



Center for International Education ISEP Application Procedures and Instructions

Before Applying

1. Meet with a Study Abroad Advisor to discuss the programs that interest you. Study Abroad Advisors are available Monday through Friday from 8:00 AM to 5:00 PM. Study Abroad Advisors are located within the CIE at the University Center, Room 2205.

Eligibility

1. UNC degree-seeking student
2. Earned at least 24 UNC credits
3. Minimum GPA of 2.75

How to Apply

Turn in the following forms and supporting documents

- ___ All forms indicated on the ISEP application check list
- ___ Official Transcript
- ___ Transfer of credit form (Can be turned in at time of application or sometime prior to departure)

ISEP requires students to choose several study locations ranked in order on the host site request list. Students are not guaranteed placement at their first choice. Students have a better chance of placement at their first selection if applications are completed by **September 1st** for those interested in studying during spring semester or by **February 1st** for students interested in studying during fall semester.

Application Fee

All students will be assessed a **\$300** application fee at the time of application. The fee can be paid with a check made out to the University of Northern Colorado or by credit card at the CIE office. This fee is in addition to the ISEP application fee. Applications will not be processed until the application fee is received. Students not accepted will be refunded. Accepted students wishing to withdraw from study abroad must notify the CIE. Those withdrawing will receive a 50% refund.

How we will handle applications

Evaluations:

All applications will be initially evaluated by the Study Abroad and Exchange Coordinator before being sent to ISEP for placement decisions. Placement decisions will be made on the basis of your academic performance, quality of your essay, and your academic references.

Timing:

1. Applications for will be evaluated upon receipt and will be sent to ISEP immediately if the student meets all the requirements for study abroad.
2. ISEP will make placement decisions and send notification of placement decisions to the Study Abroad and Exchange Coordinator within 3-4 weeks. If the placement site is unacceptable, the student will have the opportunity to request placement at an alternative site or withdraw.

Acceptance:

The Study Abroad and Exchange Coordinator will email students as soon as ISEP provides notification about the student's placement. The student will need to complete additional paperwork to accept placement.

Now that you've been accepted

1. Make an appointment to meet with the Study Abroad and Exchange Coordinator to
 - schedule the courses you will study abroad
 - discuss transferring your credits back to UNC
 - determine your budget for your time abroad
2. Take the transfer credit form to appropriate faculty to approve the courses for your major or minor.
3. Return a copy of the completed transfer of credit form to the Center for International Education.
4. Attend a **mandatory** pre-departure orientation. Dates and times of orientation will be announced after the application deadline.
5. Turn in to the Study Abroad and Exchange Coordinator
 - Proof of health insurance
 - A copy of your passport
 - Your travel itinerary
6. Be sure to stay in contact with CIE while abroad, and inform the Study Abroad and Exchange Coordinator about any changes in your schedule of courses.
7. Attend a Re-entry session to learn how to maximize your international experience and provide feed back to CIE.

To access the ISEP application, please follow the link below

http://www.isep.org/Downloads/US_student_application.pdf