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)  ☐ Undergraduate Learning Abroad (ULA)

To the home university official:
This student is applying to study abroad on a Northwestern University study abroad program. The Office of Undergraduate Learning Abroad (ULA) at Northwestern University 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

Undergraduate Learning Abroad
learningabroad@northwestern.edu
Fax: 847.467.6410
Phone: 847.467.6400