

WORKSHEET FOR PLANNING STUDY ABROAD/DOMESTIC STUDY AWAY

Student's Name _____ ID# _____
Last, First

Course #		Course Name	
GPA		Expected Graduation Date (MIT)	

Campus/Local Address		Permanent Address	
Email		Parent/Guardian's Phone	
Phone			

Term(s) and year you plan to study abroad/away from MIT _____
 Institution Where You Plan to Study _____
 Sponsoring Institution (if applicable) _____
 Location of Program (City, Country) _____ Program Dates _____

Academic Approval:

For ALL Students Seeking Transfer Credit and ALL Students Studying Abroad During the Fall, Spring or Full Academic Year:

Documentation of Faculty Advisor's Approval:

Advisor's Name (Please Print) _____
 Dept. _____ Phone/Room _____
 I approve this student's plan for study abroad/study away from MIT.
 Advisor's Signature _____

Documentation of Discussions with Faculty Transfer Credit Examiners in Departments From Which You Wish To Receive Transfer Credit. Important: This form indicates a preliminary approval. It does not indicate that transfer credit has been granted. Upon return, students must discuss the courses and grades with Transfer Credit Examiners and complete the Request for Additional Credit Form to finish the process.

Proposed Course Title for Study Abroad/Domestic Study Away Program	Faculty Transfer Credit Examiner: Name (please print) and Signature

Return completed form to MIT Global Education, E39-362

Due: April 15 for Summer, Fall Term and Full Academic Year, OR Dec. 1 for IAP and Spring Term

Questions: http://gecd.mit.edu/go_abroad, studyabroad@mit.edu, or call 617.324.7239

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Student's Name _____ ID# _____
Last, First

Administrative Approval:

For ALL students studying abroad/or on domestic study away

Documentation that You Have Spoken with the Following MIT Offices:

Student Financial Services:

Assistant Directors for Financial Aid, 11-320, tel. 258.8600

[If you receive financial aid you will need to provide Student Financial Services with a consortium agreement for your study away from MIT, exceptions: Exchange Programs, MIT-Madrid and remote study through D-Lab]

<input type="checkbox"/>	I have met with the student named above and have advised him/her regarding financial aid.
<input type="checkbox"/>	N/A: This student does not receive financial aid.

Signature of Representative _____

Counselors for Customer Service, 11-120, tel. 258.8600

I have met with the student named above and have advised him/her regarding his/her term bill arrangements.

Signature of Representative _____

Loan Collections, Erica Mauro, Assistant Director for Education Loan Collections 11-120, tel. 258.5663

<input type="checkbox"/>	I have met with the student named above and have advised him/her regarding his/her loan status.
<input type="checkbox"/>	N/A: This student does not receive loans.

Signature _____

Health Insurance Office- Juanita K. Battle, MIT Health Plans Office, E23-308 tel. 253.4371

<input type="checkbox"/>	I have met with the student named above and have advised him/her regarding his/her MIT health insurance coverage.
<input type="checkbox"/>	This student has elected to waive MIT health insurance. (All waiver requests must be submitted via http://medweb.mit.edu/healthplans/student/waiver.html . Questions: stuplan@med.mit.edu).
<input type="checkbox"/>	This student has insurance through an outside provider.

Signature of Juanita Battle _____

For questions/concerns about coverage contact the Claims and Member Services Department, tel. 253.5979, or contact a representative of your private health insurance provider.

Undergraduate Residential Services (W59-200, 253.2811): You will need to submit a Cancellation Form for the semester(s) that you will be away. If you wish to return to on-campus housing after studying abroad, you must submit an Undergraduate Housing Request Form for the semester you will be coming back.

MIT Housing Policy for students returning from Study Abroad experiences:

Return housing into the on-campus residence hall system is guaranteed to students who are returning from an Institute approved program away if the student is within their 8 terms of housing eligibility.

For students returning to MIT for the fall term, housing is guaranteed back into the residence hall the student resided in prior to departure. For students returning to MIT for the spring term, housing is guaranteed back into the on campus residence hall system, and every effort will be made to assign students back into the residence hall the student resided in prior to departure. If space is not available in the hall the student left from for the spring term, the Undergraduate Housing Office will work with the student to find another assignment on campus.

Note: If you will be away for the Fall semester, and returning for the Spring semester, you will not be given housing for IAP. Forms can be completed online at: <http://web.mit.edu/housing/undergrad/index.html>

International Students Only- International Student Advisor, Call 253.3795 to make an appointment.

If you are a MIT student here on a visa, please see any ISO advisor to discuss visa status while abroad.

Name of ISO Advisor _____ Signature: _____

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