

NCC Study Abroad Process

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Checklist for Students

1. Begin by researching study abroad options: use www.suny.edu/studyabroad and www.ccisabroad.org to explore various study abroad programs.
2. Once you have identified 1-2 specific options, contact the NCC Study Abroad Office (via email: studyabroad@ncc.edu) to schedule a student advisement appointment.
3. Meet with the Study Abroad Advisor to determine specifics of study abroad interests, options, programs, timeframe, costs, etc.
4. Note the timeline and deadline to complete process with the NCC Study Abroad office:
 - 4-6 weeks prior to study abroad experience:
 - i. Fall semester = March 15th
 - ii. Winter semester = September 15th
 - iii. Spring semester = October 15th
 - iv. Summer semester = March 15th
5. Complete and submit NCC study abroad forms to the NCC Study Abroad Office.
6. File FAFSA with NCC [financial aid is dispersed to student and then the student is responsible for paying the host institution – the money is dispersed in the middle of the semester, so you (the student) will have to pay before they received their financial aid].
7. Determine how you will pay the host institution/program.
8. Complete and sign the Memo of Understanding Study Abroad Form (regarding your student costs/expenses, student code of conduct compliance, etc.). See the Study Abroad Advisor for more info.
9. Complete and sign the Financial Aid Consortium Agreement with the NCC Study Abroad Office (and with the host institution, if applicable). See the Study Abroad Advisor for more info.
10. Send course choices, course descriptions, and program details to the NCC Study Abroad Office (via email) for review and approval.
11. Once courses are approved by the NCC Study Abroad Office and Registrar, you (the student) can apply to host institution/program and register with the host institution/program.
12. Submit an acceptance letter, registration information, copy of passport (photo page), and travel itinerary to the NCC Study Abroad Office.
13. Schedule a meeting with Director of Financial Aid (Patricia Noren) to discuss financial aid eligibility, and bring the signed Financial Aid Consortium Agreement to her.
14. Secure proper healthcare coverage for study abroad experience. See the Study Abroad Advisor for more info.
15. Be sure to attend study abroad orientation at host institution.
16. Leave for study abroad (*have an amazing time!*)
17. At the mid-point of study abroad experience (mid-semester), contact host institution to provide proof of attendance to the NCC Study Abroad Office.
18. Once you (the student) finish the study abroad program, forward an official transcript from the host institution to the NCC Study Abroad Office; transfer credit will then be awarded toward your NCC degree.