

INSTRUCTIONS

This application consists of 6 parts; all 6 parts must be properly filled out and signed before the Office of Global Initiatives can evaluate your candidacy for a study abroad program. Read all pages carefully before you start your application to familiarize yourself with the requirements. **Do not handwrite.** Students must type all sections that they need to fill out.

Note that all study abroad programs also require a separate, program-specific application and some will require an application fee. Do not apply to your specific program or pay any fees until you received approval from the Office of Global Initiatives.

Submit your completed application to our office, either in person or by emailing it to studyabroad@njit.edu with the subject line "STUDY ABROAD APPLICATION".

Meeting your academic adviser

Meet your academic adviser and appropriate departmental advisers to discuss your plans for studying abroad and the courses you wish to take. Ask advisers for their approvals and to sign off on your courses. You may need to consult with different departments, depending on which classes you are planning to transfer back to NJIT.

Meeting the financial aid adviser

Meet with a counselor at the Office of Student Financial Aid Services to discuss your financial aid availability. Call (973) 596-3479 for an appointment. Make sure you are very clear about **YOUR RESPONSIBILITIES** if receiving funding for study abroad.

Meeting the Dean of Students Office

Meet with the Dean or Associate Dean to discuss any disciplinary issues that may or may not impact your study abroad experience. Contact their office directly to schedule an appointment.

ELIGIBILITY

- ✓ You must be matriculated in an NJIT program.
- ✓ The minimum eligibility cumulative GPA is 2.8 for undergraduates and 3.0 for graduate students (some programs abroad may require a higher GPA).

DEADLINES

NJIT's application has different due dates depending upon the semester in which you want to study abroad; see this [web-page](#) for details. Note that each program has its own deadline and it's your responsibility to check the specific program's deadlines.

CHECKLIST

In order to apply for a study abroad program, all the following documentation must be returned to the Office of Global Initiatives:

- 1) Copy of passport (biographical pages)
 - a) This may be submitted later if you need to apply for a new passport.
 - b) Please indicate in your submission email if this is the case.
- 2) Completed and signed Study Abroad Application (only pages 3-9)
 - a) ensure you list the program name as well as the university name, e.g. "Exchange, University of Twente" or "Global E3, Tohoku University."

Once a completed application has been handed in and reviewed, you will be contacted for your next steps.

IMPORTANT REMINDERS

If approved to study abroad you will be required to fill out a separate, online application for your specific program. It is your responsibility to do so. Applications and their terms will vary based on the institution or study abroad provider.

In order to transfer in credits from your study abroad program, NJIT's Office of the Registrar must receive the official transcript from the program/university you will be attending overseas. We **HIGHLY** recommend that you request your transcripts **BEFORE** you leave the institution. **NJIT must receive your transcript within one month after completion of your study abroad in order to transfer your credits back in a timely manner.**

Undergraduates must earn grades equivalent to 'C' (2.0 on a 4.0 U.S. scale) or higher for the credits to be transferred back to NJIT. Graduate students must obtain grades of 'B' (3.0 on a 4.0 U.S. scale) or higher for the credits to be transferred back to NJIT.

Part I – Study Abroad Agreement (DO NOT HANDWRITE)

Name: _____ NJIT ID#: _____

Email: _____@njit.edu Major: _____ GPA: _____

Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ MS ___ PhD

Host university/provider program and country: _____

Program start date: _____ Program end date: _____ Today's date: _____

The following agreement is designed to protect all participants in the study abroad program (hereinafter collectively referred to as "Program"), including but not limited to New Jersey Institute of Technology, The Foundation at NJIT, the Office of Global Initiatives, agencies and educational organizations with which they contract for the provision of services for the Program, and their members, agents, servants, and employees, fellow participants in the Program, and host family members or institutions (hereinafter collectively referred to as "NJIT").

The undersigned, in consideration of the professional and educational enrichment and academic credit that he/she will derive from this educational experience, even though the said activity is not a requirement of the course of study, does hereby for themselves, heirs, executors, administrators and assigns (hereinafter collectively referred to as "I") agrees as follows:

1. General Waiver, Release and Covenant not to Sue: I agree to waive, release, covenant not to sue and forever discharge NJIT from any and all manner of actions, causes or causes of action, including, but not limited to negligence, suits, debts, accounts, damages, claims and demands of whatsoever in law, admiralty, or in equity or otherwise, which I have or may acquire by reason of injury, damage or harm to person or property while participating in, arising out of, or connected with the Program.

2. Medical Release and Emergency Treatment Consent: I understand that any air travel, highway travel, and travel within the United States and foreign countries involves some risk and that participation in the Program is entirely voluntary. I am aware that NJIT cannot assure participants in the Program that they will not be injured or exposed to dangers and risks that may result in serious injury, loss, harm, disease or illness. I understand that I have the right to advise NJIT of any health or mental issues that I may have. In the event of injury or illness, I accept full financial responsibility for the same and agree to release NJIT, from any and all responsibility from any such medical claim, lawsuits, damages, expenses or liabilities. It is my responsibility to advise my host institution or program provider of my medical emergency contact for any medical treatment.

3. Indemnification: I agree to defend, indemnify and hold harmless NJIT from any and all claims, demands, and/or causes of action, including reasonable attorney fees and court costs, arising out of my actions while participating in the Program or in connection with any accident or injury that may occur may occur during the activities associated with the Program.

4. Insurance: I understand that I will be automatically enrolled at NJIT's OnCall International Travel Assistance Plan. If needed, they will assist coordinate any coverage of benefits with my current, US-based, insurance plan. I understand I am required to have health insurance coverage while studying abroad.

5. Operation of Motor Vehicles: I agree that if I drive any motorized vehicle while abroad, I take full responsibility for all claims, damages, liability, lawsuits or injuries which may occur as a result of driving any motorized vehicle and agree to defend, indemnify and hold NJIT harmless against the same.

6. Expulsion Policy: I agree that upon the decision of New Jersey Institute of Technology, my participation in the Program may be terminated if I engage in action endangering me or others or jeopardizing the success of the Program, or do not abide by the rules set forth by the exchange institution. I acknowledge that the organizations involved in this Program have forbidden the use of drugs by the participants except for those prescribed by an examining physician or on the Emergency Treatment Permission Form. I agree that if expelled from the Program, I will be responsible for all expenses incurred in returning to my point of origin. In the event of such termination, I agree that no refund of Program fees will be given.

7. Host Institution Regulations: I understand that while travelling or residing in any foreign country that I will be subject to the laws, rules, and law enforcement procedures of that country. Any violation of such laws is beyond the control of the Program or NJIT. I agree to abide by all rules and regulations regarding campus life, including absences from campus, as set out by the host institution, and by the laws pertaining to my student status.

8. Refund Policy: I understand that if I leave the Program once the Program has begun or tuition has been paid there is a possibility of no refund depending on the Program. If I am receiving financial aid, I must contact the Financial Aid office at NJIT to discuss any reimbursement to NJIT.

9. Permission to Share Information: I understand that while I am studying abroad NJIT will follow the same protocol as if I were on campus regarding FERPA and HIPPA. I understand that my parents or emergency contact will be contacted in case of an emergency.

10. Payment Deadlines: I understand that I am responsible for paying all bills related to the Program by their deadlines.

This agreement shall be governed by and construed under the laws of the State of New Jersey, without regard to its choice of law principals. I agree not to commence or prosecute any action in connection with my study abroad other than in the state and/or federal courts of the State of New Jersey.

Student Name

Signature

Date

Parent or Guardian Name (optional)

Signature

Date

Part II – Behavior Contract

New Jersey Institute of Technology's (hereinafter "NJIT") Study Abroad programs (hereinafter "Program") are designed to promote excellence through blending experimental and classroom learning and allow students to experience the host country's culture. They are also designed to provide a safe learning environment. When students chose to deviate from the Program's rules, there are consequences for such actions.

As an NJIT student studying abroad:

1. I will abide by the rules, regulations, and policies of the host institution.
2. I will become familiar with and abide by the laws of my host country or other countries I visit.
3. I will correspond with the staff of the Office of Global Initiatives regularly while overseas, and to remain in the city of residence whenever classes are in session.
4. I will respect the culture and ethnic differences of my host country and of the individuals I meet.
5. If I choose to go before or stay later than the Program established dates, I will be responsible for all travel arrangements and additional expenses. I agree that if I choose to arrive or stay in the foreign country before or after the first and last official day of the semester or if I choose to travel for recreational purposes (e.g., during vacation periods within the semester), I do so of my own volition and at my sole risk and responsibility. I assume full and complete responsibility for maintaining proper health, accident and for all further consequences, intended or otherwise, of my choice to extend my stay before or after the semester. If I travel outside of my host country, I acknowledge that I have sole responsibility for arranging for any necessary visas or travel documents.
6. I will complete all papers, take all required examinations, read all texts, and attend classes as prescribed by my host institution.
7. If housing is provided by the Program, I agree to abide by the policies and standards governing it.
8. I understand it is my responsibility to prepare all papers to obtain passports, visas, and identification cards.

I understand participation in any NJIT's study abroad program carries with it the responsibility to comply with the academic standards, requirements, and policies of the institution, to respect the opinions and interests of all people involved in this endeavor and in general, to conduct myself in a manner bringing credit to me and to NJIT.

I certify that I have not, to the best of my knowledge, misrepresented any information supplied in this application.

Student Name

Signature

Date

Part III – Emergency Treatment Permission (DO NOT HANDWRITE)

On rare occasions, an emergency requiring hospitalization and/or surgery may develop. This form is a safeguard to prevent dangerous delay in case of emergency.

Make at least three (3) copies of this form:

- One for yourself and put inside passport;
- One for host institution/program; they may request for this information upon arrival
- One for NJIT's Office of Global Initiatives' files

THIS INFORMATION IS FOR STUDENT: _____

Emergency Contact

Name: _____ Relationship: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Address: _____

Health Insurance – all students are required to have health insurance in order to be approved to study abroad

Company name: _____

Policy number: _____ Effective date: _____

Medicines I am allergic to: _____

Other allergies: _____

In the event of an emergency and your emergency contact cannot be reached (please select one)
I __GIVE __DO NOT GIVE consent to a representative of the host institution to authorize treatment or hospital care which, in the best judgment of a licensed physician, is deemed advisable.

OPTIONAL: The following are medical conditions in which a physician in another country should be made aware of: _____

OPTIONAL: Current medications: _____

Student signature

Date

Part IV – Academic Advisor

STUDENT INFORMATION (to be filled out by the student, DO NOT HANDWRITE)

Name: _____ NJIT ID#: _____

Email: _____@njit.edu Major: _____ Today’s date: _____

Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ MS ___ PhD

Host university/ provider program and country: _____

Program start date: _____ Program end date: _____

ACADEMIC INFORMATION (to be filled out by the academic adviser)

The above student is in good standing at NJIT, has a cumulative GPA of _____

Undergraduate and graduate students must be enrolled full-time while studying abroad. This means the equivalent of 12 credits for undergraduate and 9 credits for graduate students during spring and fall semesters. *Given the objective of this experience abroad, students may take no more than **ONE** online course at NJIT while studying abroad.*

The courses listed here are the student’s “wish list”. There is no guarantee that they will be available until the student registers for them at the host institution. This form is intended for the student to plan for his/her semester with their adviser. *Any changes in course selection must be approved by you so we can transfer the credits back to NJIT.*

Course title for school abroad	Credit hours abroad*	NJIT course equivalent	Credit hours at NJIT	Advisor’s name	Advisor’s signature

*Credits systems vary by country. A 3-credit class abroad might not be equivalent to a 3-credit class at NJIT. For each class abroad, fill in the number of credits that you will earn at the host university.

Part V – Dean of Students Office

STUDENT INFORMATION (to be filled out by the student; DO NOT HANDWRITE)

Name: _____ NJIT ID#: _____

Email: _____@njit.edu Major: _____ Today's date: _____

Program start date: _____ Program end date: _____

Your signature provides consent for release of information regarding your judicial conduct as a student at NJIT, from the point of application until the starting date of the program abroad. It is your responsibility to update our office immediately if you have new violations or changes in your disciplinary status after initially submitting this form.

Student's signature

DISCIPLINARY INFORMATION (to be filled out by the Dean of Students Office)

The student named above has applied to participate in a study abroad program. A confidential statement evaluating this student's record at NJIT is required. While prior disciplinary history does not preclude a student's participation, this information is taken into consideration during review and must be submitted in order for the student to be evaluated for admission to the program. Because a student's status may change from the completion of this form until the time of departure, we must receive notification of any new violations or changes to this record. Please use the comment section for further clarifications if necessary.

Has the student ever been on academic or disciplinary probation?

Academic Probation ___ Yes or ___ No Disciplinary Probation ___ Yes or ___ No

If yes to either of the above, please attach an additional sheet to explain the reasons for the student's probation and his/her current standing.

Please check one box only.

___ This student **has not received** a judicial sanction at this institution.

___ This student **is not currently** under active judicial sanction, but has been previously sanctioned.

___ This student **is currently** under judicial sanction.

If the student is currently or has been under judicial sanction, please attach an additional sheet to explain the violation, adjudication date, and the sanction with effective dates.

Dean of Students Office Name (Print)

Signature

Date

Part VI – Financial Aid Advisor - FALL AND SPRING ONLY

NOTE: Students are required to bring a print out of the program costs when meeting with the NJIT financial aid counselor.

STUDENT INFORMATION (to be filled out by the student, DO NOT HANDWRITE)

Name: _____ NJIT ID#: _____

Email: _____@njit.edu Major: _____ Today's date: _____

Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ MS ___ PhD

Program start date: _____ Program end date: _____

Host university/ provider program and country: _____

PROGRAM INFORMATION (to be filled out by the student, DO NOT HANDWRITE)

Please select the type of study abroad program you chose:

___ **STUDY ABROAD PROVIDER:** This includes any program offered by ISA, AIFS, and G-MEO or independent study abroad during spring or fall semesters. (Financial Aid Information: only federal aid may apply.)

___ **PARTNER UNIVERSITY, GLOBAL E3, OR ISEP:** This includes any exchange partner program, Global E3, or ISEP institution during the spring or fall semesters. (Financial Aid Information: institutional, state, and federal aid may apply.)

PROGRAM COSTS FOR PROVIDER ONLY (to be filled out by the student, DO NOT HANDWRITE)

If you selected study abroad provider, you must complete this section only. Looking at the information provided by the program (which will you find on their website), complete this section BEFORE you meet with the financial aid adviser. Bring supporting documentation of costs (e.g., copy of airline ticket showing price of flight, costs for tuition, etc.). Note that some of this information will be estimated; we highly advise you to overestimate, so you can budget properly for your trip. It is better to overestimate now and have extra money when you get there than to be tight for money because you underestimated your expenses. **You should estimate the cost for the entire program (semester or year abroad).**

Tuition/Fees (refer to your program's website for tuition fee)	
Room and board	
Books	
Transportation (airfare, bus to/from campus, etc.)	
Personal/ miscellaneous (estimate)	
Total cost for the program	

Estimated number of credits transferring back to NJIT: _____

PROGRAM COSTS FOR PARTNER ONLY (to be filled out by the student, DO NOT HANDWRITE)

If you selected a partner university, Global E3, or ISEP you must complete this section only.

Looking at the information provided by the university you will be attending (which will you find on their website) complete this section BEFORE you meet with the financial aid adviser. Bring supporting documentation of costs (e.g., copy of airline ticket showing price of flight, costs for tuition, etc.). Note that some of this information will be estimated; we highly advise you to overestimate, so you can budget properly for your trip. It is better to overestimate now and have extra money when you get there than to be tight for money because you underestimated your expenses. **You should estimate the cost for the entire program (semester or year abroad).**

Tuition/Fees (indicate how much you normally pay at NJIT)	
Room and board	
Books	
Transportation (airfare, bus to/from campus, etc.)	
Personal/ miscellaneous (estimate)	
Total cost for the program	

Estimated number of credits transferring back to NJIT: _____

FINANCIAL INFORMATION (to be filled out by the NJIT financial aid adviser)

Based on the information provided on this form, please indicate what kind of aid, if any, this student will be able to apply toward his/her program abroad. The objective of this form is to give students a very clear understanding of whether aid can be used for their program abroad and how much out of pocket cost they will be expected to have.

Study abroad provider: Only federal aid can be applied.

Partner university or Global E3: Institutional, federal, and state aid may be applied

Is this student allowed to use any type of aid for the program abroad: ___ YES ___ NO

If yes, what kind of aid will he/she be able to use: ___ Federal aid only, toward tuition.

___ Federal, state, and institution aid, toward tuition.

Considering the total cost for the program abroad and how the aid will be applied, please indicate the total out of pocket cost this student can expect to spend for this program: _____

Financial Aid Adviser Name Print

Signature

Date