CHECKLIST FOR INCOMING NSE STUDENTS TO THE UNIVERSITY OF UTAH

Prior to Exchange:

☐ Complete and submit the admissions application immediately (do not send an application fee) and send to the NSE address below, NOT the Admissions Office.

☐ Submit your $75.00 Activity Fee (make check or money order payable to the University of Utah or pay online at umarket.utah.edu/um2/nse).

☐ Submit your unofficial transcript including courses/grades from your most previous completed semester.

☐ Sign and return the Statement of Understanding (half sheet).

All completed forms and fees listed above should be returned to us in the supplied self-addressed stamped envelope at the following address:

National Student Exchange
195 South Central Campus Drive
Salt Lake City, UT 84112

☐ As soon as you receive your University of Utah student ID number, change your Campus Information Services (CIS) password at cis.utah.edu.

☐ Apply for housing on CIS (see web address above) in the “MyHousingU” section and email David Ko (dko@housing.utah.edu) to tell him you are a NSE student.

During Exchange:

☐ When you arrive on campus, contact your NSE Coordinator by phone (801-585-6423) and visit our office in the Sill Center (map enclosed).

☐ Attend the orientation and welcome event occurring the first week of classes (date, time, and place are forthcoming). Spring classes will begin on Monday, January 12.

☐ Log into your CIS (see web address above) and change your information to reflect your new Salt Lake City address, telephone number, and email.

☐ Get involved at the U! Take a look at the resource sheet enclosed and browse the University of Utah website (utah.edu). The U has student groups, athletics, research opportunities, arts & entertainment, community service, outdoor recreation, and academic opportunities galore. If you can’t find what you’re looking for, give us a call.

Returning Home:

☐ After grades for your final exchange semester have posted to your University of Utah record, request and official transcript to be sent to your home school. This is done online through the Registrar’s website: registrar.utah.edu/transcripts.

☐ Be sure to meet with your home NSE Coordinator and complete and evaluation sheet, as well as complete the online evaluation you will receive from the University of Utah via email.

☐ Share your experience will other students at your home campus and get others involved with National Student Exchange!