



**ADMISSIONS**

Only undergraduate students attending Rice's international exchange partner institutions are eligible to apply to the exchange program. Admission to the Rice University undergraduate exchange program is based on the following criteria: suitability of academic program, good academic standing, demonstrable communication skills, maturity, and references.

Incomplete applications will not be accepted. Applications will not be reviewed until all application materials are on file. Late applications are reviewed on a space-available basis.

**APPLICATION DEADLINES**

**Fall and Academic Year: March 1**

If the above date should fall on a weekend, the applications will be due in our office the following Monday.

**PLEASE NOTE:** Each university has its own unique internal application procedures so please consult with the officials from your home institution.

**APPLY ONLINE:** [www.abroad.rice.edu](http://www.abroad.rice.edu)

**ORIENTATION**

There is a **MANDATORY** orientation program that all exchange students are required to attend. Specific dates will be sent to you upon acceptance.

**COMPLETED APPLICATIONS**

Can be emailed to: Courtney de Vries, [cdv@rice.edu](mailto:cdv@rice.edu)

Mailed to:  
Rice University  
International Programs-MS 529  
6100 Main Street  
Houston, Texas 77005

Or faxed to: +713-348-5199

**OFFICE USE ONLY**

Accepted \_\_\_\_\_  
Signature Date

Acceptance confirmation \_\_\_\_\_  
Date

Received Financial Declaration \_\_\_\_\_  
Date

Received Passport ID page \_\_\_\_\_  
Date

**GENERAL INSTRUCTIONS AND CHECKLIST**

In order for your application to be considered complete please send this form along with the following documents by **March 1** for Fall/Full year and **October 1** for Spring.

The term I am applying for is:

- Fall** (August-December)
- Academic Year** (August-May)
- Spring** (January-May)

**Student Information Form**

**Personal Essay** The essay should address your motivations for applying to Rice University and detail your plans to serve as a cultural ambassador during your time on campus.

**Recommendation** You will need one recommendation, to be completed on the form provided. The recommendation must be from a professor who has had direct experience with your academic work.

**Preliminary Course Information**

**Program Approval**

**Exchange Program Participation Agreement**

**Most Recent Official University Transcript**

**TOEFL or IELTS results** The minimum acceptable score on the TOEFL is 600 on the paper-based test, 250 on the computer-based test, and 100 on the Internet-based test. The minimum acceptable score for IELTS is 7.

**No exceptions will be made!**

**Photo** Please submit one photo (preferably passport size).

**CV or Resume**

**Upon acceptance, you will need to submit the following:**

- ❖ **Photocopy of Passport Identification Page**
- ❖ **Financial Declaration and support documents\***
- ❖ **Health Data Form\***

\*More details about these documents will be sent in your acceptance letter.



**STUDENT INFORMATION FORM**

**Personal Details**

Name \_\_\_\_\_  
Family First Middle Nickname

City/Country of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Passport Number \_\_\_\_\_ Gender \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Country of Permanent Residence \_\_\_\_\_

Home University \_\_\_\_\_ Major(s) \_\_\_\_\_

Current Mailing Address: Valid from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ Street Apt./Box Number

\_\_\_\_\_ City Province Post Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Permanent Mailing Address:

\_\_\_\_\_ Street Apt./Box Number

\_\_\_\_\_ City Province Post Code

Telephone \_\_\_\_\_ Alternate Email \_\_\_\_\_

Please indicate which address above official documents should be sent to.  Current  Permanent

Have you previously enrolled at an educational institution in the U.S.?  Yes  No

If "yes," list institution(s) and attach copies of your student visa and IAP66 or DS2019 to your application.

University \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Departed \_\_\_\_\_

University \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Departed \_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_



Telephone \_\_\_\_\_ Email \_\_\_\_\_

**PRELIMINARY COURSE INFORMATION**

Use additional sheets if necessary; make sure your name and the term(s) to which you are applying are on each page.

List the titles of the courses you are currently taking

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List the titles of the courses you plan to take before the program begins

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List the courses you would like to take at Rice University and include the term (i.e. Physics 300, Fall 2006)  
For a list of courses typically offered in these departments, consult the “course catalog” section on the Registrar’s web site <http://registrar.rice.edu>

**IMPORTANT:** The courses you list on this application are not final choices. **You are not registering for courses by filling out this section**, nor are we guaranteeing that a particular course will be available. This is a preliminary exercise that helps us to work with you in determining the courses and departments that are best for you. **Exchange students are not able to enroll in classes at the Jesse H. Jones Graduate School of Management, the Shepherd School of Music, or the School of Architecture.** Enrollment in graduate-level courses (course numbers starting with 500) is occasionally possible, but requires permission from International Programs and the course instructor.

Course number	Course title	Term/year	Must take the course in order to participate in the exchange program (yes/no)



**RECOMMENDATION FORM**

**STUDENT:** Please provide the information requested and give this form to your choice of academic reference.  
*Note: This form must be completed by a professor who has had direct experience with your academic work.*

Name of Applicant \_\_\_\_\_

Major(s) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Term for which applying (check one)      \_\_\_ Fall 20\_\_ (August to early December)  
   \_\_\_ Academic Year 20\_\_ - 20\_\_ (August to early May)  
   \_\_\_ Spring 20\_\_

I hereby authorize this form to be completed and sent to Rice University.  
I hereby (circle one): waive / do not waive my rights to access this information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE INDIVIDUAL COMPLETING THIS FORM:** The student named above is applying to be a participant in the Rice University undergraduate exchange program. The student's application will not be complete until we receive this form.

1. In what capacity and for what length of time have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Discuss the qualities that make the applicant a good ambassadorial candidate for the exchange:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



3. How would the applicant benefit from the exchange?

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4. How would you rate this applicant's intellectual motivation?

Excellent       Above average       Average       Below average

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Department \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please return this form to the student in a sealed envelope.**



**PROGRAM APPROVAL**

**STUDENT:**

Complete and sign the top sections of this form, then give it to the official responsible for approving your term at Rice. Ask him or her to complete the form and mail it to:

International Programs—MS-529  
Rice University  
6100 Main St.  
Houston, TX 77005

**Authorization to release information**

I hereby waive my right of access to the information on this form and ask that it be completed and mailed to the Office of International Programs, Rice University

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Authorization to provide transcripts**

I authorize the Rice University Registrar to forward official transcripts to the appropriate official(s) at my home institution.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_  
(please print)      Family      First      Middle

Term for which you are applying:

Fall 20\_\_\_\_  Academic Year 20\_\_\_\_ - 20\_\_\_\_

Spring 20\_\_\_\_

Major/Specialization \_\_\_\_\_

Year (circle one)    1            2            3            4

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**DEAN'S CERTIFICATION**

To be completed by study abroad advisor, academic dean, registrar or other university official.

This form is required as part of the student's application to participate in the exchange program with Rice University. The student's application will not be considered until this form is submitted.

Does this student have a disciplinary record with the institution?     Yes (Please explain if yes)     No

Does this student have your approval to study abroad?     Yes     Yes with reservations     No

If no or yes with reservations, please explain.

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Signature \_\_\_\_\_

**Please send this student's final transcripts to:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_



Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

**PARTICIPATING IN THE RICE UNIVERSITY UNDERGRADUATE EXCHANGE PROGRAM**

Because foreign study can be quite rigorous and demanding, the staff of Rice's Office of International Programs believes that only those students who feel they are in sufficiently prepared should participate. There are certain risks inherent in international travel and Rice University cannot assume responsibility for your activities. When problems happen overseas, they can be especially difficult to cope with because your usual support network is unavailable to you.

The United States government has established insurance requirements for students participating in the J-exchange student program. Government regulations stipulate that if, exchange participants willfully fail to maintain the required level of health insurance, participation, will be subject to termination.

Rice University strongly discourages students from owning or operating vehicles while participating in the exchange program. Traffic congestion and different traffic laws and regulations, civil and criminal, as well as different driving habits, can make driving motor vehicles in foreign countries extremely hazardous. Rice University shall not provide any automobile insurance or legal assistance for you in connection with your participation in the exchange program.

If you desire accommodation for disability-based needs, it is your responsibility to notify Rice University of those needs and to provide appropriate documentation to the Director of Disability Support Services.

Students are expected to:

- Read materials and communications from the university including the Exchange Student Handbook from the Office of International Programs (OIP) and announcements from the Office of International Students and Scholars (OISS) concerning updates affecting immigration laws and regulations
- Confirm that OIP has current contact information at all times and stay in regular contact with (OIP) throughout the application, acceptance, pre-arrival period and the duration of your stay at Rice University
- Attend orientation
- Maintain a course load of at least 12 credit hours per semester
- Consult with International Programs and obtain instructor permission to enroll in graduate-level courses, if desired
- Fully comply with all governmental policies of the J exchange program
- Fulfill all ambassadorial responsibilities of the exchange

As a condition of participation, you are required to sign the "Participating Agreement" (next page).

**\*\*THIS DOCUMENT IS FOR YOUR RECORDS\*\***



**EXCHANGE PROGRAM PARTICIPATION AGREEMENT**  
**INCLUDING ASSUMPTION OF RISK AND RELEASE FROM LIABILITY**

I, \_\_\_\_\_, desire to participate in the Rice University Undergraduate Exchange Program (the "Program") facilitated through Rice's International Programs Office and, in consideration of being allowed to participate in the Program, I hereby acknowledge and agree as follows:

1. I shall be solely responsible and liable for (i) obtaining passports, visas and other personal documentation appropriate for my participation in the Program, (ii) arranging transportation to my satisfaction, and (ii) paying all costs and expenses related to my participation in the Program. Rice (i) serves only in a capacity of assisting in making arrangements for transportation, accommodations and other services and products to be provided by others in connection with the Program, and (ii) in no way serves as an agent or representative for these other parties, or accepts any responsibility or liability for their services or products. Such transportation and other services and products are subject only to the terms and conditions under which they are provided by such other parties.

2. I am fully informed or otherwise aware of, and fully assume, all risks to person and property in connection with my participation in the Program, including, but not limited to, travel delays, property damage and loss, bodily injuries, sickness, disease and death. I am in sufficient physical and mental health to participate in the Program. I have/will have medical insurance coverage appropriate for my participation in the Program and have provided/will provide evidence of such insurance coverage and emergency contact information to Rice. Rice shall not provide any insurance for me in connection with my participation in the Program.

3. I shall comply with all applicable laws of any jurisdiction in which I may travel and all applicable policies of Rice while participating in the Program.

4. I fully and forever RELEASE, WAIVE AND DISCHARGE, and COVENANT NOT TO SUE, Rice (including, but not limited to, its trustees, employees and representatives), from and for any and all demands, claims, actions, suits, damages, losses, liabilities, costs and expenses (including, but not limited to, court costs and attorneys' fees), from any cause whatsoever (including, but not limited to, travel delays, property damage and loss, bodily injuries, sickness, disease and death), directly or indirectly arising in connection with my participation in the Program, whether or not foreseeable or contributed to by the negligent acts or omissions of Rice or others.

5. This Agreement constitutes the entire agreement, and supersedes any prior or contemporaneous agreements, understandings and negotiations, regarding this subject matter. This Agreement (i) may not be amended, by course of conduct or otherwise, and (ii) may not be assigned, in whole or in part, except in writing duly executed by me and Rice. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Texas, without regard to any conflicts or choice of law principles, and shall be as broad and inclusive as permitted by such laws. If any provision of this Agreement is held unenforceable by a court, such unenforceability shall not affect any other provision, and this Agreement shall be construed as if such provision, to the extent of such unenforceability, had not been incorporated herein.

6. I (i) have read and fully understand this Agreement, (ii) intend that this Agreement be legally binding upon and enforceable against me and my family, estate, heirs and legal representatives, (iii) intend that this Agreement benefit Rice, and (iv) confirm that I am at least eighteen years old, fully competent, and entering into this Agreement voluntarily of my own judgment.

7. I certify that the statements I have made on my Program are correct and agree to notify the Office of International Programs at Rice University if I should fail to remain in good standing at my home institution or suffer a change in circumstances that might compromise my success at Rice. I understand that my participation in the Program will subject me to the published rules and regulations of my home institution and Rice with regard to my academic performance and conduct. I understand that failure to comply with these rules and regulations may result in my dismissal from the program and/or loss of academic credit with no refund of the Program fee. I authorize the Registrar to forward official transcript or grade reports of work completed during the exchange program to the appropriate official(s) of my home institution on my Program Approval Form.





IN WITNESS WHEREOF, I have duly executed and delivered this Agreement as of     (date)    

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

If under the age of 18 years, signature of parent or guardian is required. \_\_\_\_\_