**PHD STUDENT EXHANGE PROGRAM**

For PhD Students at Rutgers University and

The University of Pennsylvania

**PURPOSE OF THE EXCHANGE PROGRAM**

The exchange program enables a graduate student enrolled in a PhD program at Rutgers or Penn to study at the other school for a limited period of time in order 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.

Eligibility is limited to Ph.D. students in good standing at their home institution who have completed at least one full academic year in residence at their home institution. Exchange students must be enrolled or registered at the home institution in order to be eligible for participation in the exchange. Grades must be given for courses taken for credit.

Ph.D. students in all fields may participate. Students may take a maximum of four courses (a maximum of four credit units at Penn, 12 credits at Rutgers) if they are commuting to the other school. If the student plans to be in residence at the other institution, then participation is limited to the equivalent of one academic year.

The home institution charges tuition in the regular way and provides whatever financial aid the student would normally receive. The host institution charges no tuition or fees and provides no financial aid. Exchange students may not teach at the host institution during the exchange visit or receive any other grants or compensation from the host institution.

**APPLICATION**

If you are currently in a Ph.D. program at Rutgers University or the University of Pennsylvania and wish to study for a term or academic year at the other school, complete the application. **It is recommended that all approvals be obtained two months before the registration date at the host institution.**

***Please print or type all information.***

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last , First, Middle

Home Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID number at Home Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visa Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Ph.D. field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., History, Mathematics)

Term of initial registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., Fall 2009)

Expected completion date of degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., May 2012)

Term(s)/Semester(s) you propose to spend at the institution to be visited:

(e.g., Fall 2010, Spring 2012)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been an exchange student at the host school before?

If yes, when?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Briefly describe your proposed plan of study during the exchange and indicate why it is essential to your program of study (attach additional sheet if desired).***

***Provide full information on the courses you wish to take (including dissertation research, if appropriate) at the institution to be visited.***

Term Course Title Course # Credit Instructor Name & Signature

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Indicate how you will be funded during the requested period of study:***

Source Type Tuition Amount Living Stipend

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Sign the following statement:***

I hereby apply to participate in the PhD Exchange Program and to undertake the course of study outlined above. I agree to abide by the terms and conditions of this program and by the regulations 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 copy of my transcript to my home institution.

Signature Date

***Obtain the signed approval of the following individuals at your home school:***

Name Title Signature Date

Academic Adviser ­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dir. of Graduate Studies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or Department Chair

Graduate School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or Designated Officer

***The applicant should leave the application with the Graduate School Dean for processing.***

***From there it is forwarded to the exchange coordinator at the institution the student plans to visit for final approval.***

**Penn Exchange Coordinator:**

Patricia Rea, Associate Director of Admissions,

3401 Walnut Street, Suite 322A, Philadelphia, PA 19104-6228

Tel. 215-898-8101 Email: patrea@sas.upenn.edu

**Rutgers Graduate School Dean (or Exchange Coordinator):**

Alexandria Bachmann, Senior Administrator for Student Services

School of Graduate Studies

25 Bishop Pl., New Brunswick, NJ 08901-1181

Tel. 848-932-7449 Email: abachman@rutgers.edu

**HOST SCHOOL APPROVALS:**

Name Title Signature Date

**Academic Adviser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(if applicable)

**Dir. of Graduate Studies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**or Department Chair**

**Graduate School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**or Designated Officer**