



STUDY ABROAD APPLICATION CHECKLIST
MSU Direct and CEA Programs

Most application materials can be found on our Website at
www.montclair.edu/GlobalEd/studyabroad/studyabroadyear/index.html

RETURN ALL MATERIALS BELOW TO YOUR STUDY ABROAD ADVISOR BY THE MSU DEADLINES BELOW
***Do NOT send materials to the overseas program providers directly**

PHASE I:

- _____ 1. Montclair State University (MSU) study abroad registration form*
- _____ 2. Submit request to Registrar for a sealed academic transcript*
- _____ 3. Application form for your program (Submit copies to study abroad advisor if applying online)
- _____ 4.. \$350 Administrative Fee (Required of all students – check payable to Montclair State University)
- _____ 5. Personal statement
- _____ 6. Two reference forms* (Preferably from MSU Professors)
- _____ 7. Code of Conduct Form
- _____ 8. Liability Waiver Form

PHASE II:

Once your completed application is received by the study abroad office, you will receive a notice from the Global Education Center regarding your approval to participate in a study abroad program along with directions to complete phase II of the process.

MSU Application Deadlines:

Spring 2010 Semester	October 30th, 2009
Summer 2010 Semester	March 30, 2010
Fall 2010 Semester	April 15, 2010

Although overseas program deadlines may vary all materials must be submitted to the study abroad office by the MSU deadline.

For inquiries after deadline please contact your study abroad advisor.

*These forms can be found online at www.montclair.edu/globaled

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