

Visiting Student (Consortium) Agreement Between New Mexico State University and Host Institutions for Administration of Student Financial Aid

Sample only. Obtain Original from Office of Study Abroad

Name (Last, First) _____ Student ID # _____ • •
 Name of Program _____ Host Institution _____

Fill out a separate form for each term of enrollment. Follow Instructions on reverse side.

Section A: Home Institution Certification

The Office of Study Abroad certifies that the Host Institution listed in Section B is a recognized provider of study abroad programs.

 Printed Name of NMSU Director of Study Abroad Signature Date

The student named above is an () undergraduate () graduate student in good standing. He/she has our permission to take the courses designated in the attached Transfer Credit Advising Agreement (Section E) of the NMSU Study Abroad Program Agreement at the Host Institution during the term indicated. Courses completed at the Host Institution, which are required as part of his/her degree program at New Mexico State University, will be applied toward his/her degree program and will be transferred when completed satisfactorily and reported on an official transcript from the Host Institution.

 Printed Name of NMSU Academic Dean Signature Date

Section B: Host Institution Certification

Full Institutional Name _____

Address _____

City _____ State/Province _____ Zip Code _____ Country _____

Telephone _____ Fax _____ E-mail _____

New Mexico State University (the Home Institution) and the Host Institution specified above, by signature of authorized officials on this form, and upon enrollment of the student named above at the Host Institution for the term and credit hours recorded on the attached NMSU Study Abroad Program Agreement, hereby agree that:

- NMSU shall serve as the Home Institution and shall administer all financial aid for this student during his/her period of enrollment at the Host Institution while a degree seeking student at NMSU,
- completion of this agreement precludes the student's eligibility for financial aid from the Host Institution during this period, and
- the Host Institution will notify the Office of Financial Aid, New Mexico State University, MSC 5100, PO Box 80001, Las Cruces, NM 88003-8001 in the event of any change in the student's enrollment status and of any refund due the student.

The Host Institution also certifies that the student named has been admitted to the following program:

Name of Program _____ Location of Program _____

Overseas Address _____

Term of Enrollment _____ Begin Date _____ End Date _____ Credit Hours per term _____

Cost of Attendance:

| | | | | | |
|------------------|----------|----------|----------|-------------------|-----------------|
| Tuition and Fees | \$ _____ | Personal | \$ _____ | Transportation | \$ _____ |
| Room | \$ _____ | Books | \$ _____ | | |
| Board | \$ _____ | Other | \$ _____ | Total Cost | \$ _____ |

 Printed Name of Host Institution Registrar Signature Date

 Printed Name of Host Institution Financial Aid Officer Signature Date

Section C: NMSU Office of Financial Aid Approval

 Printed Name of NMSU Financial Aid Officer Signature Date

Instructions

All information on this form must be typed or printed, except signatures.

Sections A and B of this form must be completed in full and signed and returned to the Office of Financial Aid at NMSU **at least 8 weeks before** the beginning of the term to allow time for processing and/or adjusting awards and having checks available by the beginning of the term.

Student

Fill out a separate form for each term of enrollment planned.

Fill in your name and student ID number and the name of your program

Next take the form to the Office of Study Abroad to certify that this is a recognized institution offering study abroad academic programs. Take along the host institution's application form and other materials that describe the program.

Then take the form to the Academic Dean of your college for signature in Section A. Take along your completed *NMSU Study Abroad Agreement*, making sure the Transfer Credit Advising Agreement section has been filled out in consultation with your advisor or advising center. You will need to know the courses you plan to take at the host institution in order to complete this form and the *NMSU Study Abroad Agreement*.

Return the form to the Office of Study Abroad after obtaining the Dean's signature. The Office will make a copy of the form for your file and forward the form to the Host Institution for certification.

Host Institution

If you are in agreement that the named student has been admitted to your program, fill out Section B completely. Make sure that both the Registrar's and Financial Aid Officer's signatures are completed. Return all copies to:

NMSU Office of Student Financial Aid
MSC 5100, PO Box 30001
Las Cruces, NM 88003-8001

NMSU Office of Financial Aid

After receipt of the completed and signed agreement, the Office of Financial Aid will review the document, sign it, and award aid appropriately. The Office will send a copy of the duly executed form to the Host Institution and to the NMSU Office of Study Abroad.