



**NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Study Abroad Basics

- ❖ Studying abroad is the act of a student pursuing educational opportunities in a country other than one's own.
- ❖ It is one of the most challenging, interesting, and fun experiences you can have as a college student. Talk to anyone who has studied abroad and they will share stories they have about intercultural understanding, interesting differences, unique challenges, and experiences unlike anything they could have imagined in the US.
- ❖ **Through taking academic credit abroad**, a student can see the world, take in new cultures, hone language skills, expand career opportunities, develop personally, find new interests and make lifelong connections! Due to the highly immersive nature of a study abroad, it is a completely different experience than being a tourist!

### Getting Started

- ❖ To study abroad, complete the attached student application packet. The entire packet must be completely filled out, including signatures. If approved, follow-up materials, including fee payment slips and scholarship opportunities, will be available to you.
- ❖ Attend a study abroad interest meeting and/or meet with a study abroad advisor in the IES office.

### Getting Ready for Departure

#### Costs:

- ❖ Arrange financial aid. Major costs are typically: program fee, airfare, tuition, and spending money. The cost-of-attendance for faculty-led courses is on-file with the Financial Aid and IES offices. Those studying abroad through one of our partner institutions must work with us on creating a budget worksheet to bring to the Financial Aid office.
- ❖ Make regular program payments according to the schedule your program requires.
- ❖ Pay tuition according to NMU's payment schedule. Deposits and program fees must be made on time and to the **Student Services Center** located in the Hedgcock Building.

#### Academics:

- ❖ For faculty-led programs, your instructor will arrange registration in the appropriate section(s). You are required to remain registered throughout the duration of the course, including the travel portion, and will be held responsible for tuition and fees associated with the course(s).
- ❖ For other types of study abroad programs, you must complete a course pre-evaluation form. This involves working with your academic advisor on degree planning/requirements, and working with department chairs on obtaining signed approval for each course you plan to take abroad.

#### Pre-Departure Logistics:

- ❖ Get a passport. Applications available at: [www.travel.state.gov](http://www.travel.state.gov) (this process can take 30-90 days).
- ❖ If required for entry to the host country, apply for a visa. You can learn more about which countries require visas and the visa process by visiting ([http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html)).
- ❖ Make airline reservations – only after your program is fully enrolled and you are notified by your leader or study abroad provider on how/when to do so.
- ❖ Arrange Travel Health appointment at NMU Vielmetti Health Center. Instructions at: <http://webb.nmu.edu/HealthCenter/SiteSections/Travel/TravelInformation.shtml>. This appointment is **required** for all participants and must be completed within six months prior to travel.
- ❖ Return this packet and **all** required forms to the IES office (2001 Hedgcock or [goabroad@nmu.edu](mailto:goabroad@nmu.edu)).
- ❖ Attend **mandatory** pre-departure orientation session, coordinated by IES

### Setting goals for your study abroad experience

The International Education Services team requires you to list goals and summarize your overall reasons for wanting to learn abroad. This is an essential step in staying **focused** and making the most of your time overseas. What are you hoping to gain from the experience? Do you have academic, personal, social, cultural or professional goals in mind? Please share:

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Please fill out all required information, including signatures. Incomplete applications cannot be accepted for review.

Full Name – exactly as it appears on your passport			NMU ID #		
Passport #	Date of Issue	Expiration Date	Birth date:		
(Write "pending" if you have not yet received a passport.)					
Local address			Cell Phone # (include area code)		
NMU e-mail address			Class Standing:		
Permanent address (include city, state, zip code)			Major(s) / Minor(s)		
List 2 NMU staff or faculty members who may be contacted to serve as references			Race/Ethnicity (voluntary)		
1) _____					
2) _____					
Name of Study Abroad Program			Host Country		
Course(s) you are planning to take			Number of credit hours		
Dates of program			Are you planning to use financial aid? <input type="radio"/> yes <input type="radio"/> no		

**How did you learn about study abroad at NMU? Please check all that apply.**

- |  |   |  |
|--|---|--|
| <input type="radio"/> Friend/NMU student   | <input type="radio"/> Other staff (name): _____ | <input type="radio"/> Classroom presentation       |
| <input type="radio"/> Faculty/staff leader | <input type="radio"/> Student announcements     | <input type="radio"/> Study abroad general session |
| <input type="radio"/> Study Abroad Fair    |   | <input type="radio"/> Other: _____                 |

**Which of the following most influenced your decision to apply for this particular study abroad program?.**

- |   |  |  |
|---|--|--|
| <input type="radio"/> Degree Requirements       | <input type="radio"/> Affordability          | <input type="radio"/> Educational goals  |
| <input type="radio"/> Faculty member or advisor | <input type="radio"/> Foreign language study | <input type="radio"/> Personal growth    |
| <input type="radio"/> Career Enhancement        | <input type="radio"/> Location               | <input type="radio"/> Academic challenge |

### Student Guidelines Agreement

Students planning to study abroad **must**:

- ❖ Complete necessary steps by the due dates of both our office and your specific program  
If due dates are missed, we cannot guarantee availability of orientation and other required steps
- ❖ Seek advisement from the study abroad & financial aid offices, along with your academic advisor in order to ask questions and understand important information related to your study abroad experience
- ❖ Submit all forms and pieces of information required for travel
- ❖ Make an appointment with the Vielmetti Health Center and complete any required vaccinations
- ❖ Complete mandatory pre-departure orientation session coordinated by IES
- ❖ Ensure courses transfer back to NMU
  - FLSA students will be enrolled as a group into the course(s); All other applicants must select classes, complete the course pre-approval form, and have it signed by department chair(s) before travelling
- ❖ Submit all payments to cover program costs **ON TIME** and **PRIOR** to departure
  - FLSA students- understand the final payment amount may fluctuate as trip costs are finalized

**I have read and fully understand what is expected of me regarding the study abroad experience I am taking part in:**      Signature: \_\_\_\_\_      Date: \_\_\_\_\_

# Dean of Students Release Form

Northern Michigan University policy states that you must be in good academic standing with a cumulative GPA of at least 2.5 (or the minimum GPA as determined for the program) at the time of application. Meeting this minimum GPA does not, however, guarantee acceptance; additional eligibility criteria may be applied, including a review of Student Code violations and adjudication records. By signing this form, you give the Dean of Students office permission to release confidential information to the International Education Services Office which may influence admission decisions concerning your study abroad program. Please complete and sign the top portion of this form and deliver it to the Dean of Students Office – 2001 Hedgcock.

Student Name: \_\_\_\_\_ NMU I.N.: \_\_\_\_\_

Study Abroad Program/Course #: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Faculty Leader or host organization: \_\_\_\_\_

I give the Dean of Students office permission to release information concerning my conduct records to the International Education Services Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicant is under 18 years of age)

**Do Not Write Below This Line.**

**Dean of Students Office: Please complete this portion of the form and return to the International Education Services office, 2001 Hedgcock.**

- This student has no conduct file.
- This student has a conduct file.
- This student has a pending student conduct issue awaiting adjudication by the Dean of Students office.

Name of D.S.O. representative completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## For IPO Office Use Only – Do not complete

### NOTES:

**Cumulative GPA** \_\_\_\_\_ **Dean of Students** \_\_\_\_\_

**Faculty approval** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_