IvyPlus Exchange Scholar Program Application

Updated October 2026

Purpose

The IvyPlus Exchange Scholar Program enables a graduate student enrolled in a doctoral program in one of the participating institutions to study at one of the other participating graduate schools for a limited period of time at no additional tuition cost, in order to take advantage of educational opportunities not available on the student's home campus.

Duration of a participating student's enrollment at a host school may be for one or more terms (which may be recorded in quarters or semesters, depending on the institution), with a maximum exchange enrollment of one year. (In the case of a student accompanying a dissertation adviser who has joined the host school, more than a year's enrollment as an Exchange Scholar may be permitted if all parties are in agreement.) **Any extensions to an approved exchange enrollment require a separate application form.**

The academic experience, including courses taken and/or research conducted with particular faculty at the host institution, is reported to the student's home institution to be recorded on the academic record maintained by the home institution. It may also be recorded by the host institution.
Participating students may be required to confirm the transfer of credit with their home institution.

Eligibility and Application Process

Terms and conditions for the IvyPlus Exchange Scholar Program are found at the end of this application. The graduate schools of the institutions listed at the end of the application are participants in the IvyPlus Exchange Scholar Program. If a student is currently enrolled in a doctoral program at one of these institutions and wishes to study for a term or academic year at another, the student should read the relevant terms and conditions and complete the application as instructed. **All approvals from the home and host institutions must be obtained at least two months before the enrollment date at the host institution.** Most participating institutions can enroll exchange students only at the start of a term. Please refer to a host institution's academic calendar for relevant dates.

Please be aware that a host institution may charge an application fee or fees for services that are not covered by tuition, such as health and hospitalization charges. It is a student's responsibility to meet such charges.

International students on a F-1 or J-1 visa may remain on the visa sponsorship of their home institutions and maintain their immigration status. They must contact their home institution's international student office before accepting any on-campus or off-campus employment.

Effective Dates

The IvyPlus Exchange Scholar Program was renewed in January 2024 for a five-year period. However, the participating institutions may modify the program at any time, and individual institutions may withdraw from the program at any time.

Please do not use the Mac built-in Preview application to fill out this form. Rather, download Adobe to complete the form.

Parts of the Application

Each part of the application must be completed.

- Parts A through C are completed by the student applying for the exchange.
- Part D is completed by the administrative contact at the home institution.
- Parts E and F are completed by the administrative contact at the host institution.

The roster of administrative contacts is found at the end of the application, along with terms and conditions.

A. Student Information. Please print or type all information.

Legal Name _____
(last, first and middle)

Preferred Name (if applicable) _____

Name of Home Institution _____

Student ID number at Home Institution_____

Date of Birth _____ Gender _____

Email address at Home Institution_____

Country of Citizenship_____

Birthplace (City, State, Country) _____

Visa Status (international students only, F-1 or J-1) _____

For students in the U.S. on a student visa, the home institution will continue to issue certificate of eligibility (Form I-20 or Form DS-2019).

In your home institution program:

Doctoral Degree Program _____
(e.g., History, Chemistry)

Term of initial registration or enrollment _____
(e.g., Fall 2017)

Expected completion date of degree _____
(e.g., May 2023)

Quarter(s)/Term(s)/Semester(s) you propose to spend at the host institution (e.g., Fall 2020, Spring 2021). Please check with the host school exchange administrator first if you are proposing to visit during a time that includes a summer term. Not all institutions can accommodate the exchange during a summer term.

_____

Have you participated in the Ivy Plus Exchange Scholars Program before? Yes ____ No ____

If yes, when and where? _____

Name of Proposed Host Institution_____

Department or Program at Host Institution _____

Subfield, subject or area of concentration _____

Adviser at Host Institution (if applicable) _____

Address to which bills or other information should be sent:

Address 1_____

Address 2_____

City/State/Zip_____

Telephone _____

Please describe your proposed plan of study during the exchange and indicate why it is essential to your degree program. (Attach another page if necessary.)

If you plan to enroll in courses at the host institution, please provide the following information on the courses you wish to take. Enter information exactly as it appears in the host institution's course offerings. Note that some departments at a host institution may not allow exchange students to enroll in their courses.

Attach email correspondence showing approval by the instructor(s) of the course(s) you wish to take. Correspondence should be from the university email account of the instructor(s) and explicitly state the course number, title and term, as well as approval.

Term	Course No.	Course Title	Credit Basis	Instructor Name

Funds for support for the requested period of study are available as follows:

Source	Type	Tuition	Living Stipend
(e.g., Home Inst, External)	(e.g. Fellowship, Research asst., Loans)	($ amount)	($ amount)

Ordinarily students will not receive any financial support from the host institution. Will any financial support come, or be paid through, the host institution, for example as an assistantship in research or teaching fellowship?

YES_____ NO_____

If yes, and if you are an international student on a visa, you must contact the visa office at your home institution, as well as the visa office at the host institution, prior to your arrival.

Do you require support from the Accessibility or Disability Services Office at the host institution?

YES _____ NO____

Note: If yes, contact the relevant office at your home institution and ask that that office make contact with the relevant office at the host institution. The administrative contacts for the exchange at both the home and host institutions can help with referrals to the appropriate offices.

Sign the following statement:

I hereby petition to participate in the IvyPlus Exchange Scholar Program and to undertake the course of study outlined above. I agree to abide by the terms and conditions of this program as well as the regulations and procedures of both institutions. I understand that violation of any of the regulations can result in my suspension from the program. I authorize the transfer of record of courses and/or research conducted with a particular faculty member at the host institution to my home institution and understand that I may need to request this transfer separately.

_____ _____

Student Signature Date

B. Approvals.

Obtain the signed approval of the following individuals at your **home institution**. Emailed approvals may be accepted by the administrative contact only if they are from the university email account of the signer and explicitly state the exchange dates and host institution, as well as approval of participation as described in the application.

1. Academic Adviser

Name	Title	Signature	Date

2. Director of Graduate Studies or Department Chair

Name	Title	Signature	Date

<u>Home Institution International Student Office Approval (for international students only)</u>

Please have your International Student Advisor from the Home Institution complete the following section if the international student is on a non-immigrant student visa (F-1 or J-1):

☐ This student is eligible and authorized to participate in the Exchange Scholar Program.

☐ This student is authorized for research employment at the Host Institution. An employment authorization letter and/or appropriate visa authorization documentation is required from the Home Institution to participate in research during the Exchange Scholar Program. This letter and visa authorization (as needed – such as F-1 On-Campus Employment at Off-Campus Contractually-Affiliated Research Institute; F-1 Curricular Practical Training; F-1 Pre-Completion Optional Practical Training; J-1 Academic Training) will be provided by the International Student Office to the student, who should provide a copy of this letter to the HR/Payroll administrator and the International Student Office at the Host Institution.

Signature of International Student Advisor/Designated School Official

Name	Title	Signature	Date

Email Address	Phone Number

C. Submission.

Submit this form to your **home institution** administrative contact for review, approval, and processing. Administrative contacts are listed at the end of the application. Only the administrative contact may forward applications to the host institution.

Administrative Contact for Exchange

Name	Title	Signature	Date

D. Home Institution Administrative Contact.

The home institution administrative contact should review Parts A-C of this application. If approved, please make sure your signature appears in Part C and then forward this application to the IvyPlus Exchange Scholar Program administrative contact at the host institution the student plans to visit.

E. Host Institution Administrative Contact.

Please obtain the approval of the following persons for the student's proposed course of study at your institution. (You sign in part E-3.) Emailed approvals may be accepted if they are from the university email account of the signer and explicitly state the exchange dates and host institution, as well as approval of participation as described in the application.

1. **Academic Adviser (**if relevant)

Name	Title	Signature	Date

2. **Director of Graduate Studies or Department Chair**

Name	Title	Signature	Date

3. **Administrative Contact for Exchange**

Name	Title	Signature	Date

F. A complete and signed application should be held at the host institution for administrative processing. Copies of the complete and signed application with any attachments should be returned to the student and to the administrative contact at the student's home institution.

PARTICIPATING INSTITUTIONS AND ADMINISTRATIVE CONTACTS

University of California at Berkeley
All PhD programs
Contact: Degrees Office, 318 Sproul Hall, #5900
Berkeley, CA 94720-5900
Phone: 510.642.5779
Fax: 510.643.1524
Email: grad_special_programs@berkeley.edu
Academic calendar: http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current

Brown University
All PhD programs
Contact: William Wittels
Assistant Dean of Academic Affairs
Brown University
225 Dyer Street
Providence, RI 02903
Phone: 401.863.5328
Fax: 401.863.3471
Email: William_Wittels@brown.edu
Academic calendar: https://registrar.brown.edu/academic-calendar

University of Chicago
All PhD programs
Contact: GRAD Exchange
UChicagoGRAD
970 E. 58th Street
Chicago, IL 60637
Phone: 773.702.3760
Email: gradexchange@uchicago.edu
Academic calendar: http://www.uchicago.edu/academics/calendar

Columbia University
PhD programs in the Graduate School of Arts and Sciences
Contact: Gennet Black
Assistant Dean of Academic Programs
Columbia University
107 Low Library
535 West 116th Street
New York, NY 10027
Phone: 212.854.6727
Fax: 212.854.4912
Email: gblack@columbia.edu
Academic calendar: https://registrar.columbia.edu/calendar

Cornell University
All PhD programs
Contact: Phil Sroka, Thesis and Dissertation Coordinator
Cornell University
143 Caldwell Hall
Ithaca, NY 14853-2602
Phone: 607.255.5820
Fax: 607.255.1816
Email: ps939@cornell.edu
Academic calendar: http://www.cornell.edu/academics/calendar/index.cfm

Dartmouth College
All PhD programs
Contact: Gary Hutchins
mailto:Gary.Hutchins@dartmouth.eduAssistant Dean and Graduate Registrar
Guarini School of Graduate and Advanced Studies
64 College Street, Suite 6062, Room 103
Dartmouth College
Hanover, NH 03755
Phone: (603) 646-2107
Fax: (603) 646-8762
Email: gary.l.hutchins@dartmouth.edu
Academic calendar: https://www.dartmouth.edu/reg/calendar/academic/index.html

Harvard University
All PhD programs in the Kenneth C. Griffin Graduate School of Arts and Sciences
Contact: Sarah Glessner, Interim Director of Student Success
Kenneth C. Griffin Graduate School of Arts & Sciences
Harvard University
Smith Campus Center 350
Cambridge, MA 02138
Phone: 617.495.1814
Fax: 617.495.2928
Email: sglessner@fas.harvard.edu; studaff@fas.harvard.edu
Academic calendar: https://registrar.fas.harvard.edu/calendars

Massachusetts Institute of Technology
All PhD programs with approval of the host department
Contact: Jessica Landry, Associate Dean for Graduate Education
Katie Carruth, Senior Administrative Assistant
Office of Graduate Education
Massachusetts Institute of Technology
77 Massachusetts Avenue
Room 3-107
Cambridge, MA 02139-4301
Phone: 617.253.4869
Fax: 617.253.5620
Email: oge-petitions@mit.edu
Academic calendar: http://web.mit.edu/registrar/www/calendar.html

University of Pennsylvania
All PhD programs
Contact: Monica Bradford
GSAS Senior Registrar
Graduate Division of Arts and Sciences
University of Pennsylvania
3401 Walnut Street, Suite 322A
Philadelphia, PA 19104-6228
Phone: 215.898.7444
Fax: 215.573.8068
Email: gas-registrar@sas.upenn.edu
Academic calendar: https://almanac.upenn.edu/penn-academic-calendar

Princeton University
All PhD programs
Contact: Jessica Heslin
Academic Affairs Coordinator
Princeton University
The Graduate School
Clio Hall
Princeton, NJ 08544
Phone: 609.258.3168
Fax: 609.258.6180
Email: heslin@princeton.edu
Academic calendar: http://registrar.princeton.edu/academic-calendar/

Stanford University
All PhD programs (except those in Graduate School of Business and Stanford Law School)
Contact for inbound exchange to Stanford: Non-Degree Admissions Office
Email: non-degree-admissions@stanford.edu
Contact for outbound exchange from Stanford: Academic Records, Enrollment, and Grading team
Email: enrollment@stanford.edu
Academic calendar: https://studentservices.stanford.edu/calendar/academic-dates

Yale University
All PhD programs
Contact: Jasmina Besirevic, Associate Dean for Graduate Education
Mya Freeman, Senior Administrative Assistant
Yale Graduate School of Arts and Sciences
P.O. Box 208236
New Haven, CT 06520
Phone: 203.432.7598
Email: jasmina.besirevic@yale.edu and mya.freeman@yale.edu
Academic calendar: https://gsas.yale.edu/resources/academic-calendar

Terms and Conditions

The following are to be regarded as minimal terms and conditions of the program. Individual institutions may choose to establish more rigorous criteria, e.g., for eligibility or duration of study. Definitions (e.g., of "term," "academic year," and "hospitalization coverage") may also vary according to local policy and practice.

1. ELIGIBILITY – Normally students will be eligible to be Exchange Scholars only after they have completed one full academic year in residence in a PhD program at their home institution. Students must be in good standing at the home institution at time of application and for the duration of the exchange period.
2. DURATION – A minimum of one term of study and a maximum of one academic year will be permitted in the program. The operation of this program during the summer sessions will be at the discretion of the host and home institutions. Any extensions require separate approval.
3. REGISTRATION STATUS – Exchange Scholars will be registered by the home and host institutions in whatever enrollment category ("in absentia," "in residence," "special student," "Exchange Scholar") is appropriate at each place.
4. TUITION AND FINANCIAL AID – Tuition will be charged and collected by the student's home institution. Stipend support, if any, is ordinarily paid only by the home institution.
5. HEALTH AND HOSPITALIZATION COVERAGE – The host institution will be responsible for assuring that hospitalization and health services are locally available. However, the host institution may either charge the student for such services or require that the student is covered by the student health plan of the home institution.
6. RESPONSIBILITIES AND PRIVILEGES – Relevant rules, policies, and procedures for the home institution and the host institution apply to Exchange Scholars. At the host institution, Exchange Scholars will be accorded many of the privileges of the host institution's degree-seeking students. They will receive a student ID card that permits access to the host institution's libraries, labs, health facilities, athletic facilities, etc. Where these services entail fees in addition to tuition, the host institution will charge Exchange Scholars the same fees it charges its own graduate students. Host institutions reserve the right to limit Exchange Scholars' access to resources that are specifically dedicated to students who are pursuing a degree program or for which such students have priority.
7. INTERNATIONAL STUDENTS - International students are understood to be under the continuing sponsorship of their home institution. All US Immigration Services work for them must be done through the international student advisor at the home institution. International students on F-1 visas should note that they are not allowed to work at the host institution unless they obtain prior written approval from the Visa Office at the host institution.
8. RECORDS – Upon completion of an Exchange Scholar's enrollment at a host institution, an official transcript may be sent to the student's home institution. Participating students and administrative contacts should confirm this process with the host institution administrative contact; at some institutions, students or administrative contacts may need to request the transcript themselves. The transcript will include the course record (title, number, instructor, credit or class hours and grade received), if any, and may include any research or independent study courses the student completed. The information will then be posted on the student's academic record or made part of the record as appropriate to the home institution.
9. NOTIFICATIONS – The host institution may notify the home institution about the student's program, experience, and conduct during the exchange period. The home institution will be responsible for notifying third parties of the Exchange Scholar's status and activities.