Study Agreement

For all students studying abroad, the Study Agreement field needs to be updated appropriately.

Step 1: Navigate to:

Records and Enrollment > Student Term Information > Term Activate a Student

Populate N number in Campus field or use last and first name to search for student.

Step 2: Click on the External Study Tab

Step 3: Locate the appropriate Term by using the arrow keys to move forward or backward
Step 4: Select and populate the Study Agreement field

**External Org ID:** leave blank

**Country:** leave blank

**Study Agreement:** select the appropriate value by clicking on the Look Up

**Start Date:** leave blank

**End Date:** leave blank

Step 5: Click on the NYU External Study Tab
Step 6: Populate fields listed below

- **Session**: select appropriate value using Look Up (If unsure – default to ‘1’)
- **Study Agreement**: select appropriate value using Look Up
- **Primary Study Agreement**: select checkbox if this is the primary study agreement
- **External Org ID**: leave blank
- **Start Date**: leave blank
- **End Date**: leave blank
- **Special Board Code**: Select appropriate value from the Bursar’s Summer Study Abroad Chart. *(Note: only used for summer school based study abroad programs)*.
- **Room Type**: Select appropriate value from the Bursar’s Summer Study Abroad Chart. *(Note: only used for summer school based study abroad programs)*.
- **Board Plan**: Select appropriate value from the Bursar’s Summer Study Abroad Chart. *(Note: only used for summer school based study abroad programs)*.
- **Last Updated by**: will be updated by the system when component is saved
- **Last Updated Date/Time**: will be updated by the system when component is saved
- Select to add additional Study Agreements for this term for this student.

Step 7: Save changes