If anyone is planning to study abroad (specifically, taking classes at an international institution, either direct enroll or through a provider) for Summer 2015, Fall 2015, or AY 2015-16, the deadline to confirm your study abroad plans with Global Education is coming up soon. The deadline is earlier this year and we have updated the process for getting approved for study abroad. Please read below for a full description of the process. Once we have you on our approval list, we will be able to share the next steps and details about upcoming events.

To confirm your plans, and get on the list of students approved to study abroad, you’ll need to submit a form through MIT-Horizons by April 1.

To get started, please visit MIT-Horizons (https://mit-horizons.symplicity.com/) and log in. If this is your first visit to MIT-Horizons, you will need to request that your password be re-set. Once you have logged in, go to the "Search Programs" tab and find the program titled "Study Abroad Inquiry". Click on the "Apply" button next to the term that you are studying abroad. Next, you'll complete the "Program Information" section on that application, and email studyabroad@mit.edu once you've finished.

Finally, you'll need to upload the Study Abroad Worksheet to MIT-Horizons by May 1 (same deadline as before). Once we've confirmed receipt of your initial inquiry form, you will be able to upload the Study Abroad Worksheet (attached here) into Horizons.

NOTE: If you applied for your study abroad program through MIT-Horizons (i.e., it's an MIT-managed program), you do not need to submit the inquiry form. You can submit the worksheet directly to studyabroad@mit.edu, based on instructions for your particular program.

TL;DR:
April 1: Deadline to submit the "Study Abroad Inquiry" form on MIT-Horizons
May 1: Deadline to upload the "Study Abroad Worksheet"
# WORKSHEET FOR PLANNING STUDY ABROAD/DOMESTIC STUDY AWAY

Student’s Name_________________________________________ ID#________________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>GPA</td>
<td>Expected Graduation Date (MIT)</td>
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**Term(s) and year you plan to study abroad/away from MIT**

**Institution Where You Plan to Study**

**Sponsoring Institution (if applicable)**

**Location of Program (City, Country)**

**Program Dates**

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## Academic Approval:

### Step 1 For ALL Students Studying Abroad During the Academic Year

1) **Documentation of Faculty Advisor’s Approval:**

Advisor’s Name (Please Print)______________________________
Dept_________________________ Phone/Room________________________

I approve this student’s plan for study abroad/study away from MIT.

Advisor’s Signature__________________________________

### Step 2 For ALL Students Seeking Transfer Credit During Any Term

2) **Documentation of Discussions with Faculty Transfer Credit Examiners in Departments From Which You Wish To Receive Transfer Credit.**

*Important: This form indicates a preliminary approval. It does not indicate that transfer credit has been granted. Upon return, students must discuss the courses and grades with Transfer Credit Examiners and complete the Request for Additional Credit Form to finish the process.*

<table>
<thead>
<tr>
<th>Proposed Course Title for Study Abroad/Domestic Study Away Program</th>
<th>Faculty Transfer Credit Examiner: Name (please print) and Signature</th>
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Return completed form to [MIT Global Education, E39-362, studyabroad@mit.edu, 617-324-7239](mailto:studyabroad@mit.edu)

**Due:** May 1 for Summer, Fall Term and Full Academic Year, OR Dec 1 for IAP and Spring Term
WORKSHEET FOR PLANNING STUDY ABROAD/DOMESTIC STUDY AWAY

Student’s Name_________________________________________ID#_________________________________________

Last First

Steps 3-6 for Students Studying Abroad During the Academic Year
(skip #3 if you are not on financial aid)

Documentation that You Have Spoken with the Following MIT Offices:

3) Student Financial Services:
Assistant Directors for Financial Aid, 11-320, tel. 258.8600
[If you receive financial aid you will need to provide Student Financial Services with a consortium agreement for your study away from MIT; exceptions: Exchange Programs, MIT-Madrid and remote study through D-Lab]

☐ I have met with the student named above and have advised him/her regarding financial aid.

Signature of Representative ________________________________

4) Counselors for Customer Service, 11-120, tel. 258.8600
I have met with the student named above and have advised him/her regarding his/her term bill arrangements.

Signature of Representative ________________________________

5) Loan Collections, Jocelyn Heywood, Manager, 11-320, tel. 258.8600

☐ I have met with the student named above and have advised him/her regarding his/her loan status.

Signature ________________________________

6) Residential Life & Dining (W59-200, 253.2811): You will need to submit a Cancellation Form for the semester(s) that you will be away. If you wish to return to on-campus housing after studying abroad, you must submit a Return from Leave or Study Abroad Request for the semester you will be coming back.

MIT Housing Policy for students returning from Study Abroad experiences:
On-campus housing is guaranteed to students who are returning from an approved program away who lived on campus the term prior to leaving for their program. For students returning to MIT for the fall term, housing is guaranteed back into the residence hall the student resided in prior to departure. For students returning to MIT for the spring term, housing is guaranteed back into the on-campus residence hall system, and every effort will be made to assign students back into the residence hall the student resided in prior to departure. If space is not available in the hall the student left from for the spring term, the Undergraduate Housing Office will work with the student to find another assignment on campus.

Note: If you will be away for the fall semester, and returning for the spring semester, you will not be given housing for IAP.

Forms can be completed online at: http://web.mit.edu/housing/undergrad/index.html

☐ I have read and understand the above policy.

☐ I do not plan on returning to MIT on-campus housing after my abroad experience.

7) International Student Advisor, Call 253.3795 to make an appointment.
If you are a MIT student here on a visa, please see any ISO advisor to discuss visa status while abroad.

Name of ISO Advisor________________________Signature:_____________________

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Due: May 1 for Summer, Fall Term and Full Academic Year, OR Dec 1 for IAP and Spring Term