WE’RE NOT FOR PROFIT. WE’RE FOR STUDENTS.

• As a non-profit organization, our mission is to make the life-changing experience of studying, interning, and volunteering abroad accessible and affordable for everyone.

• ISEP programs are immersive and authentic and focus on inter-cultural exchange and engagement with host communities.

LIVE LIKE A LOCAL
HEALTH, SAFETY, & WELLBEING

• All ISEP students receive comprehensive health insurance, 24/7 emergency services, and ISEP Student Services Coordinator

• On-site health facilities and support services

• Single-occupancy housing available at many sites

• ISEP’s Promise and risk-free Travel Advisory Policy insures an alternate program, deferred placement, or full refund of placement fee
HOW IT WORKS

ISEP DIRECT

• Pay specific program fee – flexible housing and meal options
• Your placement is guaranteed as long as you meet the requirements

ISEP EXCHANGE

• Pay your home institution’s tuition, housing, and meals
• Rank up to 10 sites, placement depends on academic needs and space available
HOW TO APPLY

• Create an account at www.isep.org/apply
• Meet with your on-campus ISEP coordinator. They can answer campus-specific questions and will approve your application.
• ISEP Student Advisors can meet with you one-on-one to answer questions about programs, courses, and the application.
THE ISEP APPLICATION:
STEP-BY-STEP INSTRUCTIONS

On the ISEP Homepage (www.isep.org), click “Login” at the top right corner.
Click “Sign up” and enter your information.
YOUR ISEP DASHBOARD

1. When you login to your ISEP Account you will see your Dashboard.

2. From your dashboard you can access your application and the contact information of the team that is here to support you through the application process!

3. The first contact on your dashboard is your on-campus ISEP Coordinator. The second contact listed is your ISEP Student Advisor who will support you throughout the application process.

4. Click “Application” to begin your application or to request permission to begin.
To begin your application you can click "Application" then "start application". Your home university may require that you request permission to begin an ISEP application. If so, click "request permission" to send your request to your home university coordinator.
Once your application has been started, you can click “Edit” to continue or edit the application. You can also click “view your remaining steps” to see what’s left to do before you can submit!

Check out our YouTube video on how to start an ISEP application!
ADDING A NEW PROGRAM TO YOUR APPLICATION

You can add new programs by selecting “search for more programs” and “add to application.”

Also check out our short youtube video on how to add a program to your list!
USING THE ISEP PROGRAM FINDER

- You can use the ISEP program finder to filter by your field of study, terms of interest, and region or country of interest, and add programs you like to your application.
- There are also lots of advanced filters to help you narrow down your search.
- Check out our YouTube video on how to use the ISEP Program Finder to learn all the ways the program finder can help you find the perfect fit.
**ADDING A NEW PROGRAM TO YOUR APPLICATION**

**Step 1**
After you enter your search parameters and hit "apply filters", select one of the sites from your list.

**Step 2**
After you click on the school's name, you'll arrive at the school's main page. Scroll down to the bottom of the page where you'll see each program offered at that site. Select a program option by clicking "Learn More".
STEP 3

Once you click on a program, you will arrive to the school’s Program Page. Scroll to the bottom of this page. You will find the semesters available. Select a term. Once selected, you will see, on the right, two buttons: “Add to Application” and “Save for Later”.

“Save for Later” works similarly to an Amazon Wishlist. You are adding to your ISEP “Wishlist”.
List the field of study in which you plan to take courses while abroad (Major, Minor, Electives). You should add every subject you plan to take courses in.

You can list several fields of study by clicking “add another.” You should list all those that you plan to take courses in.

If you do not see an area of study you need, that means it is not available through this program. Consult with your ISEP Student Advisor to determine what might work for you.

Click Save and Continue when you are finished adding subjects.
1. Request an official transcript from your home university. Upload it by clicking “Add Files”

2. Click “Request an academic reference” to enter the name and email of one of your professors. They will receive an automated message with a personalized link where they can complete your reference.

   *Note: Students who apply only to ISEP Direct programs are not required to submit an academic reference.*

3. If you’re applying for a program where you’ll take classes in a foreign language, the application system may prompt you to request a language evaluation (to be completed by a professor specializing in that language), or a writing sample.
ISEP APPLICATION: ELIGIBILITY SECTION

• In this section you’ll enter your academic level while abroad, US GPA, and language level (or language test scores) if you’ll be taking courses in the host language.
• Be sure to click to verify your eligibility for the programs on your list!
ISEP APPLICATION: BIOGRAPHY SECTION

- In this section you’ll be asked to enter your passport info and upload a copy of your passport.

- Don’t worry if you don’t have a passport yet! You can still submit your application without it (but we recommend you start applying for a passport now!)
In our “other” section, you’ll be able to note if you have any special needs, or if there’s anything else you want a host site to be aware of.

Things you might want to include:
- academic accommodations, like extra time for testing
- mental health needs, like specific medications or support services you use
ISEP APPLICATION: SUBMIT & APPROVAL

Once your application is complete, you’ll click again on the “Application” button, then:

1. Hit “submit” to send your application to your ISEP coordinator
2. Your ISEP Coordinator will review and approve on behalf of your home university
3. Once your coordinator approves, pay your $100 USD application fee to finalize your submission! (some universities may bill you separately for your application fees)
ISEP APPLICATION: SUBMIT & APPROVAL

To pay your application fee hit:

1. “Invoices & Payments”
2. Make a payment
ISEP STUDENT ADVISORS

• Maggie Montgomery – mmontgomery@isep.org
  The Americas & Southern Europe

• Rebecca Secula – rsecula@isep.org
  Central Europe & the United Kingdom

• Jolene Bechtel – jbechtel@isep.org
  Africa, Belgium, France, the Middle East, the Netherlands & Northern Europe

• Heather Schloss – hschloss@isep.org
  Asia & Oceania