Incoming UNCEP Application Instructions

Welcome to your UNCEP incoming international student application! To complete the application process, please print and submit the following items together to your home campus coordinator in the following order:

- UNCEP Incoming Nomination Form (signed by your home campus coordinator/adviser)
- UNCEP Incoming Study Plan Forms (1 for each institution you are applying to)
- UNCEP Incoming Academic Reference Letters (1 Required; 2 Preferred)
- Statement of Purpose in English
- Official English Proficiency Test Scores
- Photocopy of credential page of passport (or National ID if passport not yet obtained)
- Official Transcripts (from all colleges and universities attended)
- Complete our online application by following the instructions below:
    - Click "Apply Now" on the linked page below. You will then follow the automated prompts to create an account within our system. When you have logged in and completed the online application questionnaire (called the "Incoming International Student Application") and have had your site choices approved by your study abroad advisor, click “submit” at the bottom of the application. Please do not "submit" until you are sure all information is correct. You can save your data by clicking "save" but once you "submit" it, you can no longer access the information to make changes.
    - Go to the link below to apply online: http://uncep.org/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10495&Type=I&sType=I

Thank you for applying to go abroad through UNC Exchange Program!

UNCEP Incoming Nomination Form

This form is to be completed by students applying for exchange through the North Carolina Consortium/UNC Exchange Program. This form must be signed and submitted by the home university coordinator for study abroad/exchange.

Please write clearly or type your responses.

Section 1: To be completed by student

Surname (Family/Last name): _____
(Please list all names as they appear on your passport)

Given Name(s) (First Name): _____ Birth Date: _____
(Please list all names as they appear on your passport) (Month/Day/Year example January 1, 1980)

Email Address: _____

Principle field or area of study during exchange: _____

Requested duration of study (Check one): ____ One Semester ____ Two Semesters

Beginning date requested: _____/_____ Level on Exchange: ____Undergraduate ____ Graduate
(Month) (Year)

STUDENT: **Once you have completed Section 1, please submit this form along with all application materials (photocopy of credential page of passport, study plan forms, academic references, English test score report if needed, statement of purpose, and official transcripts) to your home study abroad advisor by the internal deadline set by your study abroad office.**

Section 2: To be completed by home university coordinator/study abroad advisor

Home University (please print): _____

Home Coordinator/Study Abroad Advisor's Name (please print):_____

Email Address (please print): _____

Mailing Address (please print):_____

Home Coordinator Comments (*specify order of priority choices at all preferred campuses/details to be considered during placement*):

I hereby certify that the above mentioned student has been advised that placement at their first choice campus is not guaranteed and understands that s/he is applying to the North Carolina Consortium, not just the institution of their first choice. The above mentioned student has our full support to participate in the University of North Carolina Exchange Program.

Coordinator/Study Abroad Advisor's Signature: _____

***COORDINATOR*: Once you have completed Section 2, please submit this form along with all application materials (photocopy of credential page of passport, study plan forms, academic references, English test score report if needed, statement of purpose, and official transcripts) to UNCEP by the application deadline for the semester you are nominating the student for.**

Submit to: UNC Exchange Program, 327 McIver Bldg, PO Box 26170, Greensboro, NC 27402, USA

The University of North Carolina Exchange Program

Incoming Study Plan Form

This study plan form must be completed for each institution listed in the application.

Last Name: _____ First Name: _____

Study Site Requested: _____

Placement period begins (i.e. August 2012): _____and ends (i.e. May 2013):_____

Academic Program: Using catalogs, program information, web pages, etc., list specific academic courses or programs offered by this institution which you wish to pursue while abroad. Whenever possible, list course titles and names of instructors from the host institutions' course listing. Attach additional sheets if needed.

Course ID#	Course Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have discussed my proposed program with the appropriate faculty and advisors at my home institution and have provisional approval for the academic program outlined.

Signature: _____ Date: _____

Incoming Academic Reference Instructions

To be completed by the Applicant:

Note: This form must be forwarded directly to your UNCEP Campus Coordinator/Study Abroad Advisor once completed by the referee. Please be sure that the name and address of your UNCEP Campus Coordinator/Study Abroad Advisor is included below.

Applicant First and Last Name: _____

UNCEP Campus Coordinator/Study Abroad Advisor Name: _____

On-campus Address: _____

To be completed by the Referee:

To the referee: The student above is applying for study abroad through UNC Exchange Program. Since participants serve as representatives of their nation and institution, UNCEP is concerned with both academic excellence and personal suitability of applicants for study abroad. The willingness of host institutions to accept future participants will be affected by the candidate's performance. Return this reference form by the specified date to your university's UNCEP Campus Coordinator or Study Abroad office as listed by the student above.

1) Please attach a letter in which you comment on the applicant in terms of the following:
    A. How long and in what capacity have you known the applicant
    B. Applicant's academic competence in comparison with others at similar academic stages
    C. Academic suitability for study at an institution abroad
    D. Personal suitability for living abroad
    E. How participation in this program will be of benefit academically and personally
    F. Weaknesses and strengths
    G. Linguistic preparation (if applicable)
    H. Additional factors which you believe may lead to a successful experience for this applicant

Incoming UNCEP Application Checklist

First and Last Name:_____ Home Country: _____

The following application documents are submitted in the following order; all single sided and not stapled:

_____ UNCEP Incoming Nomination Form (signed by your home campus coordinator/adviser)

_____ UNCEP Incoming Study Plan Forms (1 for each institution you are applying to)

_____ UNCEP Incoming Academic Reference Letters (1 Required; 2 Preferred)

_____ Statement of Purpose in English

_____ Official English Proficiency Test Scores

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_____ Complete our online application by following the instructions below:

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