

NMSU Study Abroad Agreement–International Distance Education

Form must be typed or printed in ink

Eligibility

New Mexico State University undergraduate and graduate students in good standing may request to study abroad to receive graded distance education credit for work completed successfully at an approved host institution in another country. Said students who want a) to receive credit from NMSU for international distance education and b) to receive financial aid through the university must apply through the Office of Study Abroad and are required to pay application or program fees and tuition as established for the course to NMSU. **Only students approved by the instructor of record may be enrolled in this program.**

Procedures

Step 1 Identify an international distance education program (<http://studyabroad.nmsu.edu/Pages/Programs/IDEN.html>) that is approved. Select courses you wish to complete for NMSU graded credit. Consult with the instructor of record about the courses you wish to take overseas and the requirements for earning credit.

Step 2 Fill out the *NMSU Study Abroad Agreement–International Distance Education* form as follows:

- a. Complete Section C, Distance Education Course List, and have the instructor sign to signify approval.
- b. Complete Sections A-B, read Section E thoroughly before signing, and then have Section G notarized (notary available in the Office of Study Abroad). Complete Section F as soon as you know what insurance is required.
- c. Have the Office of Financial Aid review and sign Section D to confirm aid you will be receiving.

Step 3 Return the Form to the Office of Study Abroad, pay the Distance Education application fee, and have the Office register you for the WebCT orientation course for International Distance Education. ***The instructor will instruct you on how to enroll in the course at the appropriate time. International Distance Education courses require instructor approval and are not regularly scheduled courses.***

Step 4 Submit applications for all study abroad scholarships for which you are eligible by advertised deadlines.

Application Processing Checklist

- consulted with instructor of record and received approval for taking the course(s)
- filled out all of the *NMSU Study Abroad Agreement–International Distance Education* and had it signed and notarized
- paid the appropriate NMSU application processing fee (Please do not staple checks to forms)
- paid, or agreed to have billed to a student account, all program costs required by NMSU
- applied for all study abroad scholarships for which eligible by advertised deadline

Notes:

All current international distance education options approved by NMSU are listed at

<http://studyabroad.nmsu.edu>

Fees and tuition rates vary by program. Some fees are due at time of application, others are billed to the student's account during the semester of enrollment. Students may also be required to pay fees to host institutions abroad.

Student Responsibility & Liability

Studying abroad is appropriate for students who are mature and capable of handling the special demands of adjusting to living and studying overseas. Students are required to sign Section E acknowledging acceptance of all terms of the study abroad agreement and fill out Section F to acknowledge appropriate insurance coverage. Students on study abroad must follow the regulations governing student conduct at both NMSU and the host institution.

Financial Aid

In most cases all NMSU administered financial aid (excepting work study) may be applied to approved international distance education study abroad programs. If financial aid for study abroad is routed to the NMSU Office of Study Abroad for disbursement, students must have completed the Limited Power-of-Attorney Section G of the NMSU Study Abroad Agreement.

NMSU Study Abroad Agreement-International Distance Education

SAMPLE ONLY Type or print block letters in ink only

A-Personal Information

Name (Last, First) _____

Soc. Sec. # --

NMSU ID #

Date of Birth (m•d•y): ••

Gender: -M -F

My NMSU User Name _____

Passport # _____ Country of Issuance: -U.S. -Other (specify): _____

If you checked Other for country of passport issuance, are you a **U.S. Permanent Resident?** -Yes -No

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

Emergency Contact: Name _____ Address _____

City _____ State _____ Zip _____ Tel. # _____

Ethnic Origin: -African-American, -American Indian/Alaskan Native, -Asian-American or Pacific Islander,
-Hispanic-American, -White, non-Hispanic, -Multiracial, -Other, -Decline to declare

B-Academic Information

Academic Status (at start of proposed program): -FR -SO -JR -SR -MS/MA -Ph.D. Cumulative GPA (at time of application) •

College: -AHE, -A&S, -BAE, -EDU, -ENG, -HSS **or** -Grad School **or** Branch: -DABCC, -Grants, -Alamo, -Carlsbad

Undergraduate Major(s): _____ **or** Graduate Department: _____

C-International Distance Education Course Approval

University or Institute/City/Country: _____

Program will start (m•d•y) •• and end (m•d•y) ••

List the courses for which you want to enroll under the International Distance Education option, and have the instructor of record sign below to verify approval. The instructor will arrange to enroll the student in the courses approved at the appropriate time.

NMSU Distance Education Courses

Check Semester of Enrollment Fall Spring Summer 1 Summer 2 **20**_____

Course No.	Title	# Credits

Advising Comments: *All International Distance Education Courses must be pre-approved, and only the instructor may enroll students in these pre-approved courses. Graded credit will only be recorded after the student has completed all required paperwork, finished the WebCT orientation for study abroad, and completed all requirements of the courses to the satisfaction of the instructor of record, and completed a program evaluation form for the Office of Study Abroad. In some cases, an evaluation provided by the host institution abroad must be received before a grade can be determined.*

Special Conditions Required by Instructor:

Instructor Approval:

Course Instructor's Name (Print) _____

Signature/ _____

Date _____

Name (Last, First) _____

NMSU ID #

SAMPLE ONLY

D-Financial Information

Students must demonstrate ability to cover all study abroad program costs.

- Have you filled out and submitted the Free Application for Federal Student Aid (FAFSA)? -Yes -No
- What is the total estimated cost of your study abroad program? (*Other includes cost of passport, visa, excursions, and incidentals)

Host Tuition/Fees \$ _____ Personal \$ _____ Transportation \$ _____
 NMSU Tuition/Fees \$ _____ Books \$ _____ *Other \$ _____
 Room/Board \$ _____ Insurance \$ _____ **Total Cost** \$ _____

- How will you pay the costs associated with the proposed study abroad program (check all that apply):

NMSU administered scholarships and/or grants \$ _____ NMSU administered loans \$ _____
 Other scholarships and/or grants \$ _____ Other loans \$ _____
 Personal Resources \$ _____ VA benefits \$ _____

Obtain amounts of awards and signature below only if applying for or receiving aid from the NMSU Financial Aid Office.

The above named student will receive the following aid for the period of study abroad indicated on this form:

	Fall	Spring	Summer I	Summer II
Grants				
Scholarships				
Loans				
Other				
Total Aid				

Name Fin. Aid Advisor for Study Abroad

Signature

Date

E-Acceptance of Terms of Agreement

As the NMSU student named above and in Section A and of legal age (18 or above), I state that I have filled out pages 2 and 3 of the NMSU Study Abroad Agreement completely and truthfully, and that I agree to enter into this 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 in Section C of this form 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. In the event I require medical treatment or transportation to obtain treatment, all costs associated or incurred are my responsibility.

Whereas I desire to participate in a study abroad program under the terms and conditions hereafter set forth and agree to abide by the student code of conduct at NMSU and the host program institution, **I agree by signing below** that I have or shall (1) **comply with all orientation, immunization, and insurance requirements** established by the University for the study abroad program, (2) **pay all fees** assessed by New Mexico State University or by the host study abroad institution and be subject to a financial hold for outstanding debts, (3) **fulfill academic requirements** for courses specified in **Section C** of the *Study Abroad Agreement-International Distance Education*, and (4) **notify the Office of Study Abroad, in writing, of my intent to cancel** any or all of the study abroad program. Until I complete all program requirements I understand that I will not receive graded credit from NMSU, said grade(s) determined by the instructor(s) of the courses.

Student Signature

Date

F. Confirmation of Insurance Required

HTH HealthSelect Overseas Plan HTH Global Health & Safety BETA Waived-host program provides insurance

Coverage starts (m•d•y) •• ends (m•d•y) ••

I wish to prepay or to have my student account billed for the required insurance

Signature of student

G-Limited Power-of-Attorney

For the duration of the study abroad program listed in Section C, **I, the above named student**, hereby authorize Paul Huntsberger, or his duly authorized delegate or successor in International Programs, **(1)** to have full access to all my transcripts and records maintained by New Mexico State University, **(2)** to have full authority to insure my continuing enrollment at or withdrawal from said university program, and **(3)** to serve as Disbursing Agent to receive financial aid check(s) after clearance through student accounts and payment of any obligations due to the university. After I confirm arrival at my study abroad site, I want any checks received from Financial Aid mailed or deposited as noted below. **I understand that this may occur after I have departed the U.S.**

Name & Address _____

Bank Name & Acct. # _____

(4) I authorize the Office of Study Abroad to discuss financial and academic aspects of this program with my parents or legal guardians: -Yes -No (Specify Persons): _____

(5) I wish to prepay or to have my student account billed for the non-refundable application processing fee and understand that if I decide to withdraw I am still obligated to pay this fee (but I am entitled to a credit minus \$50 if I apply to another program within one year)

State of _____ County of _____

(Sign in presence of Notary Public):

Subscribed and sworn before me this _____ day of _____

Student Signature

in the year 2 _____

Notary Public Signature: My commission expires _____