



## National Student Exchange Supplemental Form

***Priority Application Deadline: Feb. 25, 2020***

*(NSE continues to accept applications until Nov 30 each year on a space-available basis)*

To request access to the NSE application portal, please send an email from your CSUEB Horizon email account to [kelly.moran@csueastbay.edu](mailto:kelly.moran@csueastbay.edu), and include your name and NetID.

Prior to submitting your application, please review:

- NSE eligibility requirements, policies, and procedures: <https://www.nse.org/exchange/eligibility/>
- NSE Campus Profile pages (on [www.nse.org](http://www.nse.org)) for all schools listed on your application

### **Payment Plans:**

Host Campus Placement (Plan A): Student pays the host institution's in-state tuition

Home Campus Placement (Plan B): Student pays Cal State East Bay's tuition

Note that Room & Board and any fees which are assessed as a condition of enrollment (i.e. fees for laboratory courses, general service, computer, art supplies, etc.) are always paid to the host campus.

NSE Application Instructions:

- Request a link to the NSE application portal by sending a message to [kelly.moran@csueastbay.edu](mailto:kelly.moran@csueastbay.edu)
- *If you will be applying to a French speaking institution in Quebec or to a Spanish language institution in Puerto Rico, please request a Language Proficiency Form from [kelly.moran@csueastbay.edu](mailto:kelly.moran@csueastbay.edu) and ask a Spanish or French professor to complete the form.*
- Submit a complete application via the portal by the Priority Application deadline (February 25, 2020)
- Schedule a Study Abroad/NSE Advising appointment with Kelly Moran (NSE Coordinator) via Bay Advisor ([www.csueastbay.edu/bayadvisor](http://www.csueastbay.edu/bayadvisor)) to finalize application. Bring the following items to your appointment:
  - NSE Placement Preference List (see page 2)
  - Completed *Language Proficiency Form* if requesting placement at a French or Spanish language institution

For questions, contact the CSUEB NSE Coordinator:

*Kelly Moran  
Center for International Education (SF 102)  
Cal State East Bay  
25800 Carlos Bee Blvd.  
Hayward, CA 94542*

510-885-2903 or email [kelly.moran@csueastbay.edu](mailto:kelly.moran@csueastbay.edu)

## NSE Placement Preferences

**Period of Exchange:**  Academic Year  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

List in priority order the institutions you wish to attend and the payment plan(s) you could attend on. (The online application allows you to include 8 schools, but 4-5 generally offers a good mix to start with.)

Name of Institution/ Tuition Payment Plan	On-Campus Housing	Major classes?
1) _____ <input type="checkbox"/> Host Tuition Only; <input type="checkbox"/> Home Tuition Only; <input type="checkbox"/> Home or Host OK	<input type="checkbox"/> No Housing <input type="checkbox"/> Need Housing <input type="checkbox"/> Prefer Housing	<input type="checkbox"/> No Major Classes <input type="checkbox"/> Need Major classes <input type="checkbox"/> Major Classes Preferred
2) _____ <input type="checkbox"/> Host Tuition Only; <input type="checkbox"/> Home Tuition Only; <input type="checkbox"/> Home or Host OK	<input type="checkbox"/> No Housing <input type="checkbox"/> Need Housing <input type="checkbox"/> Prefer Housing	<input type="checkbox"/> No Major Classes <input type="checkbox"/> Need Major classes <input type="checkbox"/> Major Classes Preferred
3) _____ <input type="checkbox"/> Host Tuition Only; <input type="checkbox"/> Home Tuition Only; <input type="checkbox"/> Home or Host OK	<input type="checkbox"/> No Housing <input type="checkbox"/> Need Housing <input type="checkbox"/> Prefer Housing	<input type="checkbox"/> No Major Classes <input type="checkbox"/> Need Major classes <input type="checkbox"/> Major Classes Preferred
4) _____ <input type="checkbox"/> Host Tuition Only; <input type="checkbox"/> Home Tuition Only; <input type="checkbox"/> Home or Host OK	<input type="checkbox"/> No Housing <input type="checkbox"/> Need Housing <input type="checkbox"/> Prefer Housing	<input type="checkbox"/> No Major Classes <input type="checkbox"/> Need Major classes <input type="checkbox"/> Major Classes Preferred
5) _____ <input type="checkbox"/> Host Tuition Only; <input type="checkbox"/> Home Tuition Only; <input type="checkbox"/> Home or Host OK	<input type="checkbox"/> No Housing <input type="checkbox"/> Need Housing <input type="checkbox"/> Prefer Housing	<input type="checkbox"/> No Major Classes <input type="checkbox"/> Need Major classes <input type="checkbox"/> Major Classes Preferred

## Release of Information

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

- I understand that it will be necessary for my campus to obtain certain information about my academic and non-academic record in order to: 1) ascertain my eligibility and suitability for an exchange through NSE, and 2) facilitate my exchange after it is arranged. I hereby grant permission to the NSE coordinator and/or designee to obtain information that is appropriate to my application and participation in the exchange including, but not limited to, letters of recommendation, permanent academic records and transcripts, conduct, fiscal records, all for the purposes of exchange placement and participation, continuation, or termination.
- I give permission to the NSE coordinator and/or designee to contact appropriate personnel in order to verify that I am under no disciplinary action for violation of codes of academic and student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for exchange.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to my home NSE Coordinator, designee, and those individuals/committees responsible for reviewing and approving my application for exchange participation.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the NSE application process to the National Student Exchange Central Office and to the NSE host institution at which I am placed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ NetID \_\_\_\_\_