FREQUENTLY ASKED QUESTIONS
2015 HOST APPLICATION

Q. Where can I access the application directly?

A. Here is the link to the 2015 BSMP Undergraduate Host Institution Application.
You can also copy / paste the following web address into your browser:
https://iie-ugrad-institution.applywithus.com/users/sign_in

Q. My institution is currently a BSMP Host Institution. Do we need to submit a new application?

A. Yes. While the majority of questions are consistent from last year's application, much of the requested information (such as program dates, housing information, personnel contact details, etc.) changes from year to year. Please complete a fresh application with the accurate data for 2015. If you would like a copy of the raw data from your 2014 application for reference, please contact your IIE point person.

Q. The application doesn't recognize my email/password. How do I retrieve it?

A. If you have not created a new account in the new system, your email will not be recognized. If you have created a new account but misplaced your password, please click on the "Forgot Password" link on the right side of the sign in page in the "Helpful Info" section, enter your email and click on the button labeled "Send me reset instructions."

Q. The application requests that I enter my age. It appears to be the application for students.

A. The above link is for prospective host institutions. The question about your age is legally required by our application provider; you must simply enter a date that proves you are older than 13. Feel free to use any date that shows you are over 13 (we do not need your actual birthday!) If you have not done so already, please create a new account by clicking on the hyperlinked "Applicants" in the Sign In page.

Q. Can more than one person from my institution access and edit the application?

A. The system links each created account to one application—it is not possible for multiple accounts to log in and edit the same one application. Each institution has one application submitted by one account holder, who completes the application sections depending on which program(s) the institution is interested in hosting. For example, John Smith at John Smith University submits one application for his institution to host, and fills out the sections for the BSMP Academic, BSMP Intensive English, and LOTUS program, as these are the programs his institutions is interested in hosting.

It is very important that the person filling out the application coordinates with all appropriate contacts at your institution (intensive English, housing, bursar, etc.) to ensure all entered information for all programs is accurate.

Q. My institution is unable to admit students for winter/spring/fall; what should I enter for dates?

A. If the system will not permit you to leave the section blank (i.e. you receive error messages when attempting to submit the application) then please enter a "dummy" date (such as 01/01/01) and simply enter 0 for the number of students you are able to admit.

Q. I am unable to select multiple majors that are available to BSMP students at my institution. How can I do so?

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A. You should hold the "Ctrl" key while selecting multiple majors in the menu. If you are unable to do so, try using a different browser to complete the application. If you are using a Mac, you should hold the apple key.

Q. My institution is unable to provide university-managed housing or pay for any student's housing off campus. However, we have developed a solution for making these accommodations and invoicing IIE. How do we reflect this process in our application?

A. In response to the questions about housing, please answer no; doing so will not automatically disqualify your institution from hosting BSMP students. If students are matched to your institution, our team will work with you to determine how to best provide the necessary accommodations to students.

Q. My institution submitted an application prior to the preferred November 1, 2014 deadline. When will we know if we've been accepted as a BSMP Host Institution for 2015?

A. In the late Fall 2014 and spring of 2015, IIE will contact approved host institutions via email to confirm eligibility to host BSMP students. Having submitted an application does not guarantee that your institution will be selected as a BSMP Host Institution for 2015. IIE conducts a comprehensive review of the students' dossiers to determine the best academic program available to students based on their academic profiles, levels of English proficiency, and availability of majors. If one or more students are matched to your institution, IIE will submit a request for admission during the spring of 2015.

Q. I've submitted the application but would like to make a change. How can I do so?

A. Once the preliminary application deadline of November 1, 2014 passes, the "Updates" section of the website will become available in case you need to make any last-minute corrections or changes to your application.

When you are logged in to the application portal, the blue menu bar will have an "Updates" tab. By clicking on "Application Update 1" you will be re-directed to what looks like a blank application. Please only enter the new information that needs to be edited from your originally submitted application.

Q. I submitted our institution's application. How do I know it has been received? Can you send a copy?

A. Once you have successfully submitted the application, you will have the option to download a PDF copy. Please consider the PDF as a receipt of your submission of your records.

Q. My institution wishes to host students beginning their programs in 2015, but some of our academic calendar dates are unconfirmed. When is the absolute deadline for submitting an application?

A. IIE will accept applications from prospective host institutions on a rolling basis. The cutoff date for submitting an application to host students in programs starting in 2015 is November 1, 2014. You will have the opportunity to edit submitted information during the Updates period. The Updates section of the application portal will be open from November 1-December1, 2014.

You will have until the final deadline of December 1, 2014 to submit any updates to your completed application. Please keep in mind that while we accept applications on a rolling basis,

submitting an application within IIE's designated timeframe allows us the time needed to review your information to consider you for the upcoming placement cycle.

Q. Do I need to apply to host BOTH Academic and English Students? Can I host only one or the other?

A. Applying to host only academic students is permitted – you are not required to have an intensive English program to be part of the program. If you do have an intensive English program, preference is given to institutions that can provide both intensive English and academic programing to help fulfill program goal that students remain at one institution for duration of their scholarship. Institutions that provide courses in the students' fields of study (particularly specific and/or advanced level STEM courses) and opt to serve as both an academic and IEP host are given priority in terms of hosting and may receive a larger group of English students.

Q. How do I know my capacity for the term? What is that used for?

A. The capacity is the total number of newly admitted students you can accommodate for a particular term. This *should not* be an aggregate number of all the BSMP students you have on your campus at a particular time, but rather should be the newly admitted incoming students only. That being said, please consider the IEP and Academic students continuing on your campus when assessing your ability to host new students.