

**Home Institution Authorization and Evaluation Form**  
*For external students applying to Northwestern University study abroad programs*

**To be completed by the student:**

**STUDENT NAME:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_

**TERM AND YEAR:** \_\_\_\_\_

**NU OFFICE ADMINISTERING PROGRAM:**

Global Engagement Studies  
Institute (GESI)

International Program  
Development (IPD)

Northwestern Study  
Abroad Office

**To the home university official:**

This student is applying to study abroad on a Northwestern University study abroad program. The Northwestern University Study Abroad Office requires that the Office of Student Affairs, Dean of Students, Study Abroad Office or other relevant office at the student's home institution complete this Authorization and Evaluation Form. Students or administrators should fax or email this form to the appropriate office at Northwestern (contact info below), or instruct students to upload the document to their online Northwestern Study Abroad Application.

1. Does this student have a disciplinary record with your institution?  Yes  No

*If yes, please explain:*

2. Has this student ever been on academic probation?  Yes  No

*If yes, please explain:*

3. Has the student secured the necessary approval to study abroad from your institution?

Yes  Approval not necessary  No

*If no, please explain:*

Please list the contact information for the person in your university's study abroad office who should be notified in the event of an incident while this student is abroad:

Name and Title: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Contact information for university official completing this form:

Name and Title: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Once completed students may upload this form to their online application,  
or return via fax or email to the appropriate office at Northwestern University:**

**Global Engagement Studies  
Institute (GESI)**  
gesi@northwestern.edu  
Fax: 847.467.1996  
Phone: 847.491.5932

**International Program  
Development**  
ipd@northwestern.edu  
Fax: 847.491.5434  
Phone: 847.467.6953

**Northwestern Study Abroad Office**  
studyabroad@northwestern.edu  
Fax: 847.467.6410  
Phone: 847.467.6400