



NMSU Study Abroad Agreement—Guest Student

Eligibility

Students attending universities that are members of the New Mexico International Education Consortium (or any other institution approved by NMSU) who are in good standing at their current institution and who meet the eligibility requirements of the specific NMSU program to which they are applying may request to study abroad as a guest of NMSU.

Registration Status of Guest Students

Foreign Transfer Credit Programs:

Students accepted as a guest into any NMSU coordinated transfer credit program, such as an exchange, will maintain registration status with their home institution and **will not be admitted to NMSU**. They must receive permission from their home institution to be a guest of NMSU. The home institution will administer financial aid, arrange transfer credit from the foreign host institution, and handle predeparture orientation. **The student will not receive an NMSU transcript**. Instead the student will enroll as NMSU's guest in a foreign institution affiliated with NMSU. **The foreign institution will provide NMSU with an official transcript**, which will be forwarded to the student's home institution.

NMSU Graded Credit Programs

Students accepted to participate as a guest in NMSU organized study abroad courses will maintain status with their home institution, but NMSU **will enroll them as non-degree** students so that they may register for the course and receive an NMSU transcript with graded credit. The home institution will administer financial aid, arrange transfer credit from NMSU, and handle predeparture orientation. **NMSU will forward an official NMSU transcript** to the student's home institution.

Financial Obligations of Guest Students

Guest students are required to pay application fees and all other program costs to NMSU and/or affiliated partner institutions at the same rate established for NMSU students. Guest students accepted into any NMSU sponsored program are required to pay NMSU all program costs (tuition, housing, meal plans, etc.) due the institution prior to departure. (Program costs owed cooperating partners, such as ISEP, are due according to their advertised schedules).

The normal NMSU payment schedule based on the semester start date is: Fall-August 15, Spring-January 15, Summer I-May 15, Summer II-June 15, Winter Break-December 1. Some programs may have earlier payment deadlines.

Payment is required to be made by **credit card** unless an alternative form of payment has been approved by the NMSU Office of Study Abroad. Students attending an academic year program will have their costs assessed on a semester basis.

Students need to check with their home institution about dates when financial aid will be disbursed, which will often be later than when fees are due NMSU. Students will be withdrawn from approved programs if all fees are not paid in full by the normal NMSU payment due date.

Procedures

- Step 1** A student identifies an NMSU program that will meet academic and personal goals and informs the home institution's academic advisor and study abroad office that he/she wants to study abroad with NMSU as a guest. The student then consults with the NMSU Office of Study Abroad for specific program requirements and application deadlines.
- Step 2** The student receives from NMSU **the application form for the specific NMSU sponsored program** he/she wishes to attend and submits the form with the application fees and supporting documents to NMSU. (Note: NMSU will accept exchange applications for guest status on a space available basis only. Each program has an application fee, so students need to select one program only or be prepared to pay the application fee for multiple program requests. ISEP is a program that allows the listing of multiple sites for placement on their form.)
- Step 4** NMSU notifies the student that placement has been approved. The student fills out the *NMSU Study Abroad Agreement—Guest Student* form and has it endorsed by the home institution's study abroad advisor.
- Step 5** NMSU charges the student's credit card for all program costs due by the advertised payment schedule deadlines.

NMSU Study Abroad Agreement-Guest Student

A-Personal

Type or print block letters in ink only

Name (Last, First) _____ Home NM Institution _____

Birth Date: • • MM DD YY Gender: -M -F Citizenship: -U.S. -Non-US-Specify Country: _____

Current Academic Status: -FR -SO -JR -SR -MS/MA -Ph.D. Cum.GPA • Major(s): _____

Do you have as Passport -Yes -No Passport # _____ (Passport needed to apply for student visa)

Local	Permanent
Address _____	_____
City _____	_____
State/Zip _____	_____
Tel. # _____	_____
E-mail _____	_____

Emergency Contact: Name _____ Address _____

City _____ State _____ Zip _____ Tel. # _____

B-NMSU Program Requested and/or Approved

Program Name: _____ University/Institute Name _____ Country of Program _____

Specify Semester(s)/Year(s) of study: -Fall 20____, -Spring 20____, -Summer 20____ -Winter Break 20____

C-Home Institution Certification

I have been informed of this student's plans to study abroad as a guest of New Mexico State University and he/she has institutional permission to study in a program sponsored by NMSU with the understanding that

- (1) the student will **maintain status with the home institution** for purposes of receiving transfer credit, receiving financial aid, attending predeparture orientation, and complying with insurance requirements,
- (2) **NMSU will forward an official NMSU transcript or official foreign partner institution's transcript** to the Study Abroad Director of the home institution only when all outstanding fees have been paid by the student to NMSU and/or a host partner.

Printed Name of Director of Study Abroad _____ Signature _____ Date _____ Email _____ Telephone _____

Address for receipt of transcript: _____

D-Student Financial Declaration

Guest students accepted to participate in any NMSU study abroad program are required to pay the full costs due to NMSU by the normal deadline or any other deadline established by the Office of Study Abroad. Those costs payable to cooperating partners, such as ISEP Direct, are due according to their published schedules. NMSU will charge the student's credit card unless an alternative form of payment has been approved by the Office of Study Abroad.

I agree that the Office of Study Abroad may charge my -MC -Visa -Discover card for all program fees due to NMSU.

Card # Card Expires -20

Name on Card _____ Card Holder's Tel. # _____ Signature of Card Holder _____

I understand that **these payments may be required before my financial aid is released by my home institution** and that failure to provide a valid credit card number will result in my being withdrawn from any program approved by NMSU.

Signature of Student _____ Date _____

E-Acceptance of NMSU Terms of Agreement

As a guest student participating in an NMSU study abroad program and of legal age (18 or above), I agree to enter into this guest student agreement by and between the Regents of New Mexico State University, hereafter called "University," as follows:

In and for the consideration of participating in the off-campus study abroad program designated on this form, I agree and promise that I will not hold the University, its employees, its agents, or others who are assisting in the supervision and operation of the program listed above responsible for any claims, injuries, damages, losses, illnesses, causes of action or as a result of transportation to and from the program site. I also agree that I have been informed of the safety and health risks inherent in performing this activity by my Home Institution. In the event I require medical treatment or transportation to obtain treatment, all costs associated or incurred are my responsibility.

I agree by signing below that I have or shall (1) comply with all Home Institution and NMSU requirements, (2) pay all fees assessed by New Mexico State University or by the host study abroad institution and be subject to a transcript hold by NMSU for outstanding debts, (3) will notify the NMSU Office of Study Abroad, in writing, of my intent to cancel any or all of this study abroad program, and (4) agree to pay any unrecoverable costs if I withdraw after accepting my placement. I also authorize the Office of Study Abroad to discuss financial and academic aspects of this program with my parents or legal guardians: -No -Yes-Specify persons below:

Student Signature _____ Date _____