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After you submit your completed form to the MIT Study Abroad Office, 12-189, your name will be added to the list of students “approved for study abroad/study away from MIT.”

Last, First

Month and Year of Expected Graduation from MIT

Email_____

Parent/Guardian's Phone _____

Institution Where You Plan to Study_____

Location of Program (City, Country) _____

Faculty Advisor's Name_____Dept._____

I approve this student's plan for study abroad/study away from MIT.

Transfer Credit Important: This form does not indicate that transfer credit has been granted. Complete another form (Request for Additional Credit Based on Subjects Completed at an Outside Institution) [available in the Study Abroad Office] after you return to MIT from study abroad/study away.

[illegible]

Student's Name _____ ID# _____

Last, First
Documentation that You Have Spoken with the Following MIT Offices:

Student Services Center – Financial Aid

[If you receive financial aid you will need to provide Student Financial Services with a budget of anticipated costs for your study away from MIT.]

I have met with the student named above and have advised him/her regarding financial aid.

Signature of Student Financial Services Representative, 11-120, tel. 253.4971 _____

Not applicable; This student does not receive financial aid _____

Student Services Center – Student Accounts

I have met with the student named above and have advised him/her regarding his/her term bill arrangements

Signature of Student Accounts Representative, 11-120, tel. 258.8600 _____

Student Financial Services – Loan Services

I have met with the student named above and have advised him/her regarding his/her loan status

Signature of Eleanor Wolcott, Manager, Loan Collections, 11-320, tel 253.4007 _____

Not applicable; This student had not received student loans _____

International Students Office

If you are a MIT student here on a visa, please see Janka Moss to discuss visa status while abroad. Call 253.3795 to make an appointment.

Signature of International Student Advisor _____

Health Insurance Office

I have met with the student named above and have advised him/her regarding his/her MIT health insurance coverage.

This student has elected to waive MIT health insurance. (All waiver requests must be submitted via <http://web.mit.edu/medical/waive>)

Signature of Juanita K. Battle, MIT Health Plans Office, E23-309 tel. 258.5327 _____

Undergraduate Residential Services (E23-216, 253.2811): Students who cancel their on-campus housing assignment in order to attend a study abroad program are guaranteed on-campus housing upon their return to MIT. You are not guaranteed to return to the house that you left, however, the Residence Life Office will make every attempt to do so. At the Residence Life Office you will be asked to fill out a Cancellation Form to cancel your housing for the semesters you will be away,, and you should complete an MIT Undergraduate Housing Request Form for the semester you will be coming back. Note: If you will be away for the Fall semester, and coming back for the Spring semester, you will not be given housing for IAP. If you do not fill out a Housing Request Form, you will not be accommodated for the semester that you return, and if you do not fill out a Cancellation Form, you will be billed for housing, even tough you will be living many miles away. Housing forms can be completed online at: <http://web.mit.edu/housing/undergrad/forms.html>

Return completed form to the MIT Study Abroad Office, 12-189, by May 1 for Fall Term or Dec. 1 for Spring Term study abroad

<http://web.mit.edu/studyabroad>