



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

SERVICE LEARNING PROGRAM INFORMATION			
FLSA Service Learning Program:		Leader Name:	
Semester/Year of Program (Ex: Summer 2023):		I have attended an interest meeting with the FLSA leader. <input type="checkbox"/> Yes <input type="checkbox"/> No	
PERSONAL INFORMATION			
Full Name – (As it appears on passport):		NMU IN:	
NMU Email Address:		Major(s):	
Class Standing (Freshman, Sophomore, etc.):		Minor(s):	
Local Address (while attending NMU):		Cell Phone # (include area code):	
Permanent Address (include city, state, zip code):			
Passport #	Date of Issue	Expiration Date	Birth Date:
<i>(Write "pending" if you have not yet received a passport.)</i>			
List 2 NMU staff or faculty members who may be contacted to serve as references, if needed.		Sex (as assigned on passport):*	
1) _____		Country of Citizenship:*	
2) _____		<i>*Information is necessary for certain government data systems &amp; insurance processing.</i>	

**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 NMU study abroad advisor & program leader in order to ask questions and understand important information related to your service learning experience.
- ❖ Submit all forms and pieces of information required for travel.
- ❖ Complete the 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 after trip costs are finalized.

I have read and fully understand the above information. In addition, by signing this Agreement, I give the Dean of Students office permission to release information concerning my conduct records to the International Programs Office.

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

## TIPS FOR A SUCCESSFUL SERVICE LEARNING ABROAD EXPERIENCE

### Getting Started

- ❖ Attend an interest meeting with your program leader and/or meet with the Study Abroad Coordinator in the IPO office.
- ❖ Please fill out the NMU Service Learning Abroad application completely, including signatures.
- ❖ When you receive approval for the program, the IPO and your program leader will follow up with additional information and materials.

### Getting Ready for Departure

#### Costs:

- ❖ **Service Learning programs are non-credit bearing and are not eligible for financial aid.** However, students are welcome to meet with the Financial Aid office to learn about any additional funding options.
- ❖ Make regular program payments according to the payment deadlines provided by IPO and/or program leader.
- ❖ 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 (\$150) is non-refundable.
  - Any payments made for airfare, hotels, etc. are non-refundable unless the IPO is able to arrange refunds.

#### Pre-Departure Logistics:

- ❖ Get a passport! Applications available at: [www.travel.state.gov](http://www.travel.state.gov) (This process can take longer than expected).
- ❖ Return **all** required forms to the IPO office in 203 Cohodas or [goabroad@nmu.edu](mailto:goabroad@nmu.edu).
- ❖ If required for entry to the host country, apply for a visa. Your faculty leader 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.
- ❖ Attend **mandatory** pre-departure orientation session, coordinated by IPO and/or program leader.

Do Not Write Below This Line.

#### For IPO Office Use Only – Do not complete.

Class Standing \_\_\_\_\_

Academic Standing \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Disciplinary Standing \_\_\_\_\_

Faculty approval \_\_\_\_\_

Date Approved \_\_\_/\_\_\_/\_\_\_