RENSSELAER POLYTECHNIC INSTITUTE
Application for Exchange Admission

Name: ________________________________  Gender: Male ____  Female ____
last, first, middle

Home Institution: ________________________________

Date and term for which you are applying:  Academic year: __________
Fall: _______  Spring: _______  Full year: _______

CONTACT INFORMATION

Current Mailing Address:  Permanent Address (if other than mailing address):

Street: ________________________________  Street: ________________________________

City/Town: ________________________________  City/Town: ________________________________
State/Province: ________________________________  State/Province: ________________________________
Postal Code: ________________________________  Postal Code: ________________________________
Country: ________________________________  Country: ________________________________
Valid until: ________________________________

E-mail address: ________________________________
Phone (please include country/city codes): ________________________________

EMERGENCY CONTACT INFORMATION

Name: ________________________________  Relationship to you: ________________________________
Address: ________________________________

Phone Number: ________________________________  E-mail address: ________________________________
Course of Study at Home Institution: ________________________________

Year of Study at Home Institution (e.g. 2nd year of 3-year undergraduate degree program):

Status at Home Institution: Graduate: ______ Undergraduate: ______

Requested Course of Study at RPI: All exchange students must have a departmental affiliation and will be assigned an Academic Advisor from that department.

School: ________________ Academic Department: ____________________________

A normal course load is between 14-18 credit hours per semester; a minimum of 12 credit hours is required to maintain full-time status. Although students may enroll in a maximum of 21 credits, exchange students are discouraged from taking more than 17. Most classes (courses) carry 4 credits. Course descriptions can be found in the Rensselaer catalogue: http://www.rpi.edu/academics/catalog/. Exchange students may take graduate courses (6000 level or above) only with permission. The Office of International Programs will assist with this process; detailed instructions will be included with your acceptance materials.

Not all courses listed in the on-line catalogue are offered each semester. The actual semester class schedule can be accessed via the Rensselaer Student Information System, http://sis.rpi.edu, by clicking on the class hour schedule link. Class schedules are for fall and mid-October for spring.

Preliminary course registration will take place online prior to your arrival on campus. Detailed registration information will be included with your acceptance materials. Please indicate the courses you wish to take below. Exchange students should note that they are not permitted to register for ENGR 2710 or MTLE 6300. Additionally, exchange students who want to register for ECSE 4900, MTLE 4920, MANE 4260 or ISYE 4270 will need to wait until they arrive on campus and request permission from the instructor. Permission is also needed for enrollment in courses offered by the School of Architecture. Exchange students are restricted from all design studio courses. Exception: students from DTU who are enrolled in the Design and Innovation program may register for PDI Studio 5, STSH 4610. The Office of International Programs cannot set up research projects on behalf of exchange students. If you would like to undertake an Undergraduate Research Project (URP) for credit only, you will need to make arrangements directly with the professor with whom you wish to work.

Please note that listing the courses below does not guarantee your seat in them:

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**IMMIGRATION INFORMATION**

Country of Citizenship: __________________________

Country of Permanent Residency: __________________________

Passport Number: __________________________

City and Country of Birth: __________________________

Date of Birth (day/month/year): __________________________

I understand that only a complete application will be given consideration for admission to a Rensselaer exchange program. At the discretion of the Dean of Undergraduate Education or the academic department to which I am applying, I may be asked to provide additional information. I understand that the information furnished in this application, together with all supporting documentation received by Rensselaer as part of the application process, shall be made available to Rensselaer faculty and staff as necessary for an admissions decision to be made. Such application information will not otherwise be disclosed except as deemed necessary by the Dean of Undergraduate Education.


Rensselaer admits qualified students without regard to age, race, color, marital status, religion, sex, sexual preference, national or ethnic origin or disability.

Printed Name: __________________________ Signature: __________________________

Date: __________________________

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APPLICATION DEADLINES

Fall Semester and Full Year:  February 15
Spring Semester: October 1

Please send application and all supporting documentation to the appropriate office by deadlines specified above:

International Management Exchange Program (IMEP)
Beth Anne Macey, Senior Student Services Administrator
Lally School of Management and Technology
3210 Pittsburgh Building
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180
Maceyb2@rpi.edu

NTU and DTU Exchanges and Global E3
Jamie Obst, Senior Program Administrator
Office of International Programs
Academy Hall, suite 4226
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180
Violaj2@rpi.edu

All Other Exchanges
Karen Dvorak, Program Manager
Office of International Programs
Academy Hall, suite 4226
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180
Dvorak2@rpi.edu