



Procedures & Checklist for Students Studying Off-Campus

- Talk to the Global Connections Office about your interest in studying off-campus.
- Talk to your academic advisor about the best time to study off-campus and what courses to take.
- With guidance from your study off-campus and academic advisors, determine the best program for you.
- Complete the study off-campus 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)
 - o Your academic advisor's email address and Registrar@nnu.edu
 - Financial Aid, Student Financial Services (Basement of Administration Building)
 - o FinancialAid@nnu.edu or your financial aid counselor's email address
 - Student Accounts, Student Financial Services (Basement of Administration Building)
 - o Christina Barker - ChristinaBarker@nnu.edu
 - Global Connections Office (Learning Commons)
 - o studyabroad@nnu.edu
 - Student Lifestyle Agreement Form
 - Waiver, Release of Liability, Indemnification, Consent to Medical Attention and Crisis Policy Form
 - 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 travel to and from the destination at the start and end of your program
- Make payment to Student Financial Services for your off-campus study experience.
 - Pay the amount estimated from the financial aid section from the Semester Abroad – Off-Campus Approval Form, typically due one (1) month prior to the start of the semester. Your account in the my.nnu.edu portal won't show your study off-campus amount until after the NNU semester has started. Payment plans are not available for off-campus studies.
 - 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.

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.