., May 2007)

3. Quarter(s) Term(s) Semester(s) you propose to spend at the institution to be visited:
   (e.g., Fall 2007, Spring 2008)

   ___________________________

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

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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course number</th>
<th>Full course title</th>
<th>credit</th>
<th>Instructor</th>
<th>Instructor’s signature</th>
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C. Funds for support for the requested period of study are available as follows:

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

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

Name ___________________________ Title ______________ Signature ___________________________ Date __________

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 of 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.

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<th>Name</th>
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1. Academic Adviser, if appropriate

2. Director of Graduate Studies or Department Chair

3. Graduate School Dean or Designated Officer

4. Other (if applicable)
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 including disabilities accommodation, 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 STUDENT – international students are understood to be under the continuing sponsorship of their home institution. All INS 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.