Study Abroad/Visiting Another School Checklist

Student Responsibility:

☐ Complete a FAFSA for the current aid year, if your study abroad participation is for fall, spring or summer

☐ Complete the Summer Financial Aid Application, if your study abroad participation is for the summer only

☐ Complete the Request for Aid Transfer Form

☐ Submit proof of acceptance into the study abroad program from the host institution

☐ Submit letter from Dean Jace Gatewood or Dean Judith Barger that grants permission of approval for your participation in the study abroad program

☐ Submit an official copy of your billing statement from Host Institution’s Student Account’s/Bursar’s Office that shows your tuition balance due. This invoice must come directly from the Student Account’s Office of your host institution. It cannot be a print out from your host school’s student portal.

☐ Provide phone numbers and email address of the Host institutions:

1) Financial Aid Department:
Financial Aid Office email address:

2) Student Accounts/Bursar’s Office:
Bursar's Office email address:

3) Registrar’s Office:
Registrar’s Office email address:

Host School Responsibility: (AJMLS OFA will be responsible for collecting these documents from the Host Institution)

☐ Complete the Consortium Agreement (Financial Aid Office)

☐ Complete the Certificate of Enrollment (page 2 of the consortium agreement) (Registrar’s Office)