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RENSSELAER POLYTECHNIC INSTITUTE

Application for Exchange Admission

Legal Name: _____ Gender: Male ____ Female ____
last, first, middle

Preferred Name: _____

Home Institution: _____

Date and term for which you are applying: _____ Academic year: _____

Fall: _____ Spring: _____ Full year: _____

CONTACT INFORMATION

Current Mailing Address:

Street: _____

City/Town: _____

State/Province: _____

Postal Code: _____

Country: _____

Valid until: _____

E-mail address: _____

Phone (please include country/city codes): _____

Permanent Address (if other than mailing address):

Street: _____

City/Town: _____

State/Province: _____

Postal Code: _____

Country: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship to you: _____

Address: _____

Phone Number: _____ E-mail address: _____

ACADEMIC INFORMATION

Course of Study at Home Institution: _____

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

What will your status be at your home institution during the time you plan to study at Rensselaer?

Undergraduate: ☐

Graduate: ☐

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. Exchange students should note that they are **not** permitted to register for 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.

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.

I agree that I will abide by all Rensselaer policies, rules, and regulations as they appear in the current edition of [***The Rensselaer Handbook of Student Rights and Responsibilities***](#). I furthermore agree to abide by the arrangements as specified by the Exchange Agreement as established between Rensselaer and my home institution.

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: _____

Does the Office of International Programs have your permission to share your contact information with other students who may wish to ask questions about your study abroad experience? Yes ☐ No ☐

APPLICATION DEADLINES

Fall Semester and Full Year: February 15

Spring Semester: October 1

Please submit all application materials to the exchange coordinator(s) at your home institution. Your coordinator should e-mail your application to either the OIP as one PDF file per student. No hard copies are required.

Office of International Programs (OIP)

Karen Dvorak, Program Manager

Dvorak2@rpi.edu

Office of International Programs (OIP)

Jamie Obst, Senior Program Administrator

Violaj2@rpi.edu