National Student Exchange
A checklist of your responsibilities
as an outgoing exchange student

♦ Review the student information at nse.org, particularly the information for “after placement”.

♦ **File a completed and signed Advising Agreement (blue) with the Iowa State NSE Office by December 1 (spring exchange) or April 15 (fall/all year exchange).** This is your contract with your adviser regarding the classes for which you can receive credit while on exchange. If you have not received registration materials from your host institution, don’t panic. Many schools do not begin registration as early as Iowa State.

♦ **Complete the Financial Aid Budget Sheet (green) and keep for your records.** Exchange students requesting additional financial aid or scholarships will be referred to the Office of Student Financial Aid in 0210 Beardshear. Complete and sign financial aid award and promissory notes for student loans (if applicable).

♦ Make tuition and fee payments to Iowa State University if on Plan B. Retain a copy of your payment receipt to show your host institution that your tuition obligations have been met. Make any room, board, or tuition and fee payments to your host institution.

♦ If you plan to reside on campus when you return from your exchange, you may receive a waiver that may reserve your housing preference, depending on semester of exchange. Speak with your RA, Hall Director or Residence Services in Friley Hall for more information.

♦ Make arrangements to forward any mail from Iowa State local address to you at your host campus address.

♦ **Notify the Iowa State NSE Office of any address changes prior to and during your exchange.**

♦ Schedule a meeting with NSE staff to clarify any remaining questions regarding your exchange (not required, but call 294-6479 if you need us).

♦ Report to your host coordinator when you arrive on campus. Provide the coordinator with your address and telephone in case of emergency.

♦ **Start a blog** to record your experiences. A blog is a great way to communicate your experiences with friends and family as well as keep a virtual scrapbook of your exchange. Follow NSE on Twitter (twitter.com/NSExchange) and Facebook (facebook.com/NationalStudentExchange) to keep up with the latest news.

♦ **Promote Iowa State** as an exchange site to students at your host institution.

♦ When you complete your exchange, request an **official transcript** of all coursework be sent to: NSE Program, 1080 Hixson-Lied Student Success Center, Iowa State University, 215 Beach Road, Ames, IA 50011-1400.