



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

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

**Name of FLSA Program:** \_\_\_\_\_

### **Getting Started**

- ❖ To study abroad, complete the attached student application. Please fill out the application completely, including signatures. When you receive approval for the program, the IPO and your instructor will follow up with additional information and materials.
- ❖ Pay your \$150 non-refundable study abroad fee at the **Student Service Center** in Hedgcock.
- ❖ Attend a study abroad interest meeting with your instructor and/or meet with a FLSA Study Abroad Advisor in the IPO office.

### **Getting Ready for Departure**

#### **Costs:**

- ❖ After your instructor gives you the cost of the program, make an appointment with the Financial Aid office (FAO). Major costs are typically: program fee, airfare, tuition, and spending money. The Financial Aid office will have information on the cost of the program and possible funding.
- ❖ Make regular program payments according to the payment deadlines provided by IPO.
- ❖ 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.
- ❖ If you decide to withdraw from the program, you should be aware of the following:
  - The FLSA application fee is non-refundable.
  - Any payments made for airfare, hotels, etc. are non-refundable unless the IPO is able to arrange refunds. The IPO will inform students when payments will be made prior to booking.

#### **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).

#### **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. Your faculty member will let you know if you need a visa and how to apply for one.
- ❖ 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 Health Center. This appointment is **required** for all participants and must be completed within six months prior to travel.
- ❖ COVID-19 vaccinations and COVID tests may be required by the host country and/or local institutions.
- ❖ Return this packet and **all** required forms to the IPO office in 203 Cohodas or [goabroad@nmu.edu](mailto:goabroad@nmu.edu).
- ❖ Attend **mandatory** pre-departure orientation session, coordinated by IPO.

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 Email 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			Ethnicity (not required)
1) _____			
2) _____			

Name of Study Abroad Program	Host Country
Course(s) you are planning to take	Number of credit hours
Dates or semester of program	Are you planning to use financial aid? <input type="radio"/> yes <input type="radio"/> no

### Student Guidelines Agreement

Students planning to study abroad **are required to do the following.**

- ❖ 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 NMU Health Center and complete any required vaccinations.
- ❖ Complete mandatory pre-departure orientation session coordinated by the International Programs Office.
- ❖ Submit all payments to cover program costs **ON TIME** and **PRIOR** to departure. The final payment amount may fluctuate trip costs are finalized.

**I have read and fully understand the above information.**

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.**

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**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 \_\_\_\_/\_\_\_\_/\_\_\_\_