

**WORKSHEET FOR PLANNING STUDY ABROAD/DOMESTIC STUDY AWAY**  
**Return completed form to MIT International Science and Technology Initiatives (MISTI)**  
 E40-4<sup>th</sup> Floor - [misti@mit.edu](mailto:misti@mit.edu) - 617.258.0385

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Last First

Email \_\_\_\_\_

Term(s) and year you plan to study abroad/away from MIT \_\_\_\_\_

Institution Where You Plan to Study \_\_\_\_\_

**Academic Approval:**

**For ALL Students seeking transfer credit and ALL studying abroad during the Fall, Spring or Full Academic Year:**

**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 \_\_\_\_\_

**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.

Title of Proposed Course for Study Abroad/Domestic Study Away Program	# of hours per week and # of weeks per term	Anticipated MIT Course Equivalent	Approx # of MIT Units	Min. MIT grade to receive credit	Faculty Transfer Credit Examiner Name (please print)	Faculty Transfer Credit Examiner Signature

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Last First

**Administrative Approval:**

**For ALL students studying abroad/or on domestic study away**

Documentation that you have spoken with the following MIT Offices:

**Student Financial Services:**

**Assistant Directors for Financial Aid**, 11-320, tel. 258.8600

*[If you receive financial aid, a consortium or contractual agreement may be required. MISTI will assist you with this.]*

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

Signature of Representative \_\_\_\_\_

**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 \_\_\_\_\_

**Loan Collections**, Erica Mauro, Assistant Director for Education Loan Collections 11-120, tel. 258-5663

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

N/A: This student does not receive loans.

Signature \_\_\_\_\_

**Undergraduate Residential Services (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:**

Return housing into the on-campus residence hall system is guaranteed to students who are returning from an Institute approved program away if the student is within their 8 terms of housing eligibility.

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:

<https://studentlife.mit.edu/housing/undergraduate-housing/get-housing-ug/study-abroad>

**Disability and Access Services:** Students needing accommodations are encouraged to contact DAS as early as possible.

International Students Only - **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: \_\_\_\_\_