

Follow these steps to obtain NMSU transfer credit for taking academic or language courses in universities abroad.

Step 1: Plan Carefully and Early for the Study Abroad Experience

- ❑ Read the How to Plan section of <http://studyabroad.nmsu.edu>. Attend a Study Abroad Fair. Review all the program sites open to NMSU students. Talk to your advisors and family about what you plan to do.

Step 2: Narrow Your Choice of Programs to those Most Likely to Fit Your Academic and Personal Goals

- ❑ Review the web sites and literature available from the various exchange and direct enrollment programs sponsored by NMSU. Ask lots of questions and review past participant evaluations of sites being considered: (http://studyabroad.nmsu.edu/Pages/Prog_Eval_Index.html).

Step 3: Apply to the Program Chosen

- ❑ Pick up from the Office of Study Abroad the chosen program's Application Form or fill out their On-line Registration Form and print a copy. Return the completed form (or the on-line printed version) to the Office of Study Abroad with any application fees, processing fees, deposits, or documents required by them or NMSU.

Step 4: Complete Study Abroad Orientation Requirements

- ❑ Provide the office with your MYNMSU User Name so we can enroll you in 101SA-FA-SP, the Study Abroad Orientation WebCT course for university-based programs. Complete the WebCT course and pay the required NMSU Standard Application Processing Fee to the Office of Study Abroad by the priority deadlines: **October 15** (for Spring program start), **May 1** (for Summer 1 or 2 or Fall program start). Students who fail to complete requirements by the priority deadlines are subject to late fee charges.

Step 5: Review Placement Offered and Terms of Participation

- ❑ Read the terms of placement offered by the program accepting you for study, sign all forms that verify acceptance of their offer. Determine the total cost of your program (tuition, fees, housing, food, transportation, insurance, visas, passports, etc.) and make sure you have sufficient resources to pay all costs before accepting the placement. Determine what costs are billed to your NMSU account, and those paid directly to the host program, and make sure you know the deadlines for payments. **Do not sign any acceptance form that you do not understand or have not read carefully, since withdrawal after acceptance may result in significant financial penalties.**

Step 6: Finalize College Permission for Study in Your Confirmed Program

- ❑ Pick up the *NMSU Study Abroad Agreement-Transfer Credit Programs (SAA-TCP)* from the Office of Study Abroad, fill out all sections, and have your advisor and the Associate Dean of your college sign Section C-Transfer Credit Advising Agreement. If transfer credits will be part of your **last thirty undergraduate hours**, obtain a waiver approval form from your associate dean, complete it, and have it signed. If some credits to be earned are language credits, consult with Jeff Longwell in Languages and Linguistics about what credit can be approved for the language study to be undertaken on exchange. He may have you fill out an *Intensive Language Transfer Credit Agreement* in addition to the Study Abroad Agreement.

Note: Students may obtain the SAA-TCP at time of application if applying to a bilateral exchange or a direct enrollment for one institution only. ISEP applicants normally apply to multiple universities so they cannot fill out most of this form until acceptance into a specific university is confirmed.

Step 7: Obtain Clearance from the Office of Financial Aid

- ❑ Fill out *Section D-Financial Information* of the SAA-TCP and if you plan on using NMSU disbursed financial aid (scholarships, loans, grants), meet with the Study Abroad Representative, Office of Financial Aid, Educational Services Building who will verify that your projected aid is available. Clarify with them the date when funds will be disbursed.

Step 8: Obtain Clearance from the Office of Study Abroad

- ❑ Read carefully and then sign Section E-Acceptance of Terms of Agreement of the *SAA-TCP* and take the completed document to the Office of Study Abroad.
- ❑ Fill out *Section F-Confirmation of Insurance* of the SAA-TCP. If your program or country does not require purchase of a health and accident insurance policy, you will be required to purchase either HTH or BETA from the office.
- ❑ Fill out *Section G-Limited Power of Attorney* of the SAA-TCP and have your signature notarized by Cindy Liechti, in the Office of Study Abroad.

Step 9: Complete Travel Arrangements

- ❑ **Make your own travel arrangements** as early as possible to obtain low fares. Contact the host institution for advice on how to travel to their site and how they will handle your arrival.
- ❑ Obtain a passport (apply early since it can take up to 6 weeks), student visa, and all other documents required for international travel. Find out early at www.embassy.org/embassies how to apply for a student visa in the country of study. **You must have a passport to apply for a student visa.**
- ❑ Make sure you know your housing and meal arrangements before departing, and know what refund and contract terms are in force.
- ❑ Exchange dollars for enough local currency to travel with before departing (or at the airport exchange services upon arriving in country).
- ❑ Make arrangements to be met at the airport, or obtain information on how to report to the program during and after office hours.

Step 10: Study & Follow In-country Procedures

- ❑ Enroll in courses listed on the NMSU Study Abroad Agreement.
- ❑ Forward the Enrollment Confirmation Form to Office of Study Abroad each semester.
- ❑ Notify host institution's Exchange Director if you are experiencing any problems, especially in regard to level of instruction or exchange benefits.
- ❑ Notify host institution that your transcript needs to be forwarded to the Office of Study Abroad (ISEP program transcripts are sent to ISEP in Washington, D.C. first, then forwarded to NMSU).

Step 11: Return & Process Transfer Credit

- ❑ Fill out the *NMSU Final Evaluation Survey-Transfer Credit Academic Courses* and return to Office of Study Abroad.
- ❑ Attend Debriefing and Transfer Credit Certification Meeting as announced by Office of Study Abroad..

NMSU Exchange Options (<http://studyabroad.nmsu.edu>)

An exchange allows an NMSU student to study in a foreign university and in return NMSU receives a foreign student to study at NMSU. Exchange students pay tuition (and sometimes the cost of housing and meals) to NMSU. This keeps the cost of studying similar to what it would normally cost NMSU students for tuition, room and board. An * means placement is competitive and limited—early application required.

Worldwide: Argentina, Austria, Brazil, Bulgaria, Canada, Chile, China, *Costa Rica, Czech Republic, Denmark, Estonia, Fiji, Finland, France, Germany, *Ghana, Hungary, Italy, Japan, Korea, Latvia, Malta, Mexico, Netherlands, Norway, Nicaragua, Poland, *South Africa, *Spain, Sweden, Switzerland, Thailand, *UK, Uruguay)

- ISEP-International Student Exchange Program - www.isep.org (100+ institutions)

Australia: Academic year starts in February

- *Central Queensland University, Rockhampton, Australia – www.cqu.edu.au/about/rockhampton.htm
- *James Cook University, Townsville, Australia – www.jcu.edu.au
- *University of the Sunshine Coast, Maroochydore, Australia - www.usc.edu.au/
- *Swinburne University of Technology, Melbourne, Australia - www.swin.edu.au/

Belize

- University of Belize, Belize - www.ub.edu.bz

Brazil: Academic year starts in February

- Universidad Federal de São João del Rei, Minas Gerais, Brazil - <http://www.ufsj.edu.br/>

Canada:

- University of Alberta, Edmonton, Canada - www.ualberta.ca
- Universidad Autónoma de Chihuahua, Mexico - www.uachnet.mx
- Universidad Autónoma de Ciudad Juárez, Mexico
- Universitat Jaume I, Castellon de Plana, Spain - www.uji.es/www/ang/

Canada & Mexico:

- CONAHEC Student Exchange Program - <http://conahec.org> (30+ institutions in Mexico and Canada)

China:

- Shijiazhuang Language and Culture Exchange College, China – Contact Dr. K. Hammond, History Dept

Ecuador: Academic year starts in February

- Universidad del Pacifico, Ecuador - www.upacifico.edu.ec/relaciones%20inter.html

France:

- MICEFA-Mission Interuniversitaire de Coordination des Echanges Franco-Américains - www.micefa.org (14+ institutions in Paris)
- University of Lyon 3, Lyon, France - www.univ-lyon3.fr/international/anglais/index.html

Germany:

- Würzburg Fachschulen, Germany – www.fh-wuerzburg.de/fh/auslandsamt/Homepages/international/ioffice/intoffice.htm
- FH Joanneum, Bad Gleichenberg and Graz, Austria, www.fh-joanneum.at

Japan:

- Nagoya University of Foreign Studies, Japan - www-e.nufs.ac.jp/hl/jljsp/e_31.htm
- *Kansai Gaidai University, Osaka, Japan - www.kansai-u.ac.jp/English/index-e.htm

Korea:

- Seoul Women's University, Bahrom Summer Program only, Seoul, Korea - www.swu.ac.kr/~ir/

Mexico:

- TEC de Monterrey System, Mexico - www.mty.itesm.mx/rectoria/pi/internationalstudents (Limited to Monterrey campus until further notice)

New Zealand: Academic year starts in February

- *Auckland University of Technology, New Zealand – www.aut.ac.nz/international/

Spain:

- Universidad Pablo de Olavide, Seville, Spain, including Carmona branch - - www.upo.es

United Kingdom:

- *Writtle College, UK (limited to agriculture student) - www.writtle.ac.uk

NMSU Direct University Programs

NMSU has affiliated with a number of study abroad providers who sponsor enrollment in university programs in many countries. Some exchange partners also provide a direct option. The advantage of affiliation is that students enrolling in these programs are eligible for NMSU transfer credit and financial aid. While most of these provide academic courses, often in places where NMSU does not have exchange options, some also provide intensive language options:

Worldwide:

- AIFS-American Institute of Foreign Studies (Worldwide) www.aifsabroad.com
- Institute for Study Abroad (Worldwide) – www.ifsa-butler.org
- ISA-International Studies Abroad (Worldwide) - www.studiesabroad.com
- ISEP Direct – www.isep.org

Australia & New Zealand:

- Australearn (Australia and New Zealand) - www.australearn.org

Italy:

- Cortona (through University of Alberta)
- University of Kansas Italy Center (CIMBA) (Italy) - www.business.ku.edu/italy/

UK:

- Midwest University British Summer Study Consortium (London, UK) - <http://academics.mwsu.edu/internationaleducation/london.asp>
- NMIEC-New Mexico International Education Consortium (Worldwide) - Contact UNM 's Study Abroad Office

Spain

- Texas Tech University Seville Center (Spain) - <http://www.iaff.ttu.edu?Home/OIA/StudyAbroad/BBTTUSevillePrograms.asp>
- Universidad Pablo de Olavide. Seville. Spain (Summer program only) - - www.upo.es