

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

FACULTY LED STUDY ABROAD PROGRAM INFORMATION			
FLSA 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 & 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, NMU financial aid, and academic advisors 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.
- ❖ 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 STUDY ABROAD EXPERIENCE

Getting Started

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

Getting Ready for Departure

Costs:

- ❖ After you have received the estimated cost of the program, you are responsible for scheduling an appointment with the NMU Financial Aid Office. The Financial Aid Office will have information on the cost of the program and possible funding opportunities.
- ❖ 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 (\$150) 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 course(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 (This process can take longer than expected).
- ❖ Return **all** required forms to the IPO office in 203 Cohodas or 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.

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 ___/___/___