



**MISSION  
INTERUNIVERSITAIRE DE  
COORDINATION DES  
ECHANGES  
FRANCO-AMERICAINS**

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**FRENCH STUDENT EXCHANGE APPLICATION PACKET**

**APPLICATION CHECKLIST:** We are unable to process partial applications. Please be certain to complete and include the items listed below:

- MICEFA Code of Conduct (PLEASE read and only sign the day of your academic interview with the MICEFA Academic Director and Program Coordinator);
- Complete the Applicant Information ;
- A list of courses currently in progress at your home institution, this must be in English and typed (PLEASE refer to section V. of the application, if you are in need of more space to list your current courses, please attach a separate word document);
- A list of courses you hope to take while on exchange, this must be in English and typed (PLEASE refer to section VI. of the application, if you are in need of more space to list your current courses, please attach a separate word document);
- Sign the Statement of Understanding;
- Home Institution Endorsement ;

Documents to be enclosed :

- 3 Letters of Recommendation (PLEASE refer to the Letter of Recommendation Writing Guide);
- Proof of English Language Proficiency (scores MUST be attached with this application when submitted to your *Bureau des Relations Internationales*);
- Official Transcripts of all post high school institutions attended including Preparatory Academy (with the translation of each attached, please refer to the Transcript Sample);
- Proof of financial support (PLEASE refer to samples);
- Statement of Purpose (PLEASE refer to the Statement of Purpose Writing Guide);
- Color Copy of your passport (showing your photo and full legal name, must be valid during the time of your exchange, if not your passport must be renewed);
- Application Fees (1<sup>st</sup> check: 200 Euros and a 2<sup>nd</sup> check: 100 Euros, checks should be made out to the order of MICEFA); PLEASE refer to the MICEFA policy for further details).
- 1 Passport-sized identity photo (please write your first and last name on the back of this photo).

The application must be **TYPED**.

\*NB: Your application cannot be considered without the above items. If you are admitted to the host university, your host campus will issue a letter of admission and a DS-2019 or I-20 (Certificate of Eligibility for Exchange Visitor Status), which will be forwarded to MICEFA. The DS-2019 or I-20 from the host campus enables you to apply for the J-1 or F-1 visa. Do not plan on leaving your country of residence until you have been issued the visa; it will allow you to enter North America 30 calendar days before the program start date.



I : MICEFA CODE OF CONDUCT

CODE DE CONDUITE

Je soussigné.e \_\_\_\_\_,  
étudiant.e à l'Université \_\_\_\_\_ et candidat.e à un échange universitaire de la MICEFA  
(Mission Interuniversitaire de Coordination des Echanges Franco-Américains), certifie avoir pris connaissance des termes,  
conditions et obligations liés à ce programme d'échange.

- 1) en faisant acte de candidature, je mentionne au moins 3 universités dans 3 états différents (*veuillez consulter le guide de sélection des universités*). Pour les étudiants dont le cursus limite les choix, je joins un courrier du référent de mon université pour le signaler au directeur académique ou à la coordinatrice de programme de la MICEFA ;
- 2) j'accepte de partir dans toutes les universités nord-américaines partenaires de la MICEFA ;
- 3) je comprends que je ne dois pas postuler aux autres programmes d'échange en même temps que la MICEFA. Je comprends que cela peut affecter la décision de mon affectation ;
- 4) en attendant mon affectation, je m'engage à joindre à mon dossier de candidature une attestation de ressources avec le montant le plus élevé réclamé par nos partenaires. Je comprends que mon dossier sera rejeté dans le cas où je ne pourrai fournir cette attestation;
- 5) tout au long du processus de candidature je suis la seule personne à communiquer par téléphone ou par courriel avec les membres de la MICEFA. Je comprends que mes parents et mes relations ne peuvent pas communiquer avec la MICEFA;
- 6) je reste toujours courtois.e et je réserve mes appels téléphoniques et mes courriels pour les questions qui n'ont pas de réponses sur le site de la MICEFA ;
- 7) dans le cas où je suis accepté.e par une université nord-américaine, je suis seul.e responsable des frais et dépenses engagés au cours de mon séjour. Je m'engage à respecter les règles en usage sur ce campus.
- 8) je m'engage à respecter l'intégralité des termes de ce contrat.

Dans le cas où mon comportement porterait préjudice au programme d'échange de la MICEFA, et par conséquent à mon université, ma candidature sera immédiatement annulée pour l'année en cours et pour le futur sans que je puisse prétendre à un quelconque remboursement des premiers frais engagés.

Candidat.e

Directeur Académique

\_\_\_\_\_  
Nom, Prénom

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MICEFA EXCHANGE APPLICATION FOR:**

Student's Family (Last) Name, First Name

**II: APPLICANT INFORMATION**

Please TYPE in the shaded areas as applicable. After completion, keep a copy of your application for future reference.

**A. PERSONAL INFORMATION**

1. Student's Legal Name: \_\_\_\_\_  
 (as it appears in your passport) Family (Last) Name Given (First) Name (prénom) Middle Name

2. Date of Birth: \_\_\_\_\_ 3. Gender: Female:  Male:   
 Day / Month / Year

4. Place of Birth: \_\_\_\_\_  
 City State/Province Country

5. Country(ies) of Citizenship: \_\_\_\_\_ 6. Country of Permanent Residence: \_\_\_\_\_

7. Addresses

	Current Address	Permanent Address
	Valid from: _____ Until: _____ Month/Year Month/Year	(If different than your current address)
Street and Apartment #:	_____	_____
City:	_____	_____
Country:	_____	_____
Postal Code:	_____	_____
Telephone Number:	_____	_____
	Landline (Fixe)	Cell phone (portable)

8. Email Addresses: \_\_\_\_\_  
 Preferred Email Address Alternate Email Address (Mandatory)

9. Emergency Contact: \_\_\_\_\_  
 Name Relation

\_\_\_\_\_ Phone Number Email Address

Note: Please check this email regularly as it is the principle form of communication for the North American universities and MICEFA.

**B. ACADEMIC INFORMATION**

10. Name of your Home University: \_\_\_\_\_

11. Application for: Fall semester only:  Spring semester only:  Academic Year only:   
 Note: Please inform us immediately if you plan on changing the duration of your stay.

12. Planned Period of Study on Exchange: Fall \_\_\_\_\_ Spring \_\_\_\_\_ ex. 2020 or 2020/2021  
 Leave blanks in the appropriate space if you are a semester only student  
 Academic Year \_\_\_\_\_ / \_\_\_\_\_

13. Major(s) and/ or Minor(s) of Study at Home Institution: \_\_\_\_\_

14. Principle Field(s) of Study during Exchange: \_\_\_\_\_

15. Class Level **During** Exchange: L2 –Junior  L3 – Jr./Sr.  M1 - Senior  M2 - Graduate:  Doctorate

16. For graduate students (please note that the MICEFA is an undergraduate exchange program):  
 If graduate study is unavailable, are you willing to accept an undergraduate placement? Yes:  No:



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**17. North American University Wishes**

University wishes must be in three different geographic regions; you may only choose ONE of the following consortiums: CSU IP or CUNY. When choosing a consortium (CSU, CUNY or SUNY, you MUST list 4 campuses within that consortium within your choice). Please verify the MICEFA website for individual profiles for each university. This information includes estimated cost per semester for the specific university. Please also consult the guide to choosing your university wishes. This will help you to understand our university groups to better orient your selection.

1 <sup>st</sup> wish	
2 <sup>nd</sup> wish	
3 <sup>rd</sup> wish	

**18. Education Institutions/Universities Attended or Attending:**

Name of Institution	Enrolled from/to	Degree Received

**19. Employment Experiences:**

Employer	Job Description	Dates

**20. Extracurricular Activities:**

Type of Activity	Amount of Time Participating in Activity (ex. Years/Months)

**III. LETTERS OF RECOMMENDATION**

You must provide three letters of recommendation filled out by professors or former employers. They must be submitted to your *Bureau de Relations Internationales* with this application. At least one must be in English or in Spanish. If necessary, attach an English translation. Please refer to our "letter of recommendation" writing guide located on our website: [www.micefa.org](http://www.micefa.org) for more information.

Names of Professors/ Former Employers Providing Letters	Department/ Position	Institution/ Company

**IV. ENGLISH LANGUAGE PROFICIENCY**

Note: TOEFL result not required for University of Puerto Rico.

Language(s) Spoken : English  French  Other \_\_\_\_\_  
 TOEFL/ IELTS Result : \_\_\_\_\_ Date taken/scheduled : \_\_\_\_\_

TOEFL/ IELTS examination scores must be provided. Due to high number of students applying for the program, the TOEFL/ IELTS result will be the top selection tool employed by MICEFA. If you do not obtain the minimum score as indicted below, you will automatically be pushed to the second semester, giving you the opportunity to retake the exam and provide a better score. Please note that not all of the MICEFA North American partners accepts the IELTS, you must consult our Northern American partners' websites for more details.

- TOEFL: (80/120): Please note that some University partners require more than this score
- IELTS (6.5)

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Student's Family (Last) Name, First Name

**V. CURRENTLY ENROLLED COURSES**

In the table below, list all the courses (subjects/modules) that you are currently enrolled in and/or plan to enroll in PRIOR to your exchange through the MICEFA. If you do not have enough room, you may attach a complete list to this form.

COURSE TITLE (if in another language, please translate in English)	SUBJECT AREA

**VI. COURSES NEEDED DURING EXCHANGE**

In the table below, list all the courses (subjects/modules) that you are hoping to take while on exchange through the MICEFA. You do not need to list the exact courses available at a North American University, please list the general courses that you will need. (ex. British Literature of the XX Century or Data Analysis)

COURSE TITLE (if in another language, please translate in English)	SUBJECT AREA

**VII. FINANCIAL COSTS AND VERIFICATION OF FINANCIAL SUPPORT**

How will do you intend to finance your studies?      Personal Funds       TA/RA Position       Scholarship   
If you do not obtain funding, will you have to withdraw your candidacy?      Yes       No

International exchange student applicants are required to show that they have access to enough financial resources during their stay.

To verify that you have funds available to you while on exchange, you will need to provide official bank documentation, which shows that you and/or your sponsor(s) have the minimum required amount of financial assets available to you. The amount required changes per university, please refer to the cost of living section under each of our North American University partners on our website for further information: [www.micefa.org](http://www.micefa.org).

**IMPORTANT: PLEASE NOTE THAT AN UPDATED OFFICIAL BANK STATEMENT WILL BE NEEDED AFTER OBTAINING YOUR FINAL UNIVERSITY PLACEMENT.**

Bank statements cannot be older than three months for visa purposes.



**VII. STATEMENT OF UNDERSTANDING:**

I understand that if I am admitted to the host institution as an international exchange student, my status is that of a non-degree student. Should I wish to change my status to that of a degree-seeking international student, I am aware that I will need to satisfy all admission requirements of the campus to which I am applying. Furthermore, I understand that MICEFA has sole discretion in selecting an appropriate campus for my studies. I understand that if I go on exchange during my Master's Degree, I will agree to take courses at the undergraduate level.

**I understand that I agree to attend the university selected for me. I understand that I am required to maintain good academic standing and to register in and maintain full-time enrollment each term. I also understand that failure to comply with these policies can result in the immediate termination of my exchange program.**

I understand that while host university tuition fees are waived for exchange students, **I may be required to pay campus-based fees, which cover campus activities and services. I agree to pay for any additional campus-based fees not covered by the Exchange Agreement between MICEFA and my home institution.** This can include but is not limited to laboratory course fees, library service fees, activity fees, student body association or center fees, health facilities fee, etc. I also agree to purchase and maintain health insurance as indicated above for myself and for any dependents with me in North America for the full length of my stay. I understand that failure to do so is a violation of my visa status and will lead to termination of my exchange status and my stay in North America.

I understand that the MICEFA program fees are non-refundable should I drop the program after I have been placed at a university by the MICEFA.

Je sais que si je suis admis(e) dans l'université d'accueil comme étudiant(e) de ce programme d'échange international, je n'obtiendrai pas de diplôme de cette université. Dans le cas où je souhaite avoir un diplôme d'une université nord-américaine, je dois alors remplir toutes les conditions requises par l'université en question. De plus, je sais que la MICEFA est seul décisionnaire pour la sélection du campus le plus approprié à mon cursus d'étude. Je sais que je suis étudiant(e) en Master au moment de mon échange, j'accepterai de suivre les cours au niveau « *undergraduate* ».

**Je comprends que je dois accepter l'affectation dans l'université nord-américaine. Je suis conscient(e) que je dois être inscrit(e) comme étudiant(e) à plein temps (15 crédits) et que je dois obtenir des résultats satisfaisants durant mon séjour d'étude. Je sais que le non-respect de ces conditions entraîne l'arrêt immédiat de mon séjour d'étude.**

Je sais que bien qu'exonéré(e) des droits d'inscriptions, je dois néanmoins m'acquitter des frais supplémentaires (frais de laboratoire, de bibliothèque, de club étudiant, d'association sportive, de centre de santé...) du campus sur lequel j'effectue mon séjour d'étude. Ces frais ne sont pas couverts par la MICEFA. Je m'engage à souscrire à une assurance santé pour moi et toute personne qui m'accompagne lors de mon séjour d'étude. Le non-respect de cet engagement est une violation de mon statut d'étudiant et implique l'arrêt immédiat de mon séjour d'étude.

Je comprends que les frais de traitement des dossiers par la MICEFA ne seront pas remboursés si je me désiste après avoir reçu mon placement de la MICEFA.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month / Day / Year**VIII. HOME INSTITUTION ENDORSEMENT (to be completed by your home university)**

I have verified that the student is submitting a completed application, which includes the documents listed in the Application Checklist. After reviewing the student's application, I recommend the student's participation in this exchange.

Printed Name: \_\_\_\_\_

Title of Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Day / Month / Year