



# San José State University Bilateral Exchange Program

## Application

### 1. Application Checklist - Pre-Acceptance

- Study Abroad Application (sign the application)
- Host University's Application form
- Statement of Purpose (maximum of one-page)
- Official University Transcripts
- 2 Faculty Recommendations
- Foreign Language Recommendation (*if required*)

### 2. Post-Acceptance Checklist

- Consent and Release Agreement Form
- Air Travel Release & Hold Harmless Statement
- A signed copy of the Exchange Program General Information Handbook
- Academic Approval Form
- Health Statement
- Permission for Emergency Treatment
- Proof of Health Insurance (photocopy of membership card)
- A photocopy of the photo page of your passport, including passport number and expiration
- Purchase the International Student Identification Card (ISIC) and give copy for your file
- All students must attend the study abroad pre-departure orientation program at SJSU

### **Application Deadline for SJSU Bilateral Exchange Programs**

**For participation in the Fall semester: March 1<sup>st</sup>**

**For participation in the Spring semester: October 1<sup>st</sup>**

#### **Return Application Materials To:**

Lisa Baum, Study Abroad Advisor  
Study Abroad Office, International Programs and Services  
Clark Hall, Room 543  
One Washington Square  
San José, CA 95192-0221  
Telephone: (408) 924-5931 E-mail: [study.abroad@sjsu.edu](mailto:study.abroad@sjsu.edu)

#### **Special Notes**

- You must be currently enrolled at SJSU. California community college students are also eligible provided that they are accepted to SJSU for the semester or year of application.
- Applications will not be reviewed until ALL materials have been submitted (see checklist).
- If you are NOT 21 years old AT THE TIME YOU COMPLETE THE APPLICATION, your parent or legal guardian must sign where indicated.
- It is **your responsibility** to make sure that faculty members return their recommendation forms to the Study Abroad Office in Clark Hall, Room 543 by the deadline date.



San José State  
UNIVERSITY

# BILATERAL EXCHANGE PROGRAM APPLICATION

(For Outgoing SJSU Students)

## Instructions:

Please **TYPE** your application. Remember, this application will be sent to the host institution and represents the first impression they will have of you. Do not abbreviate. Answer every question. Write "n/a" if a question is not applicable.

1. Name: \_\_\_\_\_  
*Last name* *First Name* *Middle*

2. Student I.D. #: \_\_\_\_\_ 3. Sex: Male  Female

4. Application for: \_\_\_\_\_  
*University* *City* *Country*

5. Term(s) to study abroad: \_\_\_\_\_  
*(Be Specific. For example: Fall 2003 & Spring 2004; OR Spring 2004 only, etc.)*

6. Current Address: (valid until \_\_\_/\_\_\_/\_\_\_) \_\_\_\_\_  
*month/date/year* Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Tel.: (\_\_\_\_) \_\_\_\_\_ Permanent Tel.: (\_\_\_\_) \_\_\_\_\_

Cell Phone #: (\_\_\_\_) \_\_\_\_\_

Email address (Important for pre-departure information): \_\_\_\_\_

7. Academic Major: \_\_\_\_\_ Minor: \_\_\_\_\_

8. Class level immediately prior to departure (Check one box)

Undergraduate Students:

- Sophomore (30-59 units)
- Junior (60-81 units)
- Senior (90 or more units)

Graduate Students:

- Master's Degree
- Second Bachelor's Degree
- Credential Program

9. Do you think that you will complete your SJSU degree requirements and be eligible for graduation during your participation in this exchange program? Yes  No

**Note:** In order to graduate, a student must meet all degree requirements established by his or her home campus. It is the student's responsibility to check all major department rules related to study abroad prior to departure and to meet with the appropriate advisor to determine how courses from abroad will count toward his/her major, minor, G.E. or elective requirements. The "Academic Approval Form" must be completed as accurately as possible and signed by the department advisor and chair. Without these signatures, there can be no guarantee that the student will receive credit toward his/her degree objective. Graduating seniors should also note that course availability at the universities overseas cannot be guaranteed. Therefore, if necessary, every student must be open to the idea of returning to his/her home campus for one or more additional semesters following the study abroad program to complete courses required by the home campus for graduation. Please initial here to indicate that you have read the above statement: \_\_\_\_\_



19. Do you have any physical or psychological conditions which require professional, ongoing treatment? Yes  No

If yes, please explain:

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20. Please describe any special needs or services you will require during your exchange (i.e. dietary considerations, medications, learning aids, or facilities with handicapped access):

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**Note:** The SJSU Study Office will make every reasonable effort to place qualified students that have special needs or require other services. The information requested above is important so that we can verify that the host institution is able to accommodate your needs. This information is considered confidential and will not be shared with anyone except the host institution Coordinator. It is not a factor when considering your application for the exchange program.

21. Person(s) to contact in case of emergency:

Name(s): \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Other Day Telephone: (\_\_\_\_) \_\_\_\_\_

Relationship to you: \_\_\_\_\_

22. Date of birth: \_\_\_\_\_ 24. Age: \_\_\_\_\_

25. Place of birth: \_\_\_\_\_  
*City State Country*

26. Country (Countries) of Citizenship: \_\_\_\_\_

If you have dual citizenship, indicate which passport you will be using to travel to the host country: \_\_\_\_\_

27. Passport: \_\_\_\_\_  
*Number Issuing Country Expiration Date*

28. If you are not a citizen of the United States, please indicate your status:

Legal Permanent Resident  F-1 Visa International Student

**Note:** F-1 Visa international students can participate in study abroad programs for one semester or an academic year. During the study abroad application process, please speak to an International Student Advisor in the International Programs and Services office (Clark Hall, Room 543) to discuss your visa status, practical training issues, etc.

29. How did you become aware of studying abroad and SJSU Exchange Programs?

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30. List your **Estimated Total Expenses** during the exchange program: \$ \_\_\_\_\_  
(Please take this exact figure listed in your program brochure. Do not round-off the amount.)

31. Indicate how you plan to pay the estimated total expenses:

Personal Savings: \$ \_\_\_\_\_  
Parental Support: \$ \_\_\_\_\_  
Financial Aid: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

**Total Resources:** \$ \_\_\_\_\_  
**Subtract Total Expenses from Total Resources:** \$ \_\_\_\_\_

If expenses exceed resources, you will need to explore additional sources to finance the difference.

32. Are you currently receiving Financial Aid? Yes  No

33. Have you submitted a Free Application for Federal Student Aid (FAFSA) for the next academic year? Yes  No

**Note:** All study abroad applicants are encouraged to submit a FAFSA as soon as possible and make an appointment with Carol Garcia in the Financial Aid Office to discuss your eligibility for grants and/or student loans. All applicants are also strongly encouraged to speak to Maureen Evans (Scholarship Coordinator) in the Financial Aid Office to discuss scholarship opportunities.

34. Principle field(s) of study during the exchange program: \_\_\_\_\_

35. Please list the titles of courses that you plan to take while on the exchange program:

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36. Have you met with the academic advisor in your major department (and minor department, if applicable)?

Yes  No  If "No", when do you plan to meet with your advisor? \_\_\_\_\_

37. Do you plan on doing an internship, service learning or volunteer work while on the exchange program?

Yes  No

If "Yes", which? \_\_\_\_\_

Is it part of the exchange program, part of a course at SJSU or arranged on your own?

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38. I authorize the Exchange Coordinator at my host institution to send my official academic records/transcripts to the Study Abroad Coordinator at SJSU. I understand that official academic records/transcripts of the work that I undertake at the host institution will be sent to my home institution **provided that**: all fees not covered by the program, and any remaining balances which are my responsibility, are paid in full prior to my return to SJSU. I understand that my certified transcripts will be withheld by the host institution or SJSU until such fees are paid.

I agree to **immediately** notify the Study Abroad Coordinator, in International Programs and Services at SJSU, if I no longer want to be considered for an overseas placement or if I wish to end my enrollment prior to the official completion of the term of the host institution.

**If I accept placement, I agree that:**

- I will take part in all aspects of the program, including orientations, official program activities and evaluation.
- I understand that I must submit a complete SJSU participant evaluation at the end of my exchange.
- I will meet with the designated Financial Aid Advisor to review eligibility and restrictions governing all Financial Aid.
- I will have the status of SJSU degree-seeking student while on an SJSU certified overseas program.
- I will purchase health insurance coverage as required by SJSU and the host institution/country.
- I understand that the exchange programs are competitive and that applicants will be chosen based on their academic abilities, suitability to the program and space availability at the host institution.
- My placement will be limited to the specified period. An extension request is subject to review and the approval of my SJSU and host institution Coordinators.
- My exchange placement may be terminated early by SJSU or my host institution if I fail to remain enrolled full-time, fail to maintain minimum academic standards as defined by home and host institutions, or am found by SJSU or the institution to be in violation of laws or regulations of my host country or institution.
- If I withdraw from the program anytime after accepting the placement, or if my exchange placement is terminated after I take up placement at my host institution, I understand that I may still be obligated to pay (in part or in full) the program fees at the discretion of my host institution in collaboration and agreement with SJSU. If I have received financial aid for this program, I may be required to pay back funds in part or in full.

I acknowledge that I fully understand all of the questions and the above terms of participation. I certify that all of the information given in this application, and the attached Statement of Purpose, is complete and accurate to the best of my ability.

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*Applicant's Signature*

*Name Printed*

*Date*

39. **Statement of Purpose.** Please type a one-page, carefully written essay of 3 to 5 paragraphs. Please indicate the extent to which your coursework and personal experience have prepared you to take advantage of the opportunities offered by the program for which you are applying. In addition, discuss how overseas study will contribute to your future academic and career goals.