



**STUDY ABROAD APPLICATION CHECKLIST**  
**For Programs through NJSCIS (ISA & CCIS)**

Most application materials can be found on our Website at  
[www.montclair.edu/GlobalEd/studyabroad/studyabroadyear/index.html](http://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 NJSCIS)
- \_\_\_\_\_ 5. Personal statement
- \_\_\_\_\_ 6. Two reference forms\* (Preferably from MSU Professors)
- \_\_\_\_\_ 7. Online registration with njscis.org ( Go to [www.NJSCIS.org](http://www.NJSCIS.org) and click “apply”)
- \_\_\_\_\_ 8. Code of Conduct Form
- \_\_\_\_\_ 9. 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	<b>October 30<sup>th</sup>, 2009</b>
Summer 2010 Semester	<b>March 30, 2010</b>
Fall 2010 Semester	<b>April 15, 2010</b>

**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](http://www.montclair.edu/globaled)

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