



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 Scott Boone 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 of a screen shot from your host school's student portal. You must request this directly from your Host Institution.
- 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 the documents below 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)