



Procedures & Checklist for Students Studying Abroad

- Talk to the Global Connections Office about your interest in studying abroad.
- Talk to your academic advisor about the best time to study abroad and what courses to take.
- With guidance from your study abroad and academic advisors, determine the best program for you.
- Complete the study abroad program's online application.
You will need to complete two applications—one for the study abroad partner and one for NNU.

Once accepted into the program, request the Semester Abroad-Off-Campus Approval Form from the Global Connections Office

SUBMIT THE FOLLOWING DOCUMENTS TO THE GLOBAL CONNECTIONS OFFICE:

- Semester Abroad-Off-Campus Approval Form – *This will be sent via DocuSign for you to fill out and sign electronically, but you will connect with each of the following offices. They may ask for a meeting before they sign their part.*
 - Academic Advisor & Registrar (Basement of Administration Building)
 - Your academic advisor's email address and Registrar@nnu.edu
 - Financial Aid, Student Financial Services (Basement of Administration Building)
 - FinancialAid@nnu.edu or your financial aid counselor's email address
 - Student Accounts, Student Financial Services (Basement of Administration Building)
 - Christina Barker - ChristinaBarker@nnu.edu
 - Global Connections Office (Learning Commons)
 - studyabroad@nnu.edu
- Student Lifestyle Agreement Form (Study Abroad Office > Forms- Study Abroad Student > Working Docs for PDFs)
- Waiver, Release of Liability, Indemnification, Consent to Medical Attention and Crisis Policy Form (Study Abroad Office > Forms- Study Abroad Student > Working Docs for PDFs)
- Copy of passport
- Emergency contact information for two (2) people
Include the following information – first and last name, relationship to the person, phone number, email address, and address
- Dates for when you leave the U.S. and leave your host country to return home

IF GOING DIRECTLY THROUGH ANOTHER UNIVERSITY AND **NOT** A 3RD-PARTY PROVIDER (e.g., ISA, QERC, CCCU GlobalEd, etc.), ALSO SUBMIT THE FOLLOWING TO THE GLOBAL CONNECTIONS OFFICE:

- Copy of health insurance policy & card – ensure your health insurance covers international travel!
- Complete the NNU Cultural Competency Program form for studying abroad.

- Complete this form **AFTER** receiving approval of your Semester Abroad Approval Form from the Global Connections Office - https://nnu.co1.qualtrics.com/jfe/form/SV_aWxeXiQXrqOrDsV
- Make payment to Student Financial Services for study abroad experience.
 - Pay the amount estimated from the financial aid section from the Semester Abroad Approval Form, due one (1) month before the start of the semester. Your account in the my.nnu.edu portal won't show your study abroad amount until after the NNU semester has started. Payment plans are not available for study abroad.
 - If you pay online, select the "pre-payment" option. You may use a check or credit card for online payment. (Use of a credit card will be charged a usage fee.)
 - If you pay in person (basement of Emerson Administration building), they will accept cash or check.
- Register with <https://step.state.gov> to receive communication about safety conditions (natural disaster, unrest, family emergency) in your host country and help family and friends contact you in an emergency.

RESOURCES

Specific Country Information - <https://www.cia.gov/the-world-factbook/>

- Health Risks - <http://www.cdc.gov/yellowbook>
- US State Department Consular Warnings - <http://travel.state.gov>

NOTE - *Students are responsible to share travel details and information with family and friends, if desired. Travel information will not be shared outside of campus personnel.*