



Student's Name (Printed) _____

Last

First

Middle Initial

AJMLS Student ID: 00000 _____

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/fees 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. OFA will check these items off once completed)

- Complete the Consortium Agreement (Financial Aid Office home and host institutions)
- Complete the Certificate of Enrollment (page 2 of the consortium agreement- host institution)