

PHD STUDENT EXCHANGE 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)

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:

Monica Bradford, SAS Graduate Division Registrar

3401 Walnut Street, FL 3

Philadelphia, PA 19104

Email: monicabr@sas.upenn.edu

Rutgers Graduate School Dean (or Exchange Coordinator):

Benjamin Arenger, Senior Program Administrator

School of Graduate Studies

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

Tel. 848-932-6588 Email: ben.arenger@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