

<<Date>>

<<Name>>

<<Address>>

Dear <<Name>>,

Congratulations on your admission to NYU in <<Site>>! As you prepare for departure, this letter will outline all of the arrangements you need to make. You will notice that some of the sections direct you to our online resources: this allows us to keep all of our materials updated and also allows you to share information easily with your parents. Of course, if you have additional concerns, NYU's Global Programs staff is just a phone call away. Please be aware that your admission is contingent upon your continued academic success and lack of active disciplinary violations.

#### **NYU STUDY ABROAD ACCEPTANCE LETTER & CHECKLIST:**

**Check here once you have taken the steps to Reserve Your Place:**

In order to confirm your enrollment in the program, a non-refundable \$300 deposit is required. Our programs fill quickly and you could be denied a spot if the program fills before we receive your deposit. **\*\*It is the deposit—not this email or receipt of your acceptance packet—that guarantees your matriculation into the program.\*\*** Therefore, if you are sure about your spring plans, please submit the deposit check or money order as soon as possible (you should not wait for the packet). Just click on the link and fill out the attached [CONFIRMATION FORM](#), and send it along with your \$300 deposit check made out to New York University, to our office (NYU Global Programs; 110 East 14<sup>th</sup> Street, Lower Level; NY, NY 10003). **ALL CONFIRMATIONS ARE ENCOURAGED BEFORE NOVEMBER 15<sup>th</sup>.** Please feel free to call our office should you have any questions regarding your deposit.

**Check here once you have received your Valid Passport:**

If you do not have a passport—or if your current passport expires before July 2009—we advise you to begin the application process immediately. You will need a passport that is valid for at least a month beyond your planned return from study abroad in order to obtain a visa, (i.e. a document that gives you legal approval to study in your host country). For a passport application, visit [www.travel.state.gov](http://www.travel.state.gov).

**\*\*If you do not have a passport (or if you need to re-new it), we strongly recommend you choose expedited passport processing to ensure that you have enough time to apply for a visa (if necessary).**

**Check here once you have gathered all of the necessary Visa Documentation:**

US citizens will enter the country as “tourists.” The staff in <<Site>> will assist you with obtaining a “student visa” during your first month there. Instructions on the visa application process are located in the “Admitted Students” section of our Website. **You will be required to bring certain documents with you to <<Site>> to change your immigration status. Such documents will take time to produce, so please read the instructions today and start the process immediately.**

**Check here once you have updated NYUHome:**

Please note that all e-mail communication will be sent to your NYU e-mail address (not your personal or Stern address). If you do not use this address, you should set your NYUHome preferences to forward e-mail to your preferred account. Also, please be sure to keep your mailing address and other personal information updated on NYUHome. This will allow us to keep in touch with you and to ensure that you receive all pre-departure materials.

**Check here once you have applied for Housing Abroad—and Cancelled it in NYC:**

Information about housing—including housing descriptions, an application, and price ranges—will be available under the “Online Forms” section of the NYU in <<Site>> “Admitted Students” Web site (<http://www.nyu.edu/studyabroad>) beginning in early November. Please note that housing at NYU in <<Site>> is both guaranteed and required.

If you have a renewable housing contract with NYU, you are guaranteed space in NYU housing upon your return from study abroad provided that you submit a copy of this letter to the Housing Office (383 Lafayette Street, 1st Floor) along with the study abroad notification form (available by mid-October at <http://www.nyu.edu/housing/applications/forms.html>) and meet all deadlines. You may contact Housing directly for more information about the Fall 2009 housing re-application process (212-998-4600).

**Check here once you have registered for Classes Abroad:**

To view the academic calendar and a list of spring 2009 courses with descriptions, visit [www.nyu.edu/studyabroad](http://www.nyu.edu/studyabroad). You will register for your courses abroad on your regularly assigned registration date. Please click here for information on how to [register for study abroad courses on Albert](#). Also, keep in mind that you may need to obtain clearance from your advisor to register for classes abroad.

**Check here once you have looked into Financial Aid & Scholarships:**

Please visit the Financial Aid section of our Web site (<http://www.nyu.edu/studyabroad/financial.aid/>) to see a list of study abroad scholarships that NYU students have received in the past as well as a link to the Study Abroad Financial Aid form. All of your current financial aid and scholarships apply to NYU Study Abroad programs, but this form allows the Financial Aid Office to reevaluate your financial aid package based on the estimated expenditures for your semester abroad. Most deadlines for additional financial aid are in early November.

**Check here once you have attended the Pre-Departure Sessions:**

In addition to the information found here and through our online resources, you will learn much more about your semester abroad at the Pre-Departure sessions which will be held later this semester. Please review the [Pre-Departure calendar](#).

**Check here once you have booked your Flight:**

[Click here to find information about discount flight options](#). You are not obligated to book this flight or use this travel agency. Please note that orientation is mandatory and that, while you are not required to book the discount flight, you must arrive in <<Site>> by **February 9<sup>th</sup>**.

**Check here once you have submitted your Required Forms (Paper & Online):**

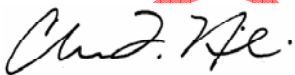
Beginning in early November, the "Required Forms" for NYU Study Abroad will be available on the "Admitted Students" section of our Web site ([www.nyu.edu/studyabroad](http://www.nyu.edu/studyabroad)). In order to complete these forms, you will need to contact your insurance company to arrange appropriate health coverage while abroad and **schedule an appointment with your physician**. We advise you to allow yourself enough time to complete both of these tasks and return all of the forms by the **November 26<sup>th</sup>** deadline.

**Check here once you have reviewed pre-departure materials on Blackboard:**

As an NYU student, you are probably familiar with the many resources of NYUHome. As you prepare for departure, the single most important aspect of NYUHome will become Blackboard, which both our New York staff and our overseas staff use to post essential pre-departure information. You will begin to have access to the NYU in <<Site>>Blackboard shell later in the semester. We will send you more information as the date draws nearer, but you should plan to refer to Blackboard for important resources as you prepare for your semester abroad and be sure to leave time to review all the materials carefully.

We understand that preparations for studying in another country can sometimes seem overwhelming. Please do not hesitate to call us with any questions you have about the process. We look forward to welcoming you to your new home abroad!

Sincerely,



Christopher L. Nicolussi  
Director of Student Services  
NYU Office of Global Programs