Please read this information carefully and follow these steps when completing your study abroad application.

**Step 1**  
Visit the Office of Student Global Initiatives to learn about available programs. Call us at (973) 596-2451 or email us at global@njit.edu to schedule an appointment.

**Step 2**  
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.

**Step 3**  
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** in receiving funding for study abroad.

**Step 4**  
Register for course code MR INTL at www.njit.edu/Registrar

**Step 5**  
Return all the forms (see checklist below) to the Office of Student Global Initiatives.

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**ELIGIBILITY**

- You must be matriculated in an NJIT program.
- The minimum eligibility cumulative GPA is 3.0 for undergraduates and 3.5 for graduate students.
- You are responsible for adhering to the regulations for study abroad written in the NJIT graduate and undergraduate catalogs. All requirements outlined in this application must be completed prior to your trip.
- You must purchase health insurance that includes emergency evacuation and repatriation.

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**DEADLINES**

Students are required to submit all forms by the deadlines:

- Fall and summer semesters – February 15
- Spring semester – September 15
CHECKLIST

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

1) Copy of passport (biographical pages)
2) Request for Study Abroad Course Enrollment
3) Faculty Reference Form
4) Emergency Treatment Permission Form
5) Behavior Contract
6) Statement of Authorization and Consent
7) Essay (1 page typed) to include: your reasons for wanting to spend a semester abroad, your reasons for selecting the host country, past travel or study abroad experiences, and community and/or campus activities
8) Health Insurance Coverage that includes emergency evacuation and repatriation

Once a completed application has been handed in and reviewed, you will be contacted for an interview.

IMPORTANT REMINDERS

If your study abroad program is not through a partnership between NJIT and another institution you may be required to fill out a separate, online application for your specific program. Applications and their terms will vary based on 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 college/university you will be attending overseas. We HIGHLY recommend that you request your transcripts BEFORE you leave the institution. **NJIT must receive your transcripts within one month after completion of your study abroad for your credits to be transferred in.**

A transcript from a study abroad college/university, written in a language other than English, must be evaluated by the World Education Services (www.wes.org) before it is presented to the Registrar. You must request a ‘course-by-course’ or ‘detailed’ evaluation.

For undergraduates, grades equivalent to ‘C’ (2.0 on a 4.0 scale) or higher must be obtained for the credits to be transferred back to NJIT. Graduate students must obtain grades of ‘B’ (3.0 on a 4.0 scale) or higher for the credits to be transferred back to NJIT.