Outgoing UNCEP Application Instructions

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

- Check for UNCEP Application fee of $150.00 (*please attach to front of application)
- UNCEP Outgoing Nomination Form (signed by your home campus coordinator/adviser)
- UNCEP Outgoing Study Plan Forms (1 for each institution you are applying to)
- UNCEP Outgoing Academic Reference Letters (1 Required, 2 Preferred)
- UNCEP Outgoing Language Proficiency Report (If you will be taking coursework taught in a language other than English)
- Statement of Purpose- in English (required) and in the language of instruction while abroad (if applicable)
- Photocopy of credential page of passport (or driver’s license if passport not yet obtained)
- Official Transcripts (from all colleges and universities attended)
- *If applying to study in Mexico, include the completed ITESM application (link on www.uncep.org)
- Complete our online application by following the instructions below:
  - The link below will take you to a list of our outgoing programs. Once a program is clicked, you will see the “Apply Now” button. Click "Apply Now" on the brochure page of the program that is your first choice for placement. You will then follow the automated prompts to create an account within our system. When you have logged in and completed the online application (called the "Outgoing UNC 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 select an outgoing program and apply to it online: [http://www.uncep.org/index.cfm?FuseAction=Programs.ListAll](http://www.uncep.org/index.cfm?FuseAction=Programs.ListAll)

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

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: ____________________________________________

Target Language (language of instruction) on exchange: ________________________________

Requested duration of study (Check one): _____ One Semester _____ Two Semesters _____ Most Current GPA: ______

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 (application fee, photocopy of credential page of passport, study plan forms, academic references, language report, statements of purpose, and official transcripts) to your home study abroad advisor by their internal deadline.

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 all schools on their application, not just the institution of her/his 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 material submissions (application fee, photocopy of credential page of passport, study plan forms, academic references, language report, statements 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 Mclver Bldg, PO Box 26170, Greensboro, NC 27402, USA
Outgoing 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 2013): ________________ and ends (i.e. May 2014): ________________

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.

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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: _______________________

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

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

This report is required for applicants planning to pursue coursework abroad (other than language courses) in language(s) other than English. A separate form must be submitted for each language in which the applicant’s courses (other than language courses) will be conducted.

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 instructor. 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: _______________________________________________________________________

Target Language for which report is being submitted: ____________________________________________

To be completed by the Instructor:

To the instructor: Participants on UNC Exchange Program may matriculate directly into host institutions and should be prepared to follow university lectures in the foreign language, participate in seminar discussions, take notes, and understand written material in their field. Your opinion of the applicant will be of great assistance in the selection process. Return this language form by the specified date to your university’s UNCEP Campus Coordinator or Study Abroad office as listed by the student above.

1) Please indicate your opinion of the applicant’s present language ability in each of the following categories (please check one in each category).

Aural Comprehension

_____ None

_____ Limited to slow, uncomplicated sentences

_____ Understands simple conversation on simple academic topics

_____ Understands sophisticated discussion of academic topics

Speaking Ability

_____ None

_____ Able to complete structurally simple, short phrases with limited vocabulary and basic grammatical structure

_____ Uses structural patterns, but not with consistent accuracy; adequate to participate in conversational topics

_____ Has control over structural patterns; can handle a wide range of conversational situations

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

_____ None
_____ Limited to simple vocabulary and sentence structure
_____ Understands conventional topics, sentence structure, idioms and specialized terminology
_____ Understands sophisticated materials, including those in proposed field of study

Writing Ability

_____ None
_____ Write simple sentences on conventional topics, with some errors
_____ Writes on academic topics with few errors in structure and spelling
_____ Writes with idiomatic ease of expression and feeling for the style of the language

2) What is your opinion of the applicant’s ability to pursue university-level coursework in this language?

_____ Should have no difficulty
_____ Should be able to manage adequately after a short period of adjustment
_____ Will require additional training before beginning the study abroad program
_____ Will require considerable training before necessary competence can be attained

3) How was the evaluation determined?

_____ Based on knowledge of the applicant’s coursework in language at this institution
_____ Based on written examination – date of test: ________________________
_____ Based on oral examination – date of test: ___________________________

4) Please add any additional comments related to the applicant’s linguistic ability (Please print).

5) Please mark as appropriate:

_____ I unconditionally recommend the applicant for study abroad in this language
_____ I conditionally recommend the applicant for study abroad in this language
_____ I do not recommend the applicant for study abroad in this language

6) In case of conditional approval above, what are the conditions the applicant must satisfy to receive clearance for study abroad (Please print)?

Instructor Signature: ______________________________________ Date: ________________________________

Name: ___________________________________________________ Position/Title: __________________________

Telephone: _______________________________________________ Email: ________________________________

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

First and Last Name: ___________________________ Home Campus: _________________________

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

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_____ Complete our online application by following the instructions below:

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