



STUDY ABROAD APPLICATION CHECKLIST

Semester, Summer and Year-Long Programs

Most application materials can be found on our Website at
<http://www.montclair.edu/globaled/studyabroad/info/application.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

BASIC ELIBILITY REQUIREMENTS:

- 2.5 GPA
 - No current disciplinary action at MSU
 - Completed one semester at MSU (except if 1st semester transfer with GPA of 3.0 and above)
- Some specific programs may have additional or different requirements.*

PHASE I:

- _____ 1. Montclair State University (MSU) study abroad applicant information form*
- _____ 2. Submit request to Registrar for a sealed academic transcript to be sent to Global Education Center via WESS or at Registrars office*
- _____ 3. **Original** Application form for your program (Submit copies to study abroad advisor if applying online)
If CEA program – also submit CEA Advisor Approval Form
- _____ 4. \$350 non-refundable Administrative Fee (Required of all students)
Make check or money order 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*
- _____ 9. Photocopy of Biographical page of passport

*These forms can be found online at <http://www.montclair.edu/globaled/studyabroad/info/application.html>

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.

Forms required in Phase II

- Financial Aid Study Abroad Budget Form
- Request for Work At Another Institution
- FERPA Form
- Study Abroad Insurance (Health & Emergency) Form
- Housing Cancellation Form

MSU Application Deadlines:

Summer 2011 Semester	April 1st, 2011
Fall 2011 Semester	April 15th, 2011
Spring 2012 Semester	October 28th, 2011

Although overseas program deadlines may vary all materials must be submitted to the study abroad office by the MSU deadline, unless the partner school has an earlier deadline.

For inquiries after the deadline please contact your study abroad advisor.

Global Education Center: Study Abroad Department

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