



**STUDY ABROAD APPLICATION CHECKLIST**  
**MSU Faculty Led Programs**

Most application materials can be found on our Website at  
[www.montclair.edu/GlobalEd/studyabroad](http://www.montclair.edu/GlobalEd/studyabroad)

Name \_\_\_\_\_ Program \_\_\_\_\_

**RETURN ALL MATERIALS BELOW TO YOUR STUDY ABROAD ADVISOR BY THE MSU DEADLINES BELOW**

**PHASE I:**

- \_\_\_\_\_ 1. Submit Montclair State University (MSU) Study Abroad Registration Form\*
- \_\_\_\_\_ 2. Submit Course Pre-Enrollment Form for your program, signed by Faculty Director for that program\*
- \_\_\_\_\_ 3. Submit one Study Abroad Reference Form (Non-MSU students submit two Reference Forms)\*
- \_\_\_\_\_ 4. Submit \$100 Administrative Fee (Required of all students – check payable to Montclair State University)
- \_\_\_\_\_ 5. Non-MSU students only: Order Official transcript from home institution
- \_\_\_\_\_ 6. Non-MSU students only: Submit additional \$100 Administrative Fee

**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.

- \_\_\_\_\_ 1. Pay 1<sup>st</sup> Program Cost Deposit per program deadline

**PHASE III:**

- \_\_\_\_\_ 1. Pay 2<sup>nd</sup> Program Cost Deposit per program deadline (90 days prior to departure date)
- \_\_\_\_\_ 2. Submit Emergency Treatment Permission and Contact
- \_\_\_\_\_ 3. Submit Liability Waiver Form
- \_\_\_\_\_ 4. Submit Code of Conduct Form
- \_\_\_\_\_ 5. Submit Regulations for Residences Form
- \_\_\_\_\_ 6. Submit Photocopy of Passport I.D. Page
- \_\_\_\_\_ 7. Submit two i.d. size photos
- \_\_\_\_\_ 8. Optional: Submit Itinerary Change Request Form

**PHASE IV**

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

- \_\_\_\_\_ 1. Pay 3<sup>rd</sup> Program Cost Deposit per program deadline (60 days prior to departure date)
- \_\_\_\_\_ 2. Non-MSU Students: Complete on line Visiting Student Application
- \_\_\_\_\_ 3. Register for courses through WESS (Mid March – 30 days prior to departure date)
- \_\_\_\_\_ 4. Pay MSU Tuition to Bursar
- \_\_\_\_\_ 5. Non-MSU students only: Order MSU Transcript after completion of program

**MSU Application Deadlines:**

January Break International Field Trips: October 15  
Spring Break International Field Trips: January 15

Summer International Institutes: March 15 – April 15 depending on program dates  
**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.