

**SAMPLE ONLY**

## NMSU Study Abroad Agreement–Transfer Credit Programs

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Form must be typed or printed in ink (press hard so all copies are legible.)

Repeated folding of the form may result in obscured copies.

### Eligibility

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New Mexico State University undergraduate and graduate students in good standing may request to study abroad to receive transfer credit for work completed successfully at an approved host institution in another country. Said students who a) want to transfer credits to NMSU and/or b) want to receive financial aid through the university must apply through the Office of Study Abroad and pay application processing and/or program fees.

### Application Submission Deadlines

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#### Study Abroad Office Priority Processing Deadlines:

**April 1** for programs that begin Summer, **May 1** for Fall, **October 1** for Spring, **November 1** for Winter Break. By these dates students must have completed mandatory WebCT study abroad orientation and have initiated the application process for a specific program.

#### Program Deadlines:

The priority campus deadline for ISEP exchange programs starting in Fall is **January 25** and for Spring **August 28**.

**Applications may be processed for ISEP placement after those dates, but selection of sites may be limited.**

The application deadline for other programs varies—check with the Office. As a general rule, exchange applications for Fall placement should be submitted by April 1, and for Spring placement by October 1.

### Procedures

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- Step 1** Identify a program that will meet your academic and personal goals. Select courses you wish to complete at the host institution. Consult with your advising center or advisor about the courses you wish to take overseas and how they will transfer.
- Step 2** Obtain and complete **the application form for the specific program** you wish to attend. These applications forms will be available in the Office of Study Abroad, on line, or from the sponsoring agency. Provide as required any supporting documents such as transcripts, *Language Transfer Agreement (LTA)*, waiver for completing final 30 credits abroad, references, Special Topics or Independent Study contracts, and essays. Submit the application form and supporting documents to the Office of Study Abroad. (Students filling out on-line applications need to submit copies to the Office.)
- Step 3** Submit payment of the appropriate application processing fee by check, money order, or credit card. Applications cannot be forwarded until the payment is made.
- Step 4** Fill out the *NMSU Study Abroad Agreement–Transfer Credit Program* form as follows:
- 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 you have.
  - Complete Section C, Transfer Credit Advising Agreement, when you know what courses you will take at the host institution. (International Student Exchange Program (ISEP) applicants will fill out Section E after their placement in a specific institution has been confirmed by ISEP.)
  - Complete Section D as soon as you know your program placement and the cost of the program. Have Office of Financial Aid review and sign Section D to confirm aid you will be receiving.
- Step 5** Submit applications for all study abroad scholarships for which you are eligible by advertised deadlines.

### Notes:

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Some direct enrollment programs may have a separate application fee or program deposit paid directly to the host program, in addition to the application processing fee paid to NMSU.

Students required to submit official transcripts for NMSU coordinated exchanges should have them mailed to the Office of Study Abroad



Name (Last, First) \_\_\_\_\_

NMSU ID #

**D-Financial Information**

Students must demonstrate ability to cover all study abroad program costs. Students enrolling in programs with which NMSU has no affiliation agreement need to complete the form "Visiting Student (Consortium) Agreement Between New Mexico State University and Host Institutions for Administration of Student Financial Aid" to be eligible for financial aid disbursement.

**SAMPLE ONLY**

- 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	\$ _____	<b>Total Cost</b>	<b>\$ _____</b>

- How will you pay the costs associated with the proposed study abroad program (check all that apply):
- NMSU administered scholarships and/or grants \$ \_\_\_\_\_
- Other scholarships and/or grants \$ \_\_\_\_\_
- Personal Resources \$ \_\_\_\_\_
- NMSU administered loans \$ \_\_\_\_\_
- Other loans \$ \_\_\_\_\_
- 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				
<b>Total Aid</b>				

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 a *Language Transfer Agreement* or a *Transfer Credit Advising Agreement* to be eligible for transfer credit, 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 be recorded as in exchange status at NMSU and forfeit all rights and privileges of that status.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**F. Confirmation of Insurance**

- 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 \_\_\_\_\_

## Types of Transfer Credit Study Abroad Programs

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### Exchange Programs (ISEP and Bilateral)

Students pay NMSU tuition and fees (and sometimes NMSU room and/or board costs) and change places with a student at another university. Students may take regular courses or study languages on exchange.

### Direct Enrollment Programs

Students enroll directly in a study abroad program offered by another organization that is approved by NMSU. Students pay program costs (tuition, room and board, and other expenses of the program) to the sponsoring organization. Students may take regular courses or study languages. Students studying languages intensively at language institutes are required to obtain a *Language Transfer Agreement (LTA)* from the Department of Languages and Linguistics.

**All current programs approved by NMSU are listed at <http://studyabroad.nmsu.edu>**

## Application/Program Fees and Refund Policy

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Effective July 1, 2006-subject to change

Program Type:	Application Fee	NMSU Program Fee
ISEP Exchange Programs	\$315 (Paid to ISEP)	(each semester \$200, Summer \$100)
Bilateral Exchange Programs	\$300 (Paid to NMSU)	(each semester \$200, Summer \$100)
All Direct Enrollment Programs	\$150 (Paid to NMSU)*	(each semester \$200, Summer \$100)

\*Some of these programs charge a separate application fee. Application fees paid to NMSU are non-refundable except when a student cannot be placed in a program. **Students withdrawing from an ISEP program after accepting placement will be charged the \$200 NMSU Program Fee plus any costs that NMSU and/or the ISEP host institution cannot recover.**

## Transfer Credit Advising Agreement

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The Transfer Credit Advising Agreement section of this agreement must be filled out with great care. Transfer credit for study abroad for undergraduates is approved by the undergraduate student's academic dean, and for graduate students by the graduate student's academic department and the Associate Dean or the Dean of the Graduate School.

Undergraduates need to submit a permission form from their academic dean to transfer credit during their final 30 credits at NMSU. Graduate transfer credit will be considered if courses listed are graduate level or if they will fulfill requirements for research or contracted special topics at NMSU.

If students enroll in courses abroad that were not listed on the Transfer Credit Agreement, they should notify the Office of Study Abroad immediately. Credits earned while officially abroad are only considered for transfer after the host institution submits to the Office of Study Abroad an official transcript or evaluation of the work satisfactorily completed overseas. NMSU equivalent courses normally will be recorded on the transcript with a grade of CR.

While enrolled in a university abroad, students will be classified by NMSU as out on international exchange, and they do not enroll in regular NMSU courses.

## Student Responsibility & Liability

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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. **A hold will be placed on future registration at NMSU, or on the release of transcripts, should a student fail to settle financial obligations to NMSU and/or the host institution.**

## Financial Aid

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In most cases all NMSU administered financial aid (excepting work study) may be applied to approved study abroad programs. In general, the exchange enrollment period for semesters must be at least 15 weeks for a Fall or Spring semester, and the student must transfer the equivalent of 12 credit hours each semester. For summer programs, only four to six-week programs during May, June, July or August are considered for financial aid eligibility. Financial aid for study abroad is routed to the NMSU Office of Study Abroad in International Programs where it is disbursed as indicated in the Limited Power-of-Attorney Section G of the NMSU Study Abroad Agreement. **Disbursement may only be made once the student has verified full-time enrollment in the program abroad.** Upon returning from an exchange, students are responsible for presenting a copy of academic work and grades to the Office of Study Abroad so that NMSU equivalent credit may be granted. Delays in this matter will impact future financial aid eligibility and may affect registration in courses planned for the semester of return.