

The Exchange Scholar Program

PURPOSE

The Exchange Scholar Program enables a graduate student enrolled in a doctoral program in one of the participating institutions to study at one of the other graduate schools for a limited period of time so as to take advantage of particular educational opportunities not available on the home campus. The academic experience, including courses taken and/or research conducted with particular faculty at the visited institution, will be registered on the academic record maintained by the student's home institution.

TERMS AND CONDITIONS

The following are to be regarded as minimal terms and conditions of the program. Individual institutions may choose to establish more rigorous criteria, e.g., for eligibility or duration of study. Definitions (e.g., of "term," "academic year," and "hospitalization coverage") may also vary according to local policy and practice.

1. **ELIGIBILITY**-normally students will be eligible to be Exchange Scholars only after they have completed one full academic year in residence in a graduate degree program at their home institution.
2. **DURATION**-a minimum of one term of study and a maximum of one academic year will be permitted in the program. This program is not in operation during Summer Sessions.
3. **REGISTRATION STATUS**-Exchange Scholars will be registered by the home and host institutions in whatever category ("in absentia," "in residence," "special student," "Exchange Scholar") is appropriate at each place.
4. **TUITION AND FINANCIAL AID**-tuition will be charged and collected, and any financial aid will be provided, by the student's home institution.
5. **HEALTH AND HOSPITALIZATION COVERAGE**-the institution which the student is visiting will be responsible for assuring that hospitalization and health services are locally available. However, the host institution may either charge the student for such services or require that the student purchase coverage from the home institution.
6. **BENEFITS**-at the institution visited, Exchange Scholars will be accorded all the benefits of that institution's resident students. They will receive a student ID card which permits access to the host institution's libraries, labs, health facilities, athletic facilities, housing (as available) and the like. Where these services entail fees in addition to tuition,

the host institution will charge Exchange Scholars the same fees it charges its own graduate students.

7. INTERNATIONAL STUDENTS-international students are understood to be under the continuing sponsorship of their home institution. All INS work for them must be done through the international student advisor at the home institution. International students on F-1 visas should note that they are not allowed to work at the host institution unless they obtain prior written approval from the Office of International Programs at the host institution.

8. RECORDS-upon completion of each term, officials of the institution visited will collect the information concerning the Exchange Scholar's course of study and forward it (with appropriate stamps/seals and signatures) to the Graduate School Dean of the student's home institution. Normally this information will include the course record (title, number, instructor, credit or class hours and grade received) and any special research conducted under the auspices of a faculty member. The information will then be posted on the student's academic record or made part of the record as appropriate to the home institution.

9. NOTIFICATION-the home institution will be responsible for notifying third parties of the Exchange Scholar's status and activities.

Exchange Scholar Program Application

The arts and sciences graduate schools of the institutions listed on the program description are participants in the Exchange Scholar Program. If you are currently in a Ph.D. program at one of these institutions (your "home institution") and wish to study for a term or academic year at another (the "visited" or "host" institution), you should read the program description and complete the application as indicated. **All approvals must be obtained two months before the registration date at the host institution.**

Please be aware that the host institution may charge an application fee or fees for services that are not covered by tuition such as health and hospitalization charges. It is your responsibility to meet these charges.

A. Complete all parts (questions 1-8). *Please print or type all information.*

1. Name _____
Last First M.I. Social Security Number
Student ID Number at Home Institution _____
Date of birth _____ Sex _____
Country of citizenship _____ Visa Status _____

Home Institution will continue to issue certificate of eligibility (I-20 or IAP-66)

2. In your present program:

Ph.D. Degree sought _____
(e.g., History, Biology)

Term of initial registration _____
(e.g., Fall 1999)

Expected completion date of degree _____
(e.g., May 2002)

3. Quarter(s) Term(s) Semester(s) you propose to spend at the institution to be visited:
(e.g., Fall 2003, Spring 2004)

Have you ever been an Exchange Scholar before? O yes O no If so, when? _____

HOME INSTITUTION

HOST INSTITUTION

4. Name of Institution _____

5. Department or program (use official title from graduate school catalog) _____

6. Subfield, subject, or area of concentration _____

7. Address to which bills or other information should be sent _____

Street, Number/Apt. _____

City _____

State, Zip _____

Telephone _____

e-mail Address _____

Fax Number _____

8. Please describe your proposed plan of study during the exchange and indicate why it is essential to your degree program (continue on another sheet if necessary).

B. Provide the following information on the courses you wish to take (including dissertation research, if appropriate) at the institution to be visited. Enter information exactly as it appears in that institution's catalogue.

Term	Course number	Full course title	Credits	Instructor	Instructor's signature
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C. Sign the following statement: I hereby petition to participate in the Exchange Scholar Program and to undertake the course of study outlined above. I agree to abide by the terms and conditions of this program as well as the regulations and procedures of both institutions. I understand that violation of any of the regulations can result in my suspension from the program. I authorize the Host Institution to send a transcript of my studies to my Home Institution.

Signature

Date

D. Funds for support for the requested period of study are available, as follows:

SOURCE	TYPE	TUITION	LIVING STIPEND
(e.g. Home Inst External, etc.)	(e.g., Fellowship, Research Assistantship, loans, etc.)	(\$ amount)	(\$ amount)

E. Obtain the signed approval of the following individuals at your home institution:

NAME	TITLE	SIGNATURE	DATE
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1. Academic Adviser

2. Director of Graduate Studies or Department Chair

3. Graduate School Dean or Designated Officer

4. Other (if applicable)

F. Leave the form with your Graduate School Dean for processing.

G. Graduate School Dean:

Please forward this application to the Exchange Scholar Program coordinator at the institution the student plans to visit.

H. Host institution coordinator:

1. Please obtain the approval of the following persons for the student's proposed course of study at your institution

NAME	TITLE	SIGNATURE	DATE
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a. Academic Adviser, if appropriate

b. Director of Graduate Studies or Department Chair

c. Graduate School Dean or Designated Officer

d. Other (if applicable)

2. When the program is approved, forward copies of the application form to the student and the coordinating official of the student's home institution.
3. In the same mailing provide the student with whatever admissions/registration materials are required for matriculation at your institution.
4. The host institution shall inform the home institution at the beginning of each term of the student's registration status (i.e., number of courses taken, etc.), and of any subsequent changes in registration status.
5. At the completion of the program of study, please arrange for the forwarding of the student's academic record to the coordinating official at the student's home institution.

APPLICATION PROCEDURES AND APPROVAL

Any eligible student interested in the Exchange Scholar Program should complete and submit the application above. Permission to participate in the program requires the approval of all the officials listed on the form.

MODIFICATIONS

The Exchange Scholar Program was renewed in May 2001 for a five-year period. However, the participating institutions may modify the program at any time and individual institutions may withdraw from the program at any time.

PARTICIPATING INSTITUTIONS AND PROGRAMS

As of Fall 2002, the institutions listed below are participants in the Exchange Scholar Program. Within those institutions, only the schools, departments or programs indicated may nominate or receive Exchange Scholars.

University of California at Berkeley

All Ph.D. programs

Contact: Degrees Office

302 Sproul Hall #5900

University of California

Berkeley, CA 94720-5900

Phone: 510-642-7330

Fax: 510-643-1524

e-mail: degrees@uclink.berkeley.edu

Academic Calendar: <http://opa.vcbf.berkeley.edu/AcademicCalendar/calendar.cfm>

Brown University

All Ph.D. programs

Contact: Associate Dean of Graduate School
Box 1867

Brown University

Providence, RI 02912

Phone: 401-863-2843

Fax: 401-863-7341

e-mail: Graduate_School@brown.edu

Academic Calendar: <http://www.brown.edu/Administration/Registrar/calendar.html>

University of Chicago

All Ph.D. programs

Contact: Brooke Noonan

Manager, Fellowships and Traveling Scholar Programs

The University of Chicago

5801 South Ellis Avenue, Room 225

Chicago, IL 60637

Phone: 773-702-0871

e-mail: brookec@uchicago.edu

Academic Calendar: <http://www.uchicago.edu/docs/acalendar.html>

Columbia University

All Ph.D. programs

Contact: Dean Aaron Koch, c/o Craig Knobles

109 Low Memorial Library

535 West 116th Street

Columbia University

New York, NY 10027

Phone: 212-854-2889

Fax: 212-854-2863

e-mail: jck2@columbia.edu

Academic Calendar: http://www.columbia.edu/cu/registrar/cals_academic.html

Cornell University

All Ph.D. programs

Contact: Ayana Richardson

Director of Student Services/Graduate Registrar

143 Caldwell Hall

Cornell University

Ithaca, NY 14853-2602

Phone: 607-255-5825

Fax: 607-255-1816

e-mail: ar247@cornell.edu

Academic Calendar: <http://www.cuinfo.cornell.edu/Admin/CALEND.html>

Harvard University

All Ph.D. programs in the Graduate School of Arts & Sciences

Contact: Rise Schepsle

Graduate School of Arts & Sciences

Harvard University

Holyoke Center 350

1350 Massachusetts Avenue

Cambridge, MA 02138

Phone: 617-495-1814

Fax: 617-495-2928

e-mail: studaff@fas.harvard.edu

Academic Calendar:

<http://www.registrar.fas.harvard.edu/handbooks/student/chapter1/index.html>

Massachusetts Institute of Technology

Ph.D. programs in the School of Science: Biology; Brain & Cognitive Sciences;

Chemistry; Earth, Atmospheric & Planetary Sciences; Mathematics; Physics;

No programs in Engineering or Management; and others, with approval of proposed host department

Contact: Associate Dean for Graduate Students

Graduate Students Office

77 Massachusetts Avenue

Room 3-138

Cambridge, MA 02139-4301

Phone: 617-253-4869

Fax: 617-253-5620

e-mail: bestaton@mit.edu

Academic Calendar: <http://web.mit.edu/registrar/www/calendar.html>

University of Pennsylvania

All Ph.D. programs

Contact: Dr. Marco Manzo

Graduate Division of Arts and Sciences

University of Pennsylvania

3401 Walnut Street, Suite 322A

Philadelphia, PA 19104-6228

Phone: 215-898-7577

Fax: 215-573-8068

e-mail: mmanzo@sas.upenn.edu

Academic Calendar: <http://www.upenn.edu/almanac/3yearcal.html>

Princeton University

All Ph.D. programs

Contact: Associate Dean for Academic Affairs

201 Nassau Hall

Princeton University

Princeton, NJ 08544

Phone: 609-258-3033

Fax: 609-258-6180

e-mail: dnredman@princeton.edu

Academic Calendar: <http://ntigger.princeton.edu/registrar/acad/acad.htm>

Stanford University

All Ph.D. programs in the School of Humanities and Sciences

Contact: Judith Haccou

Director of Admissions

Stanford University

630 Serra Street, Suite 120

Stanford, CA 94305-6032

Phone: 650-725-2547

Fax: 650-723-8371

e-mail: judith.haccou@stanford.edu

Academic Calendar: http://registrar.stanford.edu/pdf/Calendar_AY_0708.pdf

Yale University

All Ph.D. programs

Contact: Thomas Burns

Assistant Dean

Yale Graduate School of Arts and Sciences

P.O. Box 208236

New Haven, CT 06520

(203) 436-2628

FAX: (203) 432-7765

e-mail: thomas.burns@yale.edu

Academic Calendar: <http://www.cs.yale.edu/admin/calendars.html>