



MOBILITY PROGRAM INFORMATION & POLICIES

Introduction. This Program provides an opportunity for students from AICAD schools in the United States and Canada to study for one semester at another AICAD school. It does not apply to AICAD's international affiliates. It offers the experience and benefit of studying at a different school and living in a different geographic area.

Eligibility. The AICAD Mobility Program is open primarily to full-time students in their junior year, who are in good standing and who otherwise meet eligibility requirements of their specific program. Students choose which school they wish to attend in the Mobility Program. However, the Host School retains sole discretion to accept or decline an application or selection of courses.

Application Deadlines. Applications must be received by the Host School no later than:
Fall term: April 10 **Spring term: November 1**

Application Procedure. The Mobility student is solely responsible for the timely submission of the application materials to the Mobility Coordinator of their Home School. This includes:

- The completed AICAD Application Form, along with required signatures, proposed program of study, and Statement of Purpose;
 - Official transcripts of all college-level work completed at the Home School to date (available from the Home School Registrar's Office); and
 - 6 to 10 (reproduced) examples of artwork, including work in the proposed area of study, submitted with name of student, title of the work, medium, and dimensions. Examples of work should be submitted in a format that is in accordance with the host school's portfolio submission guidelines.
- **Note:** Please do not submit original artwork. If an applicant requests that reproduced images be returned, a self-addressed stamped envelope suitable for mailing must be included. The Host School cannot be responsible for loss or damage.

Tuition and Fees. Tuition is payable to the student's Home School. The Host School agrees not to charge the student tuition. A voucher indicating that tuition has been paid is issued by the Home School to the student and must be presented to the Host School at registration. If a student has made the required payment to the Home School but has not received a voucher, she/he must contact the Home School Mobility Coordinator immediately. The student will receive the regular financial aid award, if any, to which they are entitled.

Laboratory fees, student service fees and other fees may be charged to the student by the Host School. These are billed by and payable directly to the Host School, and must be paid before registration. These fees vary by institution and program, so students should contact the Mobility Coordinator of the Host School to determine which fees will be required at registration.

Grades. Grades received from the Host School during Mobility study will become a part of the student's official record at their Home School, in accordance with the Home School's policies for such study. Host Schools should not count mobility students in their registration statistics.

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While at the Host School, the student will be governed by the academic regulations of the Host School and will not be eligible for student aid or employment from the Host School. The Host School is responsible for notifying the Home School of any deficiencies during the semester.

Medical Insurance. Nearly every AICAD college requires students to obtain or furnish proof of medical insurance. Check with your Host School to determine its policies. If you have no insurance you will most likely be expected to purchase it from the Host School. If you have insurance, be sure to obtain proof of insurance from your Home School before you depart.

Housing. Housing is the responsibility of each student. Host Schools have no obligation to provide housing and their dorms are often full. A student wishing to live in a Host School's dorm should make this known at the time of application. Fees for Room and Board are billed by and payable directly to the Host School. If dorms are full, off-campus housing information may be obtained from the student services or housing office of the Host School. Students should plan ahead and investigate all housing options at the time of application.

Responsibilities of the various participants in the AICAD Mobility Program

Students are responsible for:

- Completing the application process in a timely manner so as to meet deadlines;
- Obtaining all required signatures and approvals at their Home School;
- Registering at their Home School as required for the Mobility semester;
- Making their own housing arrangements for the Mobility semester; and
- Being aware of all fees and other requirements at the Host School, including insurance.

Mobility Coordinators at the Home Schools are responsible for:

- Providing students with AICAD Mobility Program information and applications;
- Verifying the eligibility of students from their school applying to the Mobility Program;
- Forwarding completed application materials to the intended Host School;
- Providing verification that all financial obligations are met for the Mobility semester; and
- Providing verification of student medical insurance if obtained through the Home School.

Mobility Coordinators at the Host Schools are responsible for:

- Informing the applicant and Home School Coordinator of the decision on the application;
- Informing accepted students of registration dates and related fees;
- Informing accepted students of any other special Mobility requirements; and
- Sending completed student transcripts to the Home School as soon as possible.

PART C

STATEMENT OF PURPOSE: Please write a Statement of Purpose and submit it with this Application. Although the Statement should be concise, it should be a thoughtful consideration of your goals and reasons for seeking Mobility. It should discuss how the proposed study at the Host School relates to your education and career goals. Attach an additional sheet as necessary.

PART D

TO THE APPLICANT: I have read and I accept the terms of the AICAD Mobility Program as described in this Application. I understand it is my responsibility to meet the terms of eligibility and that the Host School has sole discretion in determining acceptance as an Mobility student. The AICAD Mobility Program provides students the opportunity for short term study at another institution. In this spirit, students may not apply for permanent transfer to the Host School while participating in the Mobility Program. I request that upon completion of my study at the Host School a transcript of my completed courses and grades be sent to my Home School and be included in my permanent record. Acceptance as a Mobility student at the Host School is conditional on my being in academic good standing at the completion of the most recent semester of study prior to the Mobility semester and meeting all financial obligations at the Home School.

Applicant Signature

Date

APPLICANT: After completing this form, you must obtain the following approvals from your Home School. **The Mobility Coordinator's signature is required.** Please consult with your Mobility Coordinator to determine which other signatures are required by your Home School. Be sure to keep a copy of this form for your own records!

1. Advisor or Dept. Chair Signature

Name & Title

Date

2. Dept. Chair or Dean Signature

Name & Title

Date

3. Home Mobility Coordinator Signature

Name & Title

Date

Coordinator's Email

Phone #