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## Eligibility Requirements

1. Currently enrolled as a full-time student and in good academic standing at your home institution.
  2. Will have completed at least one full semester at your home institution before applying.
  3. Minimum grade point average (GPA) of 2.75 for most sites.
  4. Currently in good judicial standing with no major disciplinary violations at your home institution.
  5. Have the personal maturity needed to study abroad for an extended period of time.
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## How to Apply – Visiting Students

1. Before applying, make an appointment with the ISEP Advisor at your home institution. This advisor is your primary contact with ISEP at your institution and will advise you on all aspects of the program.

### **Fairmont State University**

Dr. Erin Hippolyte  
Dept of Language & Literature  
305 Jaynes Hall  
(304) 367-4598  
[ehippolyte@fairmontstate.edu](mailto:ehippolyte@fairmontstate.edu)

### **Glenville State College**

Dr. Ed Wood  
Dept. of Social Science  
231 Louis Bennet Hall  
(304) 462-4124 Ext. 7274  
[ed.wood@glenville.edu](mailto:ed.wood@glenville.edu)

### **Shepherd University**

Ann W. Henriksson  
Study Abroad Director  
Scarborough Library  
(304) 876-5412  
[awhenrik@shepherd.edu](mailto:awhenrik@shepherd.edu)

### **West Liberty State College**

Dr. Michael J. Strada  
Dept. of Political Science  
303 Shotwell Hall  
(304) 336-8015  
[mjstrada@comcast.net](mailto:mjstrada@comcast.net)

### **WVU Institute of Technology**

To be announced. In the meantime, please contact the WVU Office of International Programs at [oiip@mail.wvu.edu](mailto:oiip@mail.wvu.edu).

### **WVU at Parkersburg**

To be announced. In the meantime, please contact the WVU Office of International Programs at [oiip@mail.wvu.edu](mailto:oiip@mail.wvu.edu).

### **WVU – Potomac State College**

To be announced. In the meantime, please contact the WVU Office of International Programs at [oiip@mail.wvu.edu](mailto:oiip@mail.wvu.edu).

2. All applicants should make an appointment with their academic advisor to determine which courses they must complete while abroad. You will then need to research the courses available at each host institution to find suitable matches on the ISEP website at: [www.isep.org](http://www.isep.org). You can also search programs by “Country” and by “Major and Language”.
3. If choosing an ISEP-Exchange Program, it is recommended that you choose at least three host institutions (and up to ten), and if accepted, be willing to attend any of the institutions. If choosing an ISEP-Direct Program, you only need to choose one institution, but you can list multiple institutions. Please be aware that some host institutions may have a limited chance of placement, may not be available each semester, or may be limited to students studying specific fields of study. You can find information about the eligibility requirements for each host institution on the ISEP website at: [www.isep.org](http://www.isep.org). Be sure to also check the “Sites Open for Application” on the ISEP website to make sure that the host institutions you have requested are still accepting applications.

4. Students applying to the WV-ISEP Study Abroad Consortium must complete the **WVU Study Abroad Application** and an **ISEP Application**. Both applications are available on the WVU Office of International Programs website (<http://www.wvu.edu/~intlprog> and then click on “WV-ISEP Consortium” link) and should be submitted to the ISEP Advisor on your home institution by the following priority deadlines (especially if you are seeking a program with a “Limited” or “Very Limited” chance of placement):
  - o **Summer 2008:** March 1, 2008
  - o **Fall 2008 & Full Year 2008-2009:** January 15, 2008
  - o **Spring 2009:** August 15, 2008Applications will be accepted until ISEP is no longer accepting applications for your chosen host institutions. Please keep in the mind that fewer choices will exist, the longer you wait.
5. Once you submit your application, you will also need to schedule an appointment with the ISEP Advisor at your home institution to review your application. If nominated by your home institution and WVU, your application will then be forwarded to ISEP for the final approval and placement process.
6. Upon acceptance by ISEP, you will receive an acceptance packet from the WVU ISEP Coordinator with further instructions and important information about your ISEP placement. You should expect to receive your placement packet within six to eight weeks from the day your application arrives at ISEP. All ISEP participants will then be required to pay the following non-refundable deposit on their WVU STAR Account within two weeks to secure their placement into the ISEP program:
  - o ISEP-Exchange Programs: \$100 Non-Refundable Study Abroad Deposit.
  - o ISEP-Direct Programs: \$600 Non-Refundable Study Abroad Deposit.
7. All students must then attend a mandatory Pre-Departure Orientation and complete a WVU Study Abroad Acceptance Packet before studying abroad. You will receive further information about these requirements upon acceptance. **Please be aware that WVU has the right to revoke a student’s acceptance if they fail to complete these requirements.**
8. Participants are responsible for obtaining their passport and visas/residency permits to enter the host country and preparing all travel arrangements to the host institution. WVU is not responsible for potential delays or rejections.
9. Participants must pay their program fees before the beginning of the regular semester at WVU. You will receive additional information about program fees and payments deadlines upon acceptance. **Please be aware that you may be subject to late fees, holds, and collection procedures if these fees are not paid.**

**Part 1: WVU Study Abroad Application**

I have enclosed the following items in the order below as part of my application to the WV-ISEP Study Abroad Consortium:

- WVU Study Abroad Application (p. 1-2)
- Recent passport-sized photograph (attached to application →→→→→)
- ISEP Payment Agreement Form (p. 3)
- Disciplinary Clearance Form (*unopened in a sealed envelope*; p. 4)
- WVU Visiting Student Application (p. 5-6)
- ISEP Advisor Approval Form (p. 7)

Use tape or glue to  
attach a recent passport-  
sized photograph here

(2" X 2")

**Part 2: ISEP Application**

- Submit the appropriate ISEP Application along with your WVU Study Abroad Application. You can download an ISEP Application from the WVU Office of International Programs website at: <http://www.wvu.edu/~intlprog> and then click on the "WV-ISEP Consortium" link.

**Participant Profile**

1. Official name: \_\_\_\_\_  
(as it appears on your passport or birth certificate)      *Last*      *First*      *Middle*
2. Preferred name: \_\_\_\_\_
3. Gender:  Female  Male
4. Home institution: \_\_\_\_\_
5. Student ID: \_\_\_\_\_
6. Major(s): \_\_\_\_\_
7. Minor(s): \_\_\_\_\_
8. Cumulative GPA: \_\_\_\_\_
9. Graduation date (Month/Year): \_\_\_\_\_
10. Current academic level:  Freshman  Sophomore  Junior  Senior  Graduate
11. Place of birth: \_\_\_\_\_
12. Date of birth (Month/Day/Year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_
13. Country or countries in which you have citizenship: \_\_\_\_\_
14. Please check the box(es) that best describe your ethnic origin (*completion of this question is voluntary and will not affect the outcome of your application*):  
 African-American     Asian American     Caucasian     Hispanic/Latino  
 Multi-racial     Native American     Other: \_\_\_\_\_
15. Do you have any special needs or require special services during your program? (*i.e., dietary considerations, learning aids, or facilities with handicapped access*)  
 Yes     No    If yes, please describe on a separate sheet of paper.
16. Contact information at your home institution: (Valid until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_)  

*Month    Day    Year*

 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Telephone (*with area code*): \_\_\_\_\_ School e-mail: \_\_\_\_\_
17. Contact information at your permanent residence: (*Mail will be sent here after date provided above.*)  
 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Telephone (*with area code*): \_\_\_\_\_ Personal e-mail: \_\_\_\_\_

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## Emergency Contact Information

18. Provide the contact information for two family members that you authorize WVU may contact and release information to during emergencies.

### Emergency Contact #1

Name(s): \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (with area code): \_\_\_\_\_ E-mail: \_\_\_\_\_

### Emergency Contact #2

Name(s): \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (with area code): \_\_\_\_\_ E-mail: \_\_\_\_\_

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## Statement of Understanding

19. If accepted into the WV-ISEP Study Abroad Consortium, I agree that:

- My placement is ultimately dependant upon approval by the International Student Exchange Program (ISEP) and the host institution.
- Upon acceptance by ISEP, the WVU Office of International Programs may assess the following fees to my WVU STAR Account:
  - ISEP-Exchanges: Non-Refundable \$100 Study Abroad Deposit
  - ISEP-Direct: Non-Refundable \$600 Study Abroad Deposit.
- All deposits and the ISEP Acceptance Packet are due within two weeks of being accepted by ISEP to secure my placement into the ISEP program.
- I will take part in all aspects of the program, including attendance of a mandatory Pre-Departure Orientation and completion a WVU Study Abroad Acceptance Packet.
- I will pay WVU the Final Program Fee covering the full period of my placement.
- My placement will be limited to the period specified. An extension request is subject to review and approval by WVU, ISEP, and the host institution.
- My placement may be terminated by WVU, ISEP, or by the host institution if I fail to remain enrolled full time at the host institution; fail to maintain minimum academic standards as defined by WVU, ISEP, or the host institution; or am found by WVU, ISEP, or the host institution to be in violation of laws or regulations of my host country.
- If I withdraw from the program anytime after accepting the placement, or if my placement is terminated after I arrive at my host institution, I may still be obligated to pay the full program fee at the discretion of WVU, ISEP, and the host institution.
- WVU may distribute my e-mail address when pertaining to the WV-ISEP Study Abroad Consortium.
- It is my responsibility to obtain all visa/residency permits to enter the host country and to prepare all travel arrangements to the host institution.

***I acknowledge that all statements in this application are complete and accurate to the best of my ability and that I have read and understand the conditions outlined above in the Statement of Understanding.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Type or Print)

\_\_\_\_\_  
Home Institution

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**Submit the Completed WVU Study Abroad Application, along with your ISEP Application, to your home institution's ISEP Advisor.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**ISEP-Exchange Program Participants**

- **Non-Refundable \$100 Study Abroad Deposit.** To secure a placement into the ISEP-Exchange Program, all students are required to pay a Non-Refundable \$100 Study Abroad Deposit. Once you have been accepted by ISEP, a \$100 fee will be charged to your WVU STAR account, which must be paid within two weeks to avoid late fees and/or withdrawal from the program.
- **Final Program Fees.** All students participating on an ISEP-Exchange Program are required to pay their regular tuition, fees, housing (double-room Arnold Apartments), and a 19-meal plan at WVU. These fees must be paid before the semester payment deadline at WVU in order to prevent late fees and holds on your student account.

**ISEP-Direct Program Participants**

- **Non-Refundable \$600 Study Abroad Deposit.** To secure a placement into the ISEP-Direct Program, all students are required to pay a Non-Refundable \$600 Study Abroad Deposit. Once you have been accepted by ISEP, a \$600 fee will be charged to your WVU STAR account, which must be paid within two weeks to avoid late fees and/or withdrawal from the program.
- **Final Program Fees.** All students participating on an ISEP-Direct Program are required to pay the Final Program Fee before the semester payment deadline at WVU in order to prevent late fees and holds on your student account. Information about ISEP-Direct Program fees can be found at: [http://www.isep.org/students/Programs/isep\\_direct\\_Main.asp](http://www.isep.org/students/Programs/isep_direct_Main.asp).

**Payment Instructions**

All WVU program fees can be paid:

- Online, using the WVU STAR system at: <http://mix.wvu.edu>,
- In person at the WVU Office of Student Accounts, located on the ground floor of Stewart Hall, or
- Over the phone by calling the WVU Office of Student Accounts at (304) 293-4006.

**Payment Agreement**

***By signing this agreement, I authorize the WVU Office of International Programs to charge the Non-Refundable Study Abroad Deposit and Final Program Fees to my WVU STAR Account. I understand that I am responsible for paying these fees before the payment deadlines or I may be subject to late fees and/or withdrawn from the program.***

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

<i>For internal office use only:</i>			
Deposit:	IP51- _____	Date Processed: _____	Initials: _____
ISEP-Direct:	ISEP- _____	Date Processed: _____	Initials: _____



**To Be Completed By the Applicant**

**Note:** The Nonrefundable application fee has been waived for WV-ISEP Study Abroad Consortium Applicants.

1. Legal Name: \_\_\_\_\_  

*Last*
*First*
*Middle*
2. Social Security Number: \_\_\_\_\_ (For internal use only. Information will be kept confidential)
3. Date of Birth: (Month/Day/Year) \_\_\_\_\_ (e.g. 1/30/1983)
4. If you previously enrolled under a different name at WVU or another college, or high school, please print all name(s) below.  
 \_\_\_\_\_
5. Have you ever attended WVU before?  
 Yes  No  
 If YES, for which semester/year? \_\_\_\_\_  
 If YES, what was your previous major? \_\_\_\_\_
6. Current Mailing Address:  
 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_
7. Telephone: (with area code) \_\_\_\_\_ Cell Phone: (with area code) \_\_\_\_\_
8. County: \_\_\_\_\_
9. Permanent Address: (if different)  
 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_
10. Telephone: (with area code) \_\_\_\_\_ Cell Phone: (with area code) \_\_\_\_\_
11. County: \_\_\_\_\_
12. Permanent e-mail address: \_\_\_\_\_
13. Name of person to contact in case of emergency:  
 \_\_\_\_\_  

*Last*
*First*
*Middle*
*Relationship*
14. Emergency Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Telephone (with area code): \_\_\_\_\_ Cell Phone: (with area code) \_\_\_\_\_
15. Please indicate semester/year for which you are applying:  
 Year (Aug – May)  Fall (Aug – Dec)  Spring (Jan – May)  Summer (May – Aug)
16. Gender:  
 (M)ale  (F)emale

## 17. Citizen Status:

- U.S. Citizen  
 Permanent Resident with Alien Card (*enclose copy of both sides of the card*)  
 Refugee  
 Non-Immigrant/Other Visa Type: (*specify*) \_\_\_\_\_

If NON-IMMIGRANT, please indicate your nation of citizenship: \_\_\_\_\_

If NON-IMMIGRANT, please indicate your nation of birth: \_\_\_\_\_

18. Ethnic Background: (*Required for federal reporting*)

- American Indian or Alaskan Native  
 Hispanic  
 Asian or Pacific Islander  
 White, Non-Hispanic  
 Black

## 19. Are you a resident of the state of West Virginia?

- Yes  No

If YES, when did you begin living continuously in West Virginia? (*Month/Day/Year*) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If YES, where? (*if different than above*) \_\_\_\_\_  
Street Address City

## 20. Last year, did anyone claim you as a dependent for income tax purposes?

- Yes  No

If YES, Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

21. Are you a veteran or currently serving in the military services?  Yes  No

Are you a dependent of one?  Yes  No

If YES, is the duty station in West Virginia?  Yes  No

If YES, attach documentation to prove Home of Record.

22. High School Attended: \_\_\_\_\_  
City State

23. Graduation Date: (Month/Year) \_\_\_\_\_ / \_\_\_\_\_

24. College Education: *Please list all formal educational experiences (if any) since you graduated from high school.*

Name of School:	Location:
_____	_____
_____	_____
_____	_____

***I affirm that the information I have provided on this application form and all other admissions application materials is complete, accurate, and true to the best of my knowledge. Omitting or providing false information can lead to non-acceptance, the nullification of WVU credit, and/or dismissal.***

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed By the Applicant**

Your application must be approved by your home institution's ISEP Advisor. The contact information for your home institution's ISEP Advisor can be found on the application instructions in this packet.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Under the U.S. federal law (Section 438 of Public Law 90-247, as amended) students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.**

Applicant's signature

Date

**To be Completed by the ISEP Advisor at the Student's Home Institution**

The applicant named above is applying to study abroad through the WV-ISEP Study Abroad Consortium. Since participants usually directly matriculate into their host institutions and in all cases serve as representatives of their nation and WV-ISEP Consortium, the WVU Office of International Programs is concerned about the applicant's academic and personal suitability for study abroad. The willingness of host institutions to accept future participants from WV-ISEP Consortium will be affected by this applicant's performance. If approved for study abroad, please forward the student's entire application packet to the WVU Office of International Programs.

- Based on your knowledge of the applicant and review of their WV-ISEP Application materials, rate your degree of enthusiasm for nominating this student to participate on an ISEP study abroad program.  
 Very High     Moderate     Very Low     Unable to Determine
- Please indicate the mailing address where the student's official transcript is to be mailed at the end of their study abroad program:
- Please feel free to add additional comments relating to the applicant's academic and personal suitability for study abroad below or in a separate reference letter.

ISEP Advisor's signature

Date

Name (type or print)

Title

Telephone

E-mail

**If approved, please mail the student's entire application packet to:**

Office of International Programs  
 West Virginia University  
 336 Stansbury Hall  
 PO Box 6214  
 Morgantown, WV 26506-6214

E-mail: [ojp@mail.wvu.edu](mailto:ojp@mail.wvu.edu)  
 Telephone: (304) 293-6955