

# WORKSHEET FOR PLANNING STUDY ABROAD/DOMESTIC STUDY AWAY

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Last

First

Course #		Course Name	
GPA		Expected Graduation Date (MIT)	

Term(s) and year you plan to study abroad/away from MIT \_\_\_\_\_

Institution Where You Plan to Study \_\_\_\_\_

Sponsoring Institution (if applicable) \_\_\_\_\_

Location of Program (City, Country) \_\_\_\_\_ Program Dates \_\_\_\_\_

## Academic Approval:

### Step 1 For ALL Students Studying Abroad During the Academic Year

#### 1) Documentation of Faculty Advisor's Approval:

Advisor's Name (Please Print) \_\_\_\_\_

Dept. \_\_\_\_\_ Phone/Room \_\_\_\_\_

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

Advisor's Signature \_\_\_\_\_

### Step 2 For ALL Students Seeking Transfer Credit During Any Term

2) Documentation of Discussions with Faculty Transfer Credit Examiners in Departments From Which You Wish To Receive Transfer Credit. **Important:** This form indicates a preliminary approval. It does not indicate that transfer credit has been granted. Upon return, students must discuss the courses and grades with Transfer Credit Examiners and complete the Request for Additional Credit Form to finish the process.

Proposed Course Title for Study Abroad/Domestic Study Away Program	Faculty Transfer Credit Examiner: Name(please print) and Signature

Return completed form to **MIT Global Education**, E39-362, [studyabroad@mit.edu](mailto:studyabroad@mit.edu), 617-324-7239

**Due: May 1 for Summer, Fall Term and Full Academic Year, OR Dec 1 for IAP and Spring Term**



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## **Steps 3-6 for Students Studying Abroad During the Academic Year** **(skip #3 if you are not on financial aid)**

Documentation that You Have Spoken with the Following MIT Offices:

### **3) Student Financial Services:**

**Assistant Directors for Financial Aid**, 11-320, tel. 258.8600

*[If you receive financial aid you will need to provide Student Financial Services with a consortium agreement for your study away from MIT, exceptions: Exchange Programs, MIT-Madrid and remote study through D-Lab]*

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

Signature of Representative \_\_\_\_\_

### **4) Counselors for Customer Service**, 11-120, tel. 258.8600

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

Signature of Representative \_\_\_\_\_

### **5) Loan Collections**, Jocelyn Heywood, Manager, 11-320, tel. 258.8600

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

Signature \_\_\_\_\_

**6) Residential Life & Dining (W59-200, 253.2811):** You will need to submit a Cancellation Form for the semester(s) that you will be away. If you wish to return to on-campus housing after studying abroad, you must submit a Return from Leave or Study Abroad Request for the semester you will be coming back.

MIT Housing Policy for students returning from Study Abroad experiences:

On-campus housing is guaranteed to students who are returning from an approved program away who lived on campus the term prior to leaving for their program. For students returning to MIT for the fall term, housing is guaranteed back into the residence hall the student resided in prior to departure. For students returning to MIT for the spring term, housing is guaranteed back into the on campus residence hall system, and every effort will be made to assign students back into the residence hall the student resided in prior to departure. If space is not available in the hall the student left from for the spring term, the Undergraduate Housing Office will work with the student to find another assignment on campus.

Note: If you will be away for the fall semester, and returning for the spring semester, you will not be given housing for IAP.

Forms can be completed online at: <http://web.mit.edu/housing/undergrad/index.html>

☐ I have read and understand the above policy.

☐ I do not plan on returning to MIT on-campus housing after my abroad experience.

## **Step 7 for All International Students Studying Abroad During Any Term**

**7) International Student Advisor**, Call 253.3795 to make an appointment.

If you are a MIT student here on a visa, please see any ISO advisor to discuss visa status while abroad.

Name of ISO Advisor \_\_\_\_\_

Signature: \_\_\_\_\_

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