

### Applicant Information

Full Name: \_\_\_\_\_ ID : \_\_\_\_\_  
*Last First M.I.*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Exchange Program: \_\_\_\_\_

Term (circle one): Fall/Spring Year: \_\_\_\_\_

### Checklist

Please check off the appropriate steps and gather any necessary signatures before you go abroad. No credit will be recorded for study abroad if this form is not returned to the International Programs Office prior to your departure.

- I understand that study abroad will “cost” 1200 bid points per enrollment.
- Confirm your participation by submitting the Disclaimer Form.
- Fill out the Individual Academic Plan and submit to Adi Altshuler, Dean of International Programs ([a-altshuler@law.northwestern.edu](mailto:a-altshuler@law.northwestern.edu))
  - o Schedule a meeting with Adi Altshuler to review course selections and receive pre-approval.
  - o Once courses have been pre-approved by Adi Altshuler, contact the Registrar’s Office ([law-registrar@law.northwestern.edu](mailto:law-registrar@law.northwestern.edu)) to determine an estimated number of Northwestern credits to be earned.
- Schedule an appointment with [Julia Jenkins](#), in the Financial Aid Office, to discuss your financial aid and any arrangements necessary by that office before your departure.
- Enroll in Northwestern's [GeoBlue health insurance](#). Refer to the [FAQs](#) if you are a citizen of the country to which you are traveling.
- Register your trip in Northwestern’s [International Travel Registry](#) and send a travel registry receipt to [international.programs@law.northwestern.edu](mailto:international.programs@law.northwestern.edu) at least four weeks prior to your departure.
- Check the [U.S. Department of State Travel Advisory](#) for your destination before your departure to familiarize yourself with any special conditions in the host country that might affect your safety or require special safety measures. Please be aware that in case of terror threats or other conditions in the area that might affect your safety, NU reserves the right to cancel your participation under certain circumstances. You are strongly advised to purchase cancellation insurance when you buy an airline ticket.
- Register your travel at no cost with the U.S. Department of State's [Smart Traveler Enrollment Program](#) (STEP) so you can receive security alerts from a nearby embassy or consulate during your time abroad. Non-U.S. citizens can sign up for the U.S. DOS [Travel Advisory email subscription service](#) to receive travel safety information about your destination.
- You should work with the host school on obtaining a student visa if necessary.
- Please let Student Services know if you are willing to release information regarding your Chicago apartment to incoming exchange students and vice versa.

**Required Signatures**

\_\_\_\_\_  
Becky McAlister, Assistant Dean of Academic Services & Registrar *or*  
Adam Scherer, Senior Assistant Registrar *or*  
Charlene Pineda, Senior Assistant Registrar

\_\_\_\_\_  
Adi Altshuler, Assistant Dean of Students & Dean of International Programs

\_\_\_\_\_  
Julia Jenkins, Associate Director of Financial Aid

**Student Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

Signature \_\_\_\_\_

Date: \_\_\_\_\_