



# Information for Prospective Members

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A guide for colleges and universities considering NSE membership

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**Exchange Among Member Universities in the United States,  
Canada, Guam, Puerto Rico, and the U.S. Virgin Islands**

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# National Student Exchange

## Institutional Opportunity

The National Student Exchange is a study away opportunity which can be incorporated into an institution's global mission. NSE includes a diverse group of member colleges and universities in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands. NSE provides:

- expansion of course offerings
- assistance with multicultural objectives
- enhancement of recruitment and retention initiatives
- inter-campus joint programming potential
- access to numerous international programs of member institutions
- exchange among university honors programs
- resident assistant exchanges
- access to internships and research options
- tuition reciprocity among member campuses
- financial aid portability

Founded in 1968, the National Student Exchange is a not-for-profit consortium which has provided exchange opportunities for more than 94,000 students and has a reputation for quality service. NSE is administered by a central office staff and governed by a Council elected from within the membership. Funding comes from modest institutional membership and student application fees.

## Student Satisfaction

Instead of crossing oceans, students cross state and provincial borders to learn more about cultural and regional differences and to take advantage of the diverse academic offerings of member colleges and universities. Students participate in NSE in order to:

- broaden personal and educational perspectives
- explore and appreciate new cultures
- widen university boundaries
- take courses not offered at the home campus
- learn from different professors
- access courses with different perspectives
- explore new areas of study
- break out of their comfort zones
- acquire life skills
- investigate graduate or professional schools
- look for future employment opportunities
- become more independent and resourceful
- experience life from a different point of view

Participating students face life-changing academic and personal situations that challenge their thinking, expand their educational and personal experiences, and encourage them to take risks and reap the rewards of doing so. Exchange students report that NSE has widened their horizons, expanded their visions, and broadened their perspectives.

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## Conditions For Membership

The National Student Exchange is interested in adding colleges and universities throughout the United States, its territories, and Canada which can offer new opportunities for students and are committed to providing the quality of service described in the *NSE Handbook* and practiced by NSE's members. An applying university will be evaluated on its ability to meet the eligibility and evaluation criteria listed below.

### Eligibility

Regionally accredited, baccalaureate-granting colleges and universities located in the United States, its territories, and Canada are eligible to apply for NSE membership.

### Evaluation Criteria

The following criteria, *singly or in combination*, are those on which a prospective NSE member institution will be evaluated to determine whether or not an invitation will be extended to complete the application process:

- academic programs which complement and/or supplement the academic offerings and options of current member institutions
- unique programs or opportunities for exchange
- location in a geographic region not currently represented or under-represented in the NSE family
- location in regions of high student interest

Of particular interest to the National Student Exchange are senior research universities and campuses that offer ethnic, cultural, geographic, and academic diversity.

# Membership Obligations

- host an NSE staff member for an on-campus site visit as part of the application process
- administer the exchange program in compliance with NSE policies and procedures
- pay annual institutional membership fees (page 5)
- pay student application fees (page 5)
- send the campus NSE coordinator to the annual placement conference (early March)

# What NSE Provides To Its Members

- on-campus training and orientation
- detailed procedural handbook
- directory of campus coordinators
- *NSE Directories* (resource guide/catalog for NSE students)
- posters
- templates for application materials, fliers, brochures, book marks, and other promotional materials
- other publications to support exchange procedures
- e-mail discussion group
- password-protected Internet site for coordinator resources and placement activity
- Internet site for student resources
- mentor program for new coordinators
- annual placement conference
- on-going support from the NSE Central Office

# What NSE Expects From Its Members

Each member university designates an individual to serve as coordinator for the campus NSE program. The extent to which the institution takes full advantage of the opportunities offered through NSE is largely determined by the coordinator who must stimulate the interest of prospective exchange participants and provide a framework in which the exchange program will be administered by the institution. NSE responsibilities are similar to those who coordinate study abroad or international exchanges for the campus. Responsibilities include:

- serving as a liaison with administrative, academic, and student services personnel
- promoting the program
- helping students explore how NSE fits with personal and academic goals
- processing incoming and outgoing exchange applications
- negotiating placements
- ensuring that students have completed advising agreements
- informing students of procedures related to financial aid application and disbursement
- orienting incoming exchange students and serving as a home away from home for incoming students
- assisting returning students with re-entry
- abiding by the *Principles of Professional Practice for NSE Coordinators*

# How To Join

Campuses qualify for membership by demonstrating that they offer academic, cultural, or geographic diversity to the membership -- as well as have the ability to work within the program's policies and procedures. A campus declares its intent to explore membership by filing a preliminary application (page 13). To finalize membership, NSE requires a one-day, on-campus site visit and orientation (page 11) at the applying institution's expense.

# Membership Costs

Member colleges and universities pay an annual fee; and students applying for the program pay a fee to NSE. Campus coordinators are expected to attend the annual placement conference in March.

Fee Schedule	Annual Membership Fees	Student Application Fees
	\$750	\$105

## When to Join

Campuses express their interest in NSE membership by filing the enclosed *Preliminary Membership Application* (page 13). Applications are welcome at any time during the year, however, filing between October 1 and April 1 is strongly encouraged in order to provide sufficient time for the campus to host an NSE staff site visit (see page 11) and implement the program for exchanges which would occur in the subsequent academic year. In order for a campus to be included in the student resource booklet, *NSE Directory*, for exchanges in the subsequent year, the on-campus site visit must be completed by the end of June in the year prior to those exchanges.

### Sample Membership Timeline

10/1/09 - 4/1/10	File Preliminary Membership Application.
First week of March 2010	Attend Annual Placement Conference. Learn more about NSE. Attend the Orientation for Prospective Members.
6/1/10	Submit NSE Membership Information Materials.
By 6/30/10	Host NSE Staff for the On-Campus Site Visit and Orientation.
Academic Year 2010-2011	Implement the Program. Recruit Outgoing Students for 2011-2012 Exchanges.
First week of March 2011	Attend Annual Placement Conference. Place Students for 2011-2012
Academic Year 2011-2012	Host First Group of Incoming Exchange Students. Recruit Outgoing Students for 2012-2013 Exchanges.

## Membership Exploration

**Read NSE Publications** - Prospective members should become familiar with all NSE materials and policy documents prior to applying for membership.

- The *NSE Handbook* details exchange philosophy, policy, and procedure from both consortium and campus perspectives. Sections 11 (Campus Program Administration), 12 (Exchange Policies and Considerations), 14 (Financial Aid), 15 (Outgoing Exchange Students), 17 (Incoming Exchange Students), and 18 (Returning Exchange Students) should be carefully reviewed regarding potential for implementation within the confines of existing university policy. (Contact NSE at [bworley@nse2.org](mailto:bworley@nse2.org) or 260-436-2634 for copies.)
- The *Program Timeline* summarizes exchange activities for outgoing, incoming, and returning students, on a month-by-month basis. (Available at [nse.org](http://nse.org), *Prospective Members*)
- *Implementation Guidelines* details procedures for working with outgoing, incoming, and returning students in key campus offices (admissions, comptroller, financial and, registration, and transfer affairs). (Available at [nse.org](http://nse.org), *Prospective Members*)
- The *NSE Directory*, used for promoting and explaining the program to potential exchange students, should also be reviewed. (Available at [nse.org](http://nse.org), *Prospective Members*)

# Membership Exploration

## Discuss NSE with Key Campus Offices

Prior to applying for membership in the National Student Exchange, the campus should thoroughly explore the interest and support levels of the various campus academic and administrative units identified below.

**Academic Affairs**  
**Academic Advising**  
**Academic Deans**

**Think of NSE  
as acquiring  
nearly 200  
branch campuses!**

NSE membership expands the academic resources of your own campus by making available courses, programs, internships, etc. of other members of the network. NSE is designed to enhance a student's undergraduate program and integrate academic options at the host institution with the home academic program. Advisors, faculty members, and others in the academic community often identify students who can benefit from the exchange experience; recommend campuses which might best meet academic needs, goals, and objectives; and work with the outgoing exchange student to develop a written agreement governing how work completed at the host institution will integrate into the student's home degree program.

## **Primary Service and Implementation Offices**

Admissions  
Comptroller/Financial Affairs  
Financial Aid  
Registration

These offices are key to developing and administering procedures for working with outgoing, incoming, and returning exchange students. If study abroad programs are running smoothly through these areas, then National Student Exchange should work as well. If not, NSE can recommend procedures and models to facilitate both NSE and study abroad. See *Implementation Considerations* on page 7.

## **Student Services**

NSE is a student development opportunity. Returning students have greater self-confidence and independence; are willing to be greater risk-takers; can better able to define academic, personal, and career objectives; and are more appreciative of home region and campus.

## **International Programs Study Abroad**

With NSE linkage to study abroad sites in more than 40 countries offered by its member colleges and universities, NSE can expand the scope and opportunities of existing study abroad offices without the costs for start-up and program maintenance. See the *NSE Directory* or *nse.org, Students, Study Abroad Access, International Study Sites* for a listing of locations.

## **Honors Programs**

Many of NSE's member campuses encourage and facilitate the exchange of students among their honors programs. See the *NSE Directory* or *nse.org, Students, Honors Exchange* for more information.

## **Multicultural Programs**

NSE offers diverse multicultural options. See *nse.org, Students, Member Campuses, Ethnic Diversity* for more information.

## **Residence Life**

NSE offers a formal program for the exchange of resident assistants among its member campuses. See *nse.org, Students, RA Exchange* for more information.

# Implementation Considerations

## Tuition Reciprocity/Tuition Payment Plans

**Plan A**      The student pays the resident (in-state/in-province) tuition and mandatory fees of the host campus directly to that campus.

**Plan B**      The student pays normal tuition and mandatory fees (e.g., health services, student activities) fees to their home institution. If the student is not a resident of the state/province of their home university, the student continues to pay non-resident/out-of-province tuition to their home campus while on exchange. While at their host institution, Plan B students do not pay the university's tuition or mandatory fees, but are expected to pay fees which are assessed as a condition of enrollment in courses (e.g., laboratory fees, art supplies).

Participating campuses may choose to operate under one or both payment plans. Current institutional, board, or state or provincial policies, including existing reciprocity models, may set a precedent for and/or govern whether one or both of these plans can be utilized. Utilization of both tuition payment plans offers the most flexibility to both the student and the participating member campus.

## Room and Meals

Room and meals are always paid to the student's host college or university.

## Exchange Parameters

- Each participating campus determines the number of students it will send and receive, as well as the parameters related to the balance in the numbers of outgoing and incoming students.
- Exchanges are made multilaterally across the consortium eliminating the need for individual:individual and campus:campus exchange requirements.
- Placements are not banked.
- Campuses do not owe spaces to other consortium members from year to year.

## Coordinating the NSE Program

On-campus procedures and support services for NSE students are similar to those provided to participants of study abroad or international exchange programs. The NSE coordinator needs to partner with academic, administrative, and student support services on the campus. On many member campuses, the NSE coordinator is assisted by a secretary, work-study employee, student assistant, or graduate intern. Time required for NSE administration will vary from 10% to 20% with peaks and valleys of exchange-related activities. The size of the campus, the administrative responsibilities of the person who will coordinate NSE, and the ability to utilize other personnel will affect the time actually needed to manage the program.

## Housing the NSE Program

Campus offices which serve as an administrative home for NSE include:

- |                                   |                         |                           |
|-----------------------------------|-------------------------|---------------------------|
| • student services                | • academic affairs      | • honors programs         |
| • student activities              | • off-campus programs   | • study abroad programs   |
| • admissions                      | • enrollment management | • international exchanges |
| • undergraduate academic advising | • residence life        | • multicultural programs  |

NSE is often asked which office can provide the best home for NSE. While the concept of "best home" will vary from campus to campus, a marriage of NSE with study abroad has worked well for a third of the NSE member colleges and universities. Administrative procedures and support services are similar; NSE links to study abroad options of some members campuses thereby offering new international options; NSE membership includes a growing list of Canadian universities; and combining domestic exchange with international and multicultural options under a "study away" umbrella creates a global vision for off-campus study experiences.

# Implementation Considerations

## Funding and Budget

A budget for administering the National Student Exchange program should include the following:

- Annual Membership Fee (page 5)
- Attendance at the annual placement conference
- Mailing
- Telephone
- On-campus promotion
- Clerical and/or student assistance

Most campuses fund NSE administration from the campus budget. Some campuses, however, assess an NSE student application fee which exceeds the fee required by the consortium (see page 5). The average fee assessed by NSE campuses is \$150. The balance is used to support the campus program, provide activities for incoming exchangees, cover the costs for attendance at the annual placement conference, and/or pay the institutional membership fee. A few campuses enjoy support from student government by way of direct funding or through appointment of a student coordinator who assists with program promotion and outreach.

## Exchange Eligibility and Program Restrictions

Students must have a minimum cumulative GPA of 2.5 (4.0 scale) and be in good standing academically, financially, and behaviorally. Additional program requirements or qualifications may be imposed by the sending or receiving campus. Member campuses may also restrict, limit, or close academic programs in which students are sent or received.

## Course Approval

Prior to completing registration at the host campus, students develop an advising agreement with their home academic advisor and/or major department to determine where each course will fit into the home institution's degree program. NSE strongly encourages the institution to treat exchange work in the same fashion as though completed at the student's home campus with particular emphasis on including grades earned on exchange as part of the permanent home campus grade point average.

## Registration and Fee Payment

NSE recommends that outgoing and incoming NSE students be treated as "normally" as possible so as not to interrupt the matriculation status of the student or the operations and procedures of participating campuses. NSE suggests that outgoing students be registered in a holding course (i.e., NSE 450 for 12 or 15 hours). For Plan B students this would generate a bill for full-time enrollment. For Plan A students, this would generate a zero bill. In both cases, such enrollment keeps the student tied to the home institution and establishes appropriate audit trails through registration, fee payment, and financial aid offices. When the student returns from exchange, work completed at the host institution replaces the NSE holding course on the home institution's permanent record.

## Financial Aid

For exchanges between U.S. member institutions, financial aid is applied for, and disbursed from, the campus where tuition and fees are paid. For exchanges made between U.S. and Canadian members, financial aid is applied for, and disbursed from, the student's home university.

- **Consortium Agreement** – Campuses sign a one-time, consortium agreement with NSE in order to comply with U.S. federal regulations. Individual agreements with member institutions are not required.
- **Budget** – Campus Budgets, located at *nse.org*, *Students*, *Resources* identifies for each NSE member the costs for tuition, room, meals, and incidental expenses to assist the home campus financial aid office in calculating real budget figures for its outgoing Plan B students.
- **Enrollment Verification** – The third week of each term, NSE host campus coordinators electronically verify enrollment of NSE students to their home campus coordinators.

# Annual Placement Conference

## Membership Obligation

The majority of NSE's 3000 annual placements are made at the consortium's March conference. As a matter of NSE policy, on-site participation is required of all NSE member universities in order to ensure:

- all placement decisions for all member campuses can be expedited within a single day;
- attention can be given to placements without campus distractions and other university obligations;
- access by all coordinators at the same time and under the same conditions;
- assistance with issues of process can be delivered as needed;
- dependability and consistency of the web-based system for each member university;
- opportunity to talk with coordinators, as needed, about students being placed; and
- assurance of distribution and receipt of application, housing, registration, or other enrollment materials.

## Helpful for Prospective Members

Prospective members are strongly encouraged to attend the NSE conference in the year prior to their membership. A full-day orientation is directed to new coordinators and prospective members to discuss student recruitment, campus selection, NSE program management, pre-exchange advising, and post-placement procedures. It is an invaluable aid in helping the new coordinator become acquainted with exchange policies and procedures. Additional topical workshops and informal opportunities are scheduled for coordinators to discuss NSE implementation with consortium staff, the Council, and other coordinators. Observation of the student placement process provides a better understanding of how the placement system is managed by member campuses.



Conferences are held the first or second week of March. See [nse.org](http://nse.org), Prospective Members, Annual Conference.

# Membership Application Process

## Preliminary Membership Application

- **Campus Procedures**

Campuses express their interest in NSE membership by filing the enclosed *Preliminary Membership Application* (page 13). **Applications are welcome at any time during the year, however, filing between October 1 and April 1 is strongly encouraged.** Filing between these dates should provide sufficient time for the campus to host an NSE staff site visit (page 11) and implement the program for exchanges which would occur in the subsequent academic year.

See Membership Timeline on page 5.

The evaluation criteria (page 3) should be addressed carefully and completely in the *Preliminary Membership Application*. The application will be reviewed by the consortium to ascertain the impact the institution will have on the academic, geographic, and ethnic diversity of the NSE program and, subsequently, whether or not the applying institution will be invited to continue the membership process.

# Membership Application Process

- **Consortium Procedures**

For governance purposes, NSE is divided into five geographic regions. When the *Preliminary Membership Application* is received in the NSE Central Office, it will be sent to all the NSE coordinators in the same region as the applying institution. The Council member in the applying institution's region will summarize coordinator views and comments and forward them to the Council along with a recommendation regarding membership. A favorable vote by a simple majority of the Council constitutes an official approval for continuing the membership process.

When approval to continue the application procedure is received, the applying college or university will be asked to schedule and fund the on-campus site visit and orientation conducted by one of the NSE staff. If approval is not given, the applying campus may wish to re-submit an application at some future date.

## On-Campus Site Visit

The applying campus must be able to demonstrate, during an on-campus site visit (see page 11) conducted by NSE's president or vice president, its ability to operate within NSE administrative guidelines as well as an ability and willingness to accommodate students in a satisfactory manner. Site visit meetings should include:

- those offices that must take responsibility for the administrative details (e.g., admissions, comptroller, financial aid, and registration),
- those that oversee the academic program (e.g., academic vice president, deans, associate deans, academic advisors, and honors program),
- those that look after the personal well-being of the student (e.g., student activities, counseling services, international and study abroad programs, multicultural programs, residence life, orientation, and student government), and
- the individual who will serve as the campus NSE Coordinator.

By the conclusion of these meetings, the appropriateness of pursuing membership will be determined by both the campus and the National Student Exchange. If they mutually agree to go forward, consortium staff will identify details necessary to finalize the application process.

- **Timing**

Site visits may be scheduled at any time following approval of the *Preliminary Membership Application*. In order for a campus to be included in the student resource booklet, *NSE Directory*, for exchanges in the subsequent year, the on-campus site visit must be completed by the end of June in the year prior to those exchanges.

- **Schedule**

A schedule for the NSE site visit is on page 11.

- **Cost**

The applying institution covers the cost of the site visit, which includes transportation, hotel, and meal per diem for one NSE staff member; and a \$300 one-time application fee. The campus will be billed following the site visit. Payment will be made to the National Student Exchange rather than to the individual who conducted the site visit.

## Membership Materials and Forms

National Student Exchange membership materials and forms detail the procedures under which the campus will operate its exchange program as well as provide demographic, statistical, and programmatic information for several NSE publications and web resources. These materials are mailed to all members, renewing and new, during the month of April. Most forms must be submitted to the NSE Central Office or entered on line by the first of June.

# NSE On-Campus Site Visit Schedule

Sessions in addition to those listed below may be scheduled to fit the particular needs of the campus. A brief meeting with the president/chancellor would also be welcome.

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## OPENING SESSION

**Purpose:** to provide a briefing on the day's schedule. ½ hour  
**Participants:** Designated NSE Coordinator and Supervisor

## IMPLEMENTATION SESSION *(This meeting should be scheduled prior to those listed below.)* 1½ - 2 hours

**Purpose:** to select the appropriate tuition reciprocity plan for the campus, and to discuss and identify procedures for working with outgoing, incoming, and returning students through the key administrative offices listed below.

**Participants:** Admissions and Transfer Affairs

**As a Group:** Bursar/Comptroller/Financial Affairs

Financial Aid

Registration

Records

Study Abroad/International Exchanges

*(NSE offers links to the study abroad sites of its member campuses. Also, procedures utilized by study abroad/international exchange may provide a model for NSE implementation.)*

**Comments:** Staff in the above offices should have received and read the NSE publication *Implementation Guidelines* prior to the site visit. It is helpful for the designated NSE coordinator and supervisor to meet with the above individuals in a group at least once prior to the site visit to review *NSE Implementation Guidelines*.

## ACADEMIC AFFAIRS 1 hour

**Purpose:** to discuss ways the NSE program can be utilized to extend the academic mission of the campus and to form academic partnerships with other NSE member universities. Also under discussion will be the role of academic advisors in helping students determine the appropriateness of program participation, selection of exchange campuses, and completion of advising agreements.

**Participants:** Academic Vice President

Academic Deans or Designees

Honors Programs *(NSE has an option for the exchange of honors students.)*

Academic Advising

## STUDENT AND ACADEMIC SUPPORT SERVICES 1 hour

**Purpose:** to discuss NSE as a life-changing experience and to explore areas of support needed for incoming students.

**Participants:** Student Services Vice President

Student Activities

Counseling

Multicultural Programs

Residence Life *(NSE has an option for the exchange of RAs.)*

Orientation

Student Government

## PROCEDURES SESSION WITH DESIGNATED NSE COORDINATOR 2 hours

- Navigating [www.nse.org](http://www.nse.org)  
*(Access to a computer is required.)* \* *(The designated NSE coordinator should read *Handbook Sections 15.0, 17.0, and 18.0; the Timeline; and**
- Promoting NSE on the Campus *Implementation Guidelines* prior to the site visit.)
- Application and Placement Procedures
- Membership Follow-Through

\* NSE may schedule a web review prior to the site visit.

THE DESIGNATED NSE COORDINATOR SHOULD ATTEND ALL SESSIONS.  
The immediate supervisor and NSE program support staff are strongly encouraged to attend all sessions.

# After The On-Campus Site Visit

## Finalize Campus Policies and Procedures

- Meet with implementation offices involved in the site visit to resolve issues raised during the on-campus site visit and orientation.
- Complete the campus section of *NSE Implementation Guidelines*. This will serve as a brief procedural guide for the campus NSE program.
- Send a copy of the campus *NSE Implementation Guidelines* to the NSE Central Office.
- Identify any academic programs which might be closed to incoming students, have limited access, or additional requirements (e.g., tape audition, portfolio, higher GPA).

## File NSE Membership Materials and Pay Fees

- File NSE membership materials by stated deadlines.
- Membership becomes final, and will be acknowledged with an official welcome from the National Student Exchange, when the following have been submitted:
  - *NSE Directory Information Form*
  - undergraduate majors
  - signed *NSE Membership Agreement*
  - payment of site visit fees
  - payment of institutional membership fees

## Following Membership Approval

- Abide by the *Principles of Professional Practice for NSE Coordinators*.
- Follow the *NSE Handbook* and the *National Student Exchange Timeline* as guides to program implementation and management.
- Develop an on-campus procedures guide for NSE program administration through key offices (e.g., admissions, registration, fee payment, financial aid, residence life). The NSE publication, *Implementation Guidelines*, is a good resource for developing a campus procedures manual.
- Develop a marketing plan for NSE.  
NSE summarizes effective ways to publicize the program and provides templates for promotional materials at its Coordinator web site.
- Develop campus policies and procedures for outgoing, incoming, and returning students.  
NSE staff would be happy to review and comment on these as they are being developed.
- Develop application materials.  
NSE provides Microsoft Word templates for application forms and materials at its Coordinator web site.
- Read the *ATTENTION* mailings and follow through in a timely fashion with obligations and requests for information.



**Enjoy Your New Responsibilities!**

# NSE Preliminary Membership Application

This document is available in Microsoft Word from [bworley@nse2.org](mailto:bworley@nse2.org) or 260-436-2634.

Applying College or University:

Street Address:

City, State/Province and Postal Code:

Web Address:

Person Completing Application:

Title:

E-Mail:

Telephone:

Facsimile:

Designated NSE Coordinator:

*(if different from person completing application)*

Title:

E-Mail:

Telephone:

Facsimile:

**Proposed Plan for Exchanging Students:**

\_\_\_ A (Host Payment)    \_\_\_ B (Home Payment)    \_\_\_ A and B

**Enrollment:**

\_\_\_\_\_ Headcount Enrollment    \_\_\_\_\_ % Residing on Campus

**Diversity:**

\_\_\_\_\_ % African-American    \_\_\_\_\_ % Asian-American    \_\_\_\_\_ % Hispanic-American  
\_\_\_\_\_ % Native-American    \_\_\_\_\_ % Other \_\_\_\_\_

**Categories:**

*(check all that are applicable)*

\_\_\_\_\_ Land-Grant    \_\_\_\_\_ Sea-Grant    \_\_\_\_\_ Space-Grant    \_\_\_\_\_ Urban-Grant  
\_\_\_\_\_ HACU    \_\_\_\_\_ HBCU    \_\_\_\_\_ COPLAC    \_\_\_\_\_ Private/Independent

**Tuition/Fees:** Resident (In-State/In-Province) Tuition/Fees Per Term \$ \_\_\_\_\_

**Calendar:**    \_\_\_ Quarter    \_\_\_ Semester    \_\_\_ 4:1:4    \_\_\_ Other \_\_\_\_\_

**On-Campus Housing:**    \_\_\_ Available    \_\_\_ Required    \_\_\_ None

**Campus Offices Which Have Participated in Initial Review of Membership:**

**Description of Institution:** Include information on the region -- areas of potential historical, cultural, geographic, or environmental interest to incoming exchange students. Include a brief description of the campus -- academic organization and programs which may have special appeal for exchange students. (Follow the format for campus narratives in the *NSE Directory* in preparing your description.)

**Location:**

**The University:**

**Evaluation Criteria:** In consideration of NSE's evaluation criteria, identify the unique or special contributions your campus can offer to the National Student Exchange by way of geographic, academic, and/or cultural diversity (use an additional page if necessary). Your campus will be invited to continue the application process based on your ability to meet these criteria singly or in combination.

**Forward this application, along with seven copies of your college/university viewbook to:**

Bette Worley, President, National Student Exchange  
4656 W. Jefferson, Suite 140 Fort Wayne, IN 46804  
Telephone: 260-436-2634 Fax: 260-436-5676 bworley@nse2.org

**"NSE is an organization which appreciates its members. NSE is inclusive, innovative, and highly respected by the higher education community."**

Monica Schechter  
NSE Coordinator and Associate Director, Study Abroad and International Programs  
California Polytechnic State University, San Luis Obispo

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**"NSE changed the way I see the world!"**

Shaya Straw  
Former NSE Coordinator and Former NSE Student  
Northern Arizona University

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**"NSE is important to our campus because it offers our students unbelievable opportunities to grow, learn, try, expand, trust, and explore."**

Shalini Suryanarayana  
NSE Coordinator and Director of Special Academic Programs  
Michigan Technological University

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**"Allow yourself to break out of your comfort zone and experience life from a different point of view."**

Kate Getting  
Humboldt State University to the University of Alaska Southeast

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**"NSE students become explorers, ready to take on the challenges a new environment offers them."**

Ross Melon  
NSE Coordinator and Director, Career Services  
Murray State University

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**"NSE helped me to become more independent and more confident. I got to chart my own course, to experience things that were completely new, and to have an experience that was my own. It helped me understand what I want to do with my life."**

Joseph Astrouski  
Eastern Illinois University to Keene State College  
2007-2008 NSE Student Achievement Award Recipient



## **National Student Exchange**

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