

**MSU Faculty Led Programs ADVISOR CHECKLIST    For Global Education Center Use Only**

Name \_\_\_\_\_ MSU/non-MSU \_\_\_\_\_ Program \_\_\_\_\_

**PHASE I:**

- \_\_\_\_\_ 1. Study Abroad Applicant Information Form\*
- \_\_\_\_\_ 2. Course Pre-Enrollment Form, signed by Faculty Director
- \_\_\_\_\_ 3. One Study Abroad Reference Form (Non-MSU students submit two Reference Forms)\*
- \_\_\_\_\_ 4.. \$100 Administrative Fee
- \_\_\_\_\_ 5. Non-MSU students only: Official transcript from home institution
- \_\_\_\_\_ 6. Non-MSU students only: additional \$100 Administrative Fee

**PHASE II:**

- \_\_\_\_\_ Student Affairs Clearance
- \_\_\_\_\_ Inform student of acceptance/ Send remaining forms to student
- \_\_\_\_\_ 1<sup>st</sup> Program Cost Deposit    Amount: \$ \_\_\_\_\_    Date: \_\_\_\_\_

**PHASE III:**

- \_\_\_\_\_ 1. 2<sup>nd</sup> Program Cost Deposit    Amount: \$ \_\_\_\_\_    Date: \_\_\_\_\_
- \_\_\_\_\_ 2. Emergency Treatment Permission and Contact Form
- \_\_\_\_\_ 3. Liability Waiver Form
- \_\_\_\_\_ 4. Code of Conduct Form
- \_\_\_\_\_ 5. Photocopy of Passport I.D. Page
- \_\_\_\_\_ 6. two i.d. size photos
- \_\_\_\_\_ 7. Optional: Itinerary Change Request Form

**PHASE IV All Forms Due no less than 60 Days Prior to Program Departure Date**

- \_\_\_\_\_ 1. 3<sup>rd</sup> Program Cost Deposit    Amount: \$ \_\_\_\_\_    Date: \_\_\_\_\_
- \_\_\_\_\_ 2. Non-MSU Students: on line Visiting Student Application
- \_\_\_\_\_ 3. Course Registration through WESS
- \_\_\_\_\_ 4. Tuition Paid to Bursar

Payments Received:	Amount	Date Received
___ \$100 Non-refundable fee	_____	_____
___ non-MSU \$100 Fee	_____	_____
___ 1 <sup>st</sup> Program Cost Payment	_____	_____
___ 2 <sup>nd</sup> Program Cost Payment	_____	_____
___ 3 <sup>rd</sup> Program Cost Payment	_____	_____
___ Other:		
Single Room if available	_____	_____
Itinerary Change	_____	_____