Part I: Pre-application

- **Meet the Coordinator.** Call (907) 796-6000 to schedule a face-to-face or phone appointment, or stop by the Student Resource Center in the Mourant Building.

- **Familiarize yourself with the UAS Study Away website.** It has valuable information regarding all the study away programs. [http://www.uas.alaska.edu/exchanges/](http://www.uas.alaska.edu/exchanges/)

- **Complete NSE Application.** Found on the UAS web site, under UAS Outgoing Information, Applications [www.uas.alaska.edu/exchanges](http://www.uas.alaska.edu/exchanges).

- **Review the eligibility requirements outlined on the UAS Study Away website.** [http://www.uas.alaska.edu/exchanges/outgoing/eligibility.html](http://www.uas.alaska.edu/exchanges/outgoing/eligibility.html) and the NSE web sites [www.nse.org](http://www.nse.org).

- **Do your homework and research your options:** Review the NSE web site [http://www.nse.org/exchange/alpha_loc.asp](http://www.nse.org/exchange/alpha_loc.asp) or the paper directory, and determine which institutions fulfill your academic needs and personal goals.

- **Determine your financial resources and create a budget.** (See third page of this packet for assistance.)
**Part II: Application process includes the following:**

1. **Complete the NSE Application for Exchange in its entirety** Application is found on the UAS Study Away website under *UAS Outgoing Information, Applications*

2. **Reference Forms**: Obtain at least two academic references forms. One must be from a UAS faculty member. Other references may be from an advisor, UAS staff member, dean, or additional faculty who has knowledge of your academic history. All references are to be sent directly to Miranda Barril, the NSE Coordinator by **February 28**.

3. **Transcripts**: Submit an unofficial transcript of all UAS coursework. You can find your transcript on *UA Online* under the secured area, *Student Services, transcripts*.

4. **Personal Statement**: Write a short essay (approx. 500 words). Only refer to a specific school if it is crucial to your statement. Answer the following questions within your essay:
   
   i. Brief description of self and you as a student.
   
   ii. What are your **goals for** your exchange experience?
   
   iii. What is your **academic plan**?

   iv. How will this opportunity contribute to your **success as a student**?
   
   v. What will you **personally gain** from this experience?

   vi. What has **prepared you** to be successful as an NSE participant?

   vii. If you desire, share your degree of travel outside of Juneau.

5. **Recent photograph**: Send an electronic photo for our files. to mabarril@alaska.edu. Make sure your face is seen clearly.

6. **Non-refundable $225 Application Fee Receipt**: Payment should be paid to the Cashier/Student Accounts office. Please submit a copy of the receipt with your application. Your application packet will be considered incomplete until the receipt has been provided.

7. **Application Review Interview**: When your application is completed and submitted to the Academic Exchange office, one last appointment is necessary. The NSE Coordinator will conduct the interview and make recommendations on the applicant’s appropriateness for the program and likelihood of site choices. Any student who is not suitable for the program will be notified at this stage.
**Part III: The Placement Process**

The National Student Exchange Placement Conference is held annually in March. Approximately 89% of all applicants are placed during the conference. Each coordinator determines who will be accepted into his/her institution. If your first choice is denied, your second and third choice will be considered. Your placement will be completed at the conference and you will be notified of your placement after spring break.

**When a placement is made:**

A **mandatory pre-departure orientation meeting** will occur immediately after spring break. This meeting is designed to help you plan for your exchange and answer any questions that you may have.

1. Paperwork will need to be completed including the Placement Acceptance Form (PAF) and signed before April 1, a Credit Equivalency Agreement, UAS registration and more. Each piece is vital to the success of your exchange and will be discussed in detail.
2. Because this is an exchange program, the confirmation of exchange is very important! You must seriously consider all aspects of your placement before signing the PAF. And, if at any time after signing it appears that you may need to withdraw, please notify the NSE Coordinator immediately.

**If placement is denied:**

Although you may be disappointed, please don’t give up your dream to go on exchange. There may have been a fluke situation that was out of your control and mine. We can work together to find another school that interests you. Keep an open mind.

**Part IV: Late Applications and Post-Conference Placements (non-priority)**

The **post-conference placement application deadline date is June 1 for fall**. Students applying for post-conference placements have a limited selection of universities to choose from and may not be able to be placed at all depending on their university selections.

All applications received after the deadline date will be assessed a **$50 late fee**. Deadline for post-conference placement applications for spring vary from school to school.

**Part V: Finances**

Consider potential exchange costs and how you plan to pay for the exchange before you complete the application process. It is unfortunate for **all** when a student is placed on exchange then realizes the financial implications are too much to participate in or complete the exchange. If you are planning on financial aid, please schedule an appointment with a UAS Financial Aid advisor.
### School 1

**Estimated Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th><strong>My Resources:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$_______</td>
<td>Personal Savings</td>
</tr>
<tr>
<td>Tuition</td>
<td>$_______</td>
<td>Family Support</td>
</tr>
<tr>
<td>Housing (room)</td>
<td>$_______</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Food (board)</td>
<td>$_______</td>
<td>Scholarships</td>
</tr>
<tr>
<td>Books</td>
<td>$_______</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$_______</td>
<td>Other</td>
</tr>
<tr>
<td>Misc. **</td>
<td>$_______</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$_______</td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** There will be additional costs such as, but not limited to, NSE activities fees, insurance, parking, and computer and art fees. You may find more information about these fees by going to the NSE website and looking at the **Campus Budget and Campus Detail** pages.
Part VI:  Checklist

☐ Mandatory UAS Preliminary Application  Date completed: _____________

☐ Academic References (UAS faculty/staff and/or advisor)
Reference submitted to:

<table>
<thead>
<tr>
<th>Name of Reference</th>
<th>Position / Department</th>
<th>Date Requested</th>
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<tbody>
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☐ Transcript(s) (UAS - unofficial)

If you are a transfer student:
I authorize the NSE coordinator to copy official transcripts from my permanent file for the following school(s):  (1) _________________________ (2) _______________________

☐ Personal Statement  Date submitted: _____________

☐ $225 Non-refundable application fee (copy of receipt)  Date submitted: _____________

☐ Recent Photograph (electronically sent)  Date submitted: _____________

☐ Appointment for final Conversation /Interview  Date scheduled: _____________

☐ Submitted complete application to the UAS Study Away/Academic Exchange Office
Study Away
Receipt of Payment

Note to Student Account staff:
Please deposit in current term only and include student name. Thank you.

____ NSE $225 (JNSE, 75400)

____ International $75 (JEXA, 75400)
    Study Away Programs

____ Other program: ______________$75 (JEXA, 75400)
    Program Name

____ Late Fee: $50 (JEXA, 75400)

****************** Pay to the order of UAS ******************

Please submit this form to Student Accounts then return to the Academic Exchange office.

Student Name: ________________________________

UAS ID #: __________________________________

Date of Receipt: ______________________________

Received by Cashier: __________________________

Ac Ex Office signature: _______________________