

NAME: _____ STUDENT ID: _____



Please glue a
passport-size
photograph of
yourself in this
box.

APPLICATION FOR PERMISSION TO STUDY ABROAD ON NON-NORTHWESTERN SUMMER PROGRAMS

Rolling admissions starts January 3, 2012

Students should submit their NU Application at least two weeks before their program's application deadline or earlier if the program is competitive or operates on a rolling admissions basis.

Final Application Deadline: March 1, 2012 by 5:00pm

All applications must be submitted in person to:

The Northwestern Study Abroad Office
630 Dartmouth Place, 2nd floor
847-467-6400

studyabroad@northwestern.edu

(one block north of Noyes, between Sheridan and Orrington)

Late or incomplete applications will not be accepted.

Do I need to contact the Study Abroad Office before completing this application?

If the program you're interested in is not on the non-NU summer program recommended list (http://www.northwestern.edu/studyabroad/programs/summer/Non-NU_Summer_Recommended_List.html#Recommended%20Programs):

- Email the Study Abroad Office (studyabroad@northwestern.edu) with your name, the program in which you are interested and a link to the program webpage. A Study Abroad Adviser will contact you to let you know if the program's credits are transferable to Northwestern or if an advising appointment is necessary to discuss other options.

If you're having trouble choosing a program:

- Call the Study Abroad Office (847-467-6400) to schedule an appointment with an Adviser. We would be happy to talk through some options with you!

Completed	Application Checklist
	1. This completed application, including essays and required signatures from: <ul style="list-style-type: none"> • Degree Auditor (section IV), if applicable • Academic Adviser(s) (section VI A), if applicable • School Representative (section VI B) • Parent/Guardian (section X)
	2. Unofficial Northwestern Transcript. Print from CAESAR.
	3. One photograph (head & shoulders). Please affix in upper right hand corner of the previous page.
	4. Which Study Abroad Adviser did you meet with to discuss your plans? <input type="checkbox"/> Alicia Stanley <input type="checkbox"/> Michelle Gere <input type="checkbox"/> I did not meet with a Study Abroad Adviser <input type="checkbox"/> Robin Leephaibul <input type="checkbox"/> Francesca Miroballi
	Additional requirements for certain programs/students
	Program-Specific Study Abroad Approval Form If your program application requires a Dean, Study Abroad Adviser or School Official to approve your plans: Submit the original form with your Northwestern application to the Study Abroad Office. If it includes a section for you to fill out and sign, make sure you do so. If we approve your application, we will complete the form and send it directly to the program.
	If your cumulative GPA is below a 3.0: Write an essay (300-500 words) explaining why your GPA fell below a 3.0 and how you plan to raise it.
	If you are applying to a direct enrollment program at a foreign institution, you <i>may</i> need to submit a sample transcript. Please contact the Study Abroad Office (847-467-6400) to determine if a sample transcript is required.

Frequently Asked Application Questions

Program Dates

Q: I'm interested in a non-NU summer program that begins in late May/early June. Can I apply?

A: Students are not allowed to participate in non-NU summer programs that begin while NU's spring quarter exams are still being conducted. You may not ask your NU professors to arrange early exams and you cannot arrive late to a summer program. There are a number of programs that begin in mid-late June. Check our Recommended Non-NU Summer Program List (http://www.northwestern.edu/studyabroad/programs/summer/Non-NU_Summer_Recommended_List.html#Recommended%20Programs) for suggestions.

Program Applications (e.g., IES Abroad, Boston University, Arcadia, SIT, etc.)

Q: Where should I submit my program application materials?

A: You must submit program application materials directly to your program office by their deadline **or earlier**. We do not send on any program materials except the study abroad adviser approval form, if there is one.

Financial Aid and Billing

Q: Can financial aid be applied to non-NU summer programs?

A: No, but you're encouraged to apply for outside scholarships in order to help cut costs. See the Financial Aid & Funding (http://www.northwestern.edu/studyabroad/financial/Aid_And_Funding.html#Scholarship) section of our website for details.

Study Abroad Transcripts

Q: Where should I have my transcript sent upon completion of the program?

A: The Northwestern Study Abroad Office, 630 Dartmouth Place, Evanston, IL 60208-4195

TO BE COMPLETED BY THE STUDY ABROAD OFFICE:

Submission Date _____ *Initials* _____

I. SUMMER STUDY ABROAD PROGRAM INFORMATION

Instructions:

1. In the boxes below, list sponsoring institution plus school or country name (e.g., “Arcadia-Granada” or “SIT-Morocco”). If you are directly enrolling in a foreign university, list the university name or university program (e.g., Korea University or London School of Economics Summer Session).
2. Pay close attention to the program’s start date. Many summer programs begin in late May or early June and NU students may not be eligible to participate due to Spring quarter exams.
3. You are allowed to apply to 2 programs.
4. All programs that you list on your program-specific applications must also be listed here. You cannot add additional programs to your NU application after the March 1, 2012 deadline.

SUMMER PROGRAM	PROGRAM DATES
<p><u>First Choice Program:</u></p> <p>Program Name & Country: _____</p> <p>Program website: _____</p> <p>Program’s application deadline: ____/____/____</p>	<p>From:</p> <p>____/____/____</p> <p>To:</p> <p>____/____/____</p>
<p><u>Second Choice Program (strongly recommended):</u></p> <p>Program Name & Country: _____</p> <p>Program website: _____</p> <p>Program’s application deadline: ____/____/____</p>	<p>From:</p> <p>____/____/____</p> <p>To:</p> <p>____/____/____</p>

***If you have questions regarding the admissions policy of your program, whether or not your program is competitive and/or has limited spaces, or to find out your exact program dates, you must contact your program directly.**

II. PERSONAL INFORMATION (Information in this section will **not** affect admissions decisions.)

Last Name	First Name	Middle Initial	Student ID Number <small>Found on WildCARD</small>
Preferred First Name (if different from above): _____			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____	Passport Number: _____ Expiration Date: _____	Country of Issue: _____ If you do not have a passport, you should apply for one immediately. Your passport must be valid for 6 months after return to the U.S.	
Phone Number (_____) _____			
E-mail Address _____ Per University policy, we expect you to read your email on a regular basis.			
<input type="checkbox"/> Caucasian/White	<input type="checkbox"/> Asian, Native Hawaiian, or Other Pacific Islander		
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> American Indian or Alaska Native		
<input type="checkbox"/> Hispanic or Latino/a	<input type="checkbox"/> Biracial/Multiracial		
<input type="checkbox"/> Other: _____			
Are you an international student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, home country: _____
List your country or countries of citizenship.	<input type="checkbox"/> USA	<input type="checkbox"/> Other: _____	
Do you currently receive financial aid through Northwestern, federal or state grants and loans, work-study, and/or employee discounts?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you receive athletic aid from Northwestern?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you receive faculty/staff tuition rebate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Parent/Guardian Information:

Northwestern may use the following information in case of emergency and for correspondence purposes. In addition, Northwestern may release information regarding the study abroad student to the contacts listed here (see section IX-1 for more details).

Contact #1

Name: _____ Home Phone (_____) _____

City _____ State _____ Country _____

Email Address _____ Cell Phone (_____) _____

Relationship to you: _____

Contact #2

Name: _____ Home Phone (_____) _____

City _____ State _____ Country _____

Email Address _____ Cell Phone (_____) _____

Relationship to you: _____

*Please note that financial aid cannot be applied to non-Northwestern summer programs.

III. ACADEMIC INFORMATION

<p>List the School(s) you are currently in.</p> <ul style="list-style-type: none"> If you are a double degree student in a 5-year program, list both schools. If you are applying to transfer schools, list both schools. Complete the rest of this application based on the school to which you are transferring. 	<p>_____ 1st School</p> <p>_____ 2nd School</p>
<p>List all of your declared and/or intended majors and minors.</p> <ul style="list-style-type: none"> If you are currently undeclared, you do not need to declare a major before submitting this application. If you have a major in mind, please complete this application based on that plan. If any major or minor is currently undeclared, check the Undeclared box. 	<p>_____ 1st Major <input type="checkbox"/> Undeclared</p> <p>_____ 2nd Major <input type="checkbox"/> Undeclared</p> <p>_____ 1st Minor <input type="checkbox"/> Undeclared</p> <p>_____ 2nd Minor <input type="checkbox"/> Undeclared</p>
<p>Northwestern GPA Please write your current, cumulative Northwestern GPA.</p>	<p>_____ GPA</p>
<p>Expected graduation date</p>	<p>_____ / _____ month/year</p>
<p>Status When you study abroad, what year will you be at Northwestern? (E.g. If you plan to study abroad the summer after your sophomore year, consider yourself a junior while abroad.)</p>	<p><input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior</p>
<p>Language study Which language(s), if any, have you studied at the university level? List the last course you took in this language and when.</p>	<p>_____ language(s)</p> <p>_____ course(s)/term(s)</p>
<p>Student conduct and academic issues Have you had any student conduct and/or academic issues at Northwestern? If you check yes, your study abroad adviser will contact you for more information.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

What do you wish to achieve by studying abroad?	1 = not very important 5 = very important				
Becoming more fluent in a language I have already studied	1	2	3	4	5
Beginning to learn a new language	1	2	3	4	5
Living in another culture and interacting with local people	1	2	3	4	5
Making significant progress toward my major/minor requirements	1	2	3	4	5
Having the opportunity to take courses not offered at Northwestern	1	2	3	4	5
Other (please explain):					

IV. NORTHWESTERN UNDERGRADUATE RESIDENCE REQUIREMENT

THE UNDERGRADUATE RESIDENCE REQUIREMENT (URR) CHECKLIST

The full text of the URR can be found in the Undergraduate Catalog. One provision is especially relevant: **“A student who receives credit [in transfer to Northwestern] for study abroad must be in residence for either the final 3 quarters or 4 of the last 6 quarters before the awarding of the degree.”**

- If you answer **YES** to **any** of the questions below you **MUST** meet with your Degree Auditor in the Office of the Registrar to complete the verification below. **Call to schedule an appointment AS SOON AS POSSIBLE: 847-491-5234.**
- If you answer **NO** to **all** of the questions below, you **do NOT** need to meet with your Degree Auditor. However, if you have taken fewer than 4 courses during 2 or more quarters, to ensure that you will fulfill your credit requirement by your expected graduation date, **we strongly recommend that you meet with your Degree Auditor.**

Expected graduation date	_____/_____ (month/year)
When you intend to study abroad, what year will you be at Northwestern?	<input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Assuming you study abroad as planned: By the time you graduate, how many full-time quarters (3 classes or more) do you expect to have spent on NU’s Evanston campus? <i>Medill and SESP students: Count Journalism Residency and the SESP Practicum as full-time quarters on the Evanston campus.</i>	A. _____ (# of quarters)
How many quarters do you plan to study abroad?	B. _____ (# of quarters)
Single Degree Students: Add up the numbers above in lines A and B . Is the total fewer than 12? 5-Year Double Degree Students (receiving degrees from two schools): Add up the numbers above in line A and B . Is the total fewer than 15?	A+B _____ (total # of quarters)
After returning, how many additional full-time quarters do you plan to spend on NU’s Evanston campus before graduating? Is the number in C less than 3?	C. _____ (# of quarters)
Are you a transfer student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a COOP student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying to study abroad after your final year at Northwestern?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verification of the Undergraduate Residence Requirement To be completed by the Degree Auditor: Study Abroad Term (quarter[s]/year): _____ If transfer student: Residence Requirement _____ quarters Expected graduation (quarter/year): _____ / _____ Comments: Degree Auditor’s Signature: _____ Date: _____ <i>The signature indicates that, if the student follows her/his plan to study abroad during the term(s) listed above and then to graduate at the completion of the expected graduation term above, s/he should successfully fulfill the URR. Any changes to the plan set forth at this time may alter the URR and will warrant further review.</i>	
To be completed by the Student (only if required to obtain Degree Auditor’s signature above): <ul style="list-style-type: none"> • I have reviewed the URR policy with my Degree Auditor and I have understood its variances. • I also understand that if my study abroad official transcript and my study abroad credit evaluation form (if needed) are not received by the Registrar’s Office by the deadline of _____, my graduation date will be deferred. Student’s Signature: _____ Date: _____	

V. PRELIMINARY COURSE PLAN FOR STUDY ABROAD

<p>What type of credit do you hope to earn abroad?</p> <p><input type="checkbox"/> I plan to earn only general elective credit abroad.</p> <p><input type="checkbox"/> I plan to earn major, minor and/or distribution credit abroad. Please explain below, for example “I plan to earn one advanced credit for my history major and one distribution credit in Area X”:</p> <p>_____</p> <p>_____</p>

<p>Study Abroad Curriculum</p> <p>List the courses you hope to take on your first and second choice programs. Please be as specific as you can. If you are not yet sure which courses you will take, indicate the subjects you are interested in (e.g., “Italian” or “Irish literature”). Check your program website for current course listings.</p>

First Choice Program Course Title or Subject	Second Choice Program Course Title or Subject
1.	1.
2.	2.
3.	3.
4.	4.

VI. DEPARTMENT & SCHOOL APPROVAL FOR STUDY ABROAD

A. Departmental Signature

To be completed by students hoping to fulfill major or minor departmental requirements in WCAS, McCormick, and Communication while abroad (all others skip to B. on the following page).

<p>To the Departmental Adviser(s):</p> <p>Please see the FACULTY/ADVISERS section of the Study Abroad Office website for additional information about approval of study abroad plans. If your approval of the student's plans is conditional, state the conditions below. Rules about double counting also apply to study abroad courses.</p> <p>By signing below, you agree to the following:</p> <p>“I have discussed with this student his/her plans for foreign study – including possible course substitutions (see Section VI of this application) – and believe that they will be acceptable to my department in partial fulfillment of his/her academic program.”</p>

Major 1	Major 2
Signature:	Signature:
Printed name:	Printed name:
Email:	Email:
Department/Program:	Department/Program:
Comments/conditions:	Comments/conditions:

Minor 1	Minor 2
Signature:	Signature:
Printed name:	Printed name:
Email:	Email:
Department/Program:	Department/Program:
Comments/conditions:	Comments/conditions:

VI - B. School Representative Approval (All students must have School approval.)

School	Representatives	Office
WCAS Freshmen	Your Freshman Adviser	Contact your freshman adviser.
WCAS Sophomores Juniors Seniors	Your College Adviser	College Advisers are in the Office of Undergraduate Studies and Advising, 1908 Sheridan. <i>Call 491-8914 to make an appointment.</i>
Communication	Your School Adviser	Varies by department; for the complete list, go to: www.communication.northwestern.edu
McCormick	Heather Bacon	Tech L269, h-bacon@northwestern.edu
Music	Linda Garton	Music 110/111, lgarton@northwestern.edu
SESP	Your Specific Adviser: Meg Kreuser Susan Olson Ken Powers Megan Redfearn	Annenberg 121 mkreuser@northwestern.edu susan-olson@northwestern.edu kenneth-powers@northwestern.edu m-redfearn@northwestern.edu
Medill	Keri Disch or Dorina Aguilar Rasmusson	Fisk 101C, k-disch@northwestern.edu or da-rasmusson@northwestern.edu

I have applied to transfer into another school.
Obtain signatures from both schools, and explain here:

To the School Representative:
Please see the [FACULTY/ADVISERS](#) section of the Study Abroad Office website for additional information about approval of study abroad plans. If your approval of the student's plans is conditional, state the conditions below. Rules about double counting also apply to study abroad courses.

By signing below, you agree to the following:
“I have discussed with this student his/her plans for foreign study and believe that they will be acceptable to my school in partial fulfillment of the student's academic program. This student is in good academic standing in my school and is making satisfactory progress towards the completion of her/his degree. Her/his study abroad plans make good academic sense considering the overall plan of study at Northwestern.”

School 1	School 2
Signature:	Signature:
Printed name:	Printed name:
Email:	Email:
Title:	Title:
Comments/conditions:	Comments/conditions:

VII. FACULTY REFERENCE

Please submit the name and contact information of a Northwestern professor or TA **who has taught you in a recent class** and could serve as an academic reference for you. If necessary, we may contact this person after reviewing your application. For this reason, you should make the faculty member aware that you are listing him/her as a reference.

Name of faculty reference: _____

Department: _____

Course I took with faculty member: _____

Course term/year: _____

Faculty office phone number: _____

Faculty email address: _____

VIII. STUDY ABROAD ESSAYS

Type your essays on a separate page and attach them to this application. Please address the following in an approximately 750 word personal statement:

- What are your personal expectations for study abroad?
- Why did you choose your First Choice program? Why did you choose your Second Choice program (if applicable)?
- Identify one or two current issues of interest in your program country/countries (e.g. social, political, environmental, etc.). Explain why you are interested in these topics, and how they relate to your academic goals. Review 2-3 online newspaper or journal articles to learn more about how these issues are currently being handled or discussed in your potential host country/countries.
- **Students applying with a GPA below a 3.0:** Briefly explain why your GPA fell below a 3.0 and give a detailed plan for how you plan to raise it. (300-500 words)

IX. NORTHWESTERN UNIVERSITY STUDENT AGREEMENT

Regarding Student Participation in All Study Abroad Programs During Fall, Winter, and/or Spring Quarters 2012-13 & Summer 2012 Study Abroad Programs Not Administered by Northwestern

1. **Truth & Authorization**

I certify that the information in this application is true and accurate to the best of my knowledge. I authorize Northwestern University to release any information in this application to study abroad program sponsoring institutions and officials in the United States and overseas as well as to the parents/guardians listed in Section II of this application for the purposes of administering the study abroad program.

2. **Study Abroad Administrative Fee**

I am aware that if I participate in a study abroad program for which I plan to receive credit at Northwestern, I will be billed by Northwestern for the 2012-13 Study Abroad Administrative Fee. The amount of this fee can be found on the Study Abroad Office website at: http://www.northwestern.edu/studyabroad/financial/Tuition_And_Fees.html#SAAF. Students who study abroad on Northwestern exchange programs or select programs managed by the Office of International Program Development are not assessed a Study Abroad Administrative Fee: http://www.northwestern.edu/studyabroad/programs/Fees_And_Credit.html.

3. **Foreign Study Transcript Agreement**

I acknowledge that the Northwestern Office of the Registrar, in cooperation with Northwestern schools and departments, will evaluate courses for transfer credit towards Northwestern degree requirements only after the Northwestern Study Abroad Office has received an official transcript directly from my study abroad program's sponsoring institution. Furthermore, I understand that I need to instruct the sponsoring institution to send an official transcript to the Northwestern Study Abroad Office (630 Dartmouth Place, Evanston IL 60208) and that it is my responsibility to make sure the office receives the transcript. I also realize that I am required to submit a completed program evaluation to the Study Abroad Office before my study abroad transcript will be forwarded to the Office of the Registrar. Finally, I also understand that the Office of the Registrar will neither release nor issue a copy of an official transcript from another institution, unless authorized or required by law.

For students doing internships or independent study projects abroad for credit: I am also required to submit a copy of my final paper for the course related to my internship or independent study project to the Northwestern Study Abroad Office. After I submit both my program evaluation and paper, the Study Abroad Office will forward my study abroad transcript to the Office of the Registrar.

4. **Understanding Northwestern Study Abroad Requirements**

I have read, understand and agree to comply with the General Northwestern Study Abroad Requirements and Program-Specific Study Abroad Requirements, which are found at: www.northwestern.edu/studyabroad. I also understand that I must attend the required Northwestern Pre-Departure Orientation, submit all required pre-departure forms to the Study Abroad Office, and complete all pre-departure requirements for official approval to study abroad.

5. **Understanding Courses Taken Abroad and Credit Transfer to Northwestern**

I have read, understand and agree to comply with the requirements regarding courses taken abroad and credit transfer as stated in the Study Abroad Guide and summarized here. To be eligible to transfer credit back to Northwestern, I understand that I must:

- enroll in the appropriate number of credits abroad to remain a full-time student at Northwestern,
- take all courses included in my full-time load for an official grade (Pass/No pass courses are not transferable),
- earn the equivalent of a grade of C or better,
- take all courses included in my full-time load that are transferable to Northwestern, and
- complete all courses, coursework, and final assessments on site.

6. **Code of Conduct**

Northwestern students who participate in study abroad are representatives of Northwestern University and are expected to conduct themselves appropriately and respectfully while abroad. Study abroad students, just as on-campus students, are expected to abide by the Northwestern Code of Conduct, which is explained in the Study Abroad Guide (www.northwestern.edu/studyabroad/forms), as well as in the Northwestern University Student Handbook (www.northwestern.edu/handbook).

7. **Information Release**

I understand that the Northwestern Office of Student Affairs will release information regarding my disciplinary record at Northwestern to the Study Abroad Office and the University Study Abroad Committee and that this information will be used in determining my eligibility for study abroad. I further understand that the academic advisers in my school may release information regarding my academic record at Northwestern to the Study Abroad Office and the University Study Abroad Committee and that this information may also be used in determining my eligibility for study abroad. I also understand that I may not be permitted to study abroad if I will be on disciplinary or academic probation during the study abroad period, even if my application had been previously approved. I understand that the Study Abroad Office may release my name and program information to other Northwestern offices, including Counseling and Psychological Services. Finally, I understand that my consent is required by the Family Education Rights and Privacy Act of 1974, as amended ("FERPA"), for Northwestern University to release to third parties any personally identifiable information from my education records not defined as "Public Information" under the University's FERPA policy. I, therefore, give my permission to the Study Abroad Office to release any of my education records necessary to the administration of my Study Abroad Program to such program abroad / host institution.

I have read and understand the statements set forth in this Student Agreement.

Student's Signature: _____

Date: _____

X. NORTHWESTERN UNIVERSITY PARENT-STUDENT AGREEMENT

Regarding Student Participation in All Study Abroad Programs During Fall, Winter, and/or Spring Quarters 2012-13 & Summer 2012 Study Abroad Programs Not Administered by Northwestern

We, _____ and _____
Student *Parent(s)/Legal Guardian(s)*

have reviewed this document and understand and agree to the following terms and conditions:

1. General Policies and Procedures for Students Applying to All Programs

- a. In applying for permission to study abroad as a Northwestern University student in the programs listed on page 2, we understand that Northwestern provides important support services but cannot guarantee the student's satisfaction with the chosen program.
- b. We have carefully read the official publications issued by the programs listed and agree to all conditions, regulations, and/or restrictions stated in them. We understand that statements or comments about the programs made by Northwestern faculty or staff are for information only and should not be construed to modify, amend, or interpret the programs as described in official publications. We agree that our student will be subject to the rules and regulations of her/his study abroad program during the period of his/her attendance there.
- c. We have carefully read, understand, and agree to abide by the Northwestern Study Abroad rules and regulations regarding the application process and important academic, financial, health and safety, and other issues, as explained in the Study Abroad Guide (available at www.northwestern.edu/studyabroad/forms), which the student has read. We have also read, understand and agree to comply with the general Northwestern Study Abroad Requirements on the Study Abroad Office website at: www.northwestern.edu/studyabroad. *For students applying to study abroad during fall, winter, or spring quarters on an affiliated program:* we have also read, understand and agree to comply with the program requirements found on the specific Program pages of the Study Abroad Office website at: www.northwestern.edu/studyabroad. *For students applying to study abroad on an unaffiliated program or a summer program that is not administered by Northwestern:* We have also read, understand and agree to comply with the program requirements described in the program's materials.
- d. We understand that all students studying abroad for credit at Northwestern also must adhere to Northwestern rules and regulations, as explained in the Northwestern University Student Handbook (www.northwestern.edu/handbook). Students studying abroad for credit at Northwestern on any program, including programs administered by Northwestern and those administered by outside institutions, who violate Northwestern rules and regulations—including Northwestern Study Abroad rules and regulations, noted above—may be subject to further disciplinary action upon returning to Northwestern.
- e. We understand that the resident director or designated administrator of the study abroad program that the student attends has the authority to require the withdrawal of any student whose conduct or academic standing warrants such a step. Furthermore, Northwestern reserves the right to deny credit to students who do not complete their study abroad programs on site, whether they were dismissed from the program or left voluntarily.
- f. We understand that if the student's study abroad plans require a visa, s/he is responsible for obtaining the visa prior to departure. In addition, the student is responsible for taking any requisite medical preparation (e.g., inoculations). As a first step in this preparation, the Study Abroad Office recommends that students consult with Northwestern University Travel Health Services well in advance of departure (www.nuhs.northwestern.edu/evanston/travel.aspx).
- g. We understand that all Northwestern students are required to obtain HTH Worldwide health insurance coverage for the period of time they are studying and traveling abroad, regardless of any other coverage they might have from their parents, Northwestern, or their study abroad program, unless they are a citizen of the host country (www.northwestern.edu/studyabroad/health_safety/Health_Insurance.html). We further understand that all students studying abroad are required to register with International SOS, a free security and travel assistance firm (www.northwestern.edu/studyabroad/outbound_students/International_SOS.html).
- h. We understand that all Northwestern students are subject to the Undergraduate Residence Requirement. Students are responsible for ensuring that they meet this requirement. The residence requirement is explained in the Northwestern Undergraduate Catalog. Questions should be directed to the student's degree auditor in the Office of the Registrar.

2. Financial Policies and Procedures for Students Applying to All Programs

- a. We understand that Northwestern charges a Study Abroad Administrative Fee to cover administrative services for students participating in all study abroad programs *except* Northwestern University exchange programs and select programs managed by Northwestern's Office of International Program Development (http://www.northwestern.edu/studyabroad/programs/Fees_And_Credit.html). This fee for study abroad in 2012-13 is \$2,400 for one or two quarters on the same program, \$3,170 for two quarters on two different programs, \$3,925 for the full year abroad, or \$795 for Summer 2012. This fee will not be refundable, in whole or in part, in the event the student withdraws or is dismissed from the program, regardless of the reason for withdrawal or dismissal.
- b. Students with financial holds on their accounts are required to clear those holds before they may leave for study abroad.
- c. We understand that all other fees besides the Study Abroad Administrative Fee are set by the program. We have reviewed the program costs and understand the billing and refund procedures for the program(s). Information on costs may be obtained from the programs; billing arrangements are explained at <http://www.northwestern.edu/studyabroad/financial/index.html>.
- d. We understand that failure to pay any fees related to study abroad may result in a penalty fee, a hold being placed on the student's account, or inability to transfer credit.
- e. If the student withdraws or is dismissed from any program, refunds of program fees and deposits (if any) will be made according to the policies of the program and not according to the standard Northwestern refund policy applied on campus. Deposits made to programs administered by Northwestern are not refundable. Monies forfeited through withdrawal or dismissal from a study abroad program will not be credited toward tuition fees for further studies at Northwestern. The Student Accounts Office will bill the balance due on the cost of the program.

3. For Students Applying Directly to an Unaffiliated Foreign Institution

We understand that a student who is approved by the Northwestern Study Abroad Office to enroll directly in a foreign institution (as opposed to enrolling through a study abroad provider or another U.S. college or university) with which Northwestern has no formal affiliation will be responsible for taking care of some issues related to the program on her/his own or with the assistance of staff members at the foreign institution. These include, but are not limited to: applying to and enrolling in the institution; registering for classes; making room and board arrangements; paying tuition and any other fees; making appropriate arrangements in case of an emergency; and having the institution send an official transcript directly to the Study Abroad Office. We also understand that Northwestern may not be able to assist the student as an intermediary, should s/he encounter any academic, financial, or other problems while enrolled directly at the foreign institution.

4. Travel Warning / Force Majeure

We understand that conditions abroad may change rapidly. We further understand that Northwestern University policy prohibits travel to a country where a Department of State Travel Warning ("Travel Warning") is in effect. In the event of program cancellation due to a Travel Warning, Northwestern will use its best efforts to facilitate alternative study abroad arrangements and assist in securing any available refunds of deposits and/or fees. However, Northwestern University shall not be liable to the student/parent for its failure to perform any of its obligations under this Agreement during any period in which such performance is precluded or delayed because rendered impracticable or impossible due to circumstances beyond its reasonable control, including without limitation earthquakes, governmental regulation, fire, flood, labor difficulties, civil disorder, U.S. Department of State Travel Warnings, and acts of God. Such force majeure events may result in the loss of all deposits and fees already paid.

5. Release and Covenant Not to Sue — For All Students

We understand that there are unavoidable risks inherent in studying abroad, and we hereby release and promise not to sue Northwestern University, its trustees, officers, employees, and agents for any damage or injury (including death) to the undersigned student or his/her property caused by, derived from, or associated with, the student's study and/or travels abroad, except for such damage or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of Northwestern.

Student:		
Last Name	First Name	Middle Initial
PROGRAM(S)		LOCATION(S)
First Choice:		Country:
Second Choice:		Country:

Note: Please include the name of the program provider or university you're applying to above (e.g., IES Abroad Berlin, BCSP-Indiana University, etc.).

Note: The signature of a parent or legal guardian is required for all undergraduates, regardless of age, and indicates that the co-signers have read and understand the statements herein on page 1 and page 2.

Signed by:

Student: _____ **Date:** _____
 Signature

 Printed name

Parent/Legal Guardian: _____ **Date:** _____
 (Required) Signature

 Printed name

Parent/Legal Guardian: _____ **Date:** _____
 (Second signature optional) Signature

 Printed name

Important Note:

- Complete all required information on **both pages** of this legal agreement.
- If you need to mail, fax, or scan/email this document to the Study Abroad Office, you **must** send **both** completed pages.

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 Evanston, IL 60208 studyabroad@northwestern.edu