

Vanderbilt University Undergraduate Exchange Application Instructions

Please read the following application instructions carefully. Only complete applications will be considered for acceptance into the program.

Application requirements:

- Applicant must be currently enrolled in one of Vanderbilt's partner institutions
- Applicant must be nominated by their home institution to participate in the Vanderbilt University Undergraduate Exchange program
- Applicant must have a minimum of 3.0 cumulative GPA at the time of application
- Applicant whose first language or language of instruction is not English must provide proof of their English language proficiency. Minimum scores of 100 on internet-based TOEFL, 7.0 on the IELTS and 70 on the PTE Academic test are recommended. **Applicants from some partner institutions are exempt from this requirement. Please check with your home institution to verify.*
- All application materials must be received by the deadline: March 1st (fall and academic year applicants) or September 1st (spring only applicants)

Application Instructions: Your application to the Vanderbilt University Undergraduate Exchange Program consists of two different components: items completed online and items submitted by mail to the Global Education Office. **You may access all of the application items online on your GEO account**, and each item will be marked as "Received" when the Global Education Office has received the individual items. Hard copies materials must be included in one envelope, called "Application Packet", sent to the following address:

Vanderbilt University
Global Education Office, ATTN: Incoming Exchange Coordinator
Student Life Center, Suite 103
310 25th Avenue South
Nashville, TN 37240-1573 USA

Application Checklist:

Online

- Vanderbilt University Undergraduate Exchange Online Application (to be submitted via your GEO account)

By Mail

- A most recent official transcript from your home institution and any previous universities you have attended
- An official copy of your TOEFL, IELTS or PET Academic record, if applicable
- Quick Admit Application
- Incoming Exchange Study Plan Proposal, to be filled out digitally, printed and signed
- A faculty Letter of recommendation (*Engineering Students Only*)