

National Student Exchange Application Procedure

Pre application:

1. **Eligibility Worksheet:** Determine eligibility
2. **FERPA:** Sign form and return to Judicial Affairs (ecalderaro@wcupa.edu)
3. **Budget Worksheet:** Review to determine if you can afford a study away program
4. **Program of Study Statement:** Complete form and have academic advisor sign the form
5. Return **Eligibility Worksheet** and **Program of Study Statement** to CIP office room 320 or e-mail it to nse@wcupa.edu

If you meet eligibility then you may begin the application.

Application:

1. **Letter of Recommendation:** Return **Letter of Recommendation** forms to CIP office room 320. Please return them in a sealed envelope or the recommender can e-mail them to nse@wcupa.edu
2. NSE office will e-mail you instructions for the student portal.
3. Priority deadline is **Feb. 15th**; all applications after that date will be in post conference placements
4. Schedule an interview with NSE coordinator. E-mail nse@wcupa.edu for an appointment.

Conference:

1. Placement conference is in early March. NSE coordinator will notify you of your placement after Spring Break.
2. Pick up, sign and return **Placement Acceptance Forms** (PAF).

Post-Conference:

1. Placements occur post conference based on host schools availability

Placement:

1. Transferring Credits:
 - a. Begin routing **National Student Exchange Program Approval** form
 - b. Select at least ten classes for transfer per semester
 - c. Return the **National Student Exchange Program Approval** form to NSE office (Mitchell Hall, 3rd Floor) or e-mail to nse@wcupa.edu
2. Complete Advising Form
3. Complete and return any documents that the host school sends to you in a timely manner

**West Chester University
National Student Exchange
Mitchell Hall Room 320
nse@wcupa.edu**