

Study Agreements

For all students studying away from their home school, the **Study Agreement** needs to be updated for each term, and session within the term (if applicable). In the same way that location codes denote where a class is taking place during a specific term, study agreements allow us to track where the students are studying in a given term. Study agreements do not replace NYU Traveler nor do they sync with NYU Traveler.

Administrators will have access to update the Study Agreements for all students attending their department/school's study away programs once students have been term activated for the term. Each administrator who has access to place study agreements has the study agreements for their home school/department available to them. Should an administrator not have access to a Study Agreement that they need, or need to create a new one, please contact [Al Gentile](#) in the Office of the University Registrar.

When to use Study Agreements:

- When a student is studying away from their home school for a full term.
 - If students will be away for more than one term, they will need a study agreement placed on each term's term activation page.
 - For a student participating in two or more short-term courses during the summer, for example, they should then receive two study agreements within the summer term. Note that one will have to be coded as "primary".

When *not* to use Study Agreements:

- When a student is going abroad during J-Term, but will be registered for the class in the spring term.
- When a student goes on a trip abroad during Spring Break, or any other time, as part of a course.
- NOTE: For both of these examples, the students should utilize **NYU Traveler** to document their trips.

Placing a Study Agreement on a Student

Step 1: Navigate to: **Records and Enrollment > Student Term Information > Term Activate a Student**

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

Term Activate a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

ID:


Campus ID:

National ID:


Last Name:


First Name:

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Step 2: Click on the **NYU External Study** Tab. You may need to use the small arrow on the right to navigate to the tab.

Term Activation **Enrollment Limit** **Student Session** **Terms In Residence** **Term Control Dates** **External Study** 

 **Student Session** **Terms In Residence** **Term Control Dates** **External Study** **NYU External Study** **Blind Grading**

Step 3: Locate the appropriate academic career (if there is more than one) by using the arrow keys to move forward or backward.

Student Session | Terms In Residence | Term Control Dates | External Study | NYU External Study | Blind Grading

Find | View All | First 1 of 1 Last

Academic Career: Undergraduate

Find | View All | First 1 of 15 Last

Academic Institution: New York University

Term: 2014 Spr Semester

Find | View All | First 1 of 1 Last

*Session:

Study Agreement:

Primary Study Agreement:

External Org ID:

Start Date:

End Date:

Special Board Code (Bursar):

Room Type:

Board Plan:

Last Updated by: Last Updated Date/Time:

Step 4: Locate the appropriate Term by using the arrow keys to move forward or backward.

Student Session | Terms In Residence | Term Control Dates | External Study | NYU External Study | Blind Grading

Find | View All | First 1 of 1 Last

Academic Career: Undergraduate

Find | View All | First 1 of 15 Last

Academic Institution: New York University

Term: 2014 Spr Semester

Find | View All | First 1 of 1 Last

*Session:

Study Agreement:

Primary Study Agreement:

External Org ID:

Start Date:

End Date:

Special Board Code (Bursar):

Room Type:

Board Plan:

Last Updated by: Last Updated Date/Time:

Step 5: Populate fields listed below:

The screenshot shows a web interface with a navigation bar at the top containing tabs: Student Session, Terms In Residence, Term Control Dates, External Study, NYU External Study, and Blind Grading. Below the navigation bar is a search bar and a star icon. The main content area displays a form with the following fields and values:

- Academic Career: Undergraduate
- Academic Institution: New York University
- Term: 2014 Spr Semester
- Session: [Text Input]
- Study Agreement: [Text Input]
- Primary Study Agreement:
- External Org ID: [Text Input]
- Start Date: [Text Input]
- End Date: [Text Input]
- Special Board Code (Bursar): [Text Input]
- Room Type: [Text Input]
- Board Plan: [Text Input]
- Last Updated by: [Text Input]
- Last Updated Date/Time: [Text Input]

A red circle highlights the Session, Study Agreement, Primary Study Agreement, External Org ID, Start Date, and End Date fields.

- **Session:** select appropriate value using Look Up (Defaults to '1')
- **Study Agreement:** select appropriate value using Look Up
 - If you do not see the study agreement you need, please contact [Al Gentile](#) in the Office of the University Registrar.
- **Primary Study Agreement:** select checkbox if this is the primary study agreement. Note that if you *do not* select the primary study agreement checkbox and you are only entering one study agreement, then the default is to make that study agreement the primary. The checkbox will automatically default to that setting when the page is saved. When more than one study agreement is being entered, a primary study agreement must be selected.
- **Start Date:** Enter the start date of the program the student is attending.
- **End Date:** Enter the end date of the program the student is attending.
- **Fields to leave blank:**
 - Special Board Code
 - Room Type
 - Board Plan
 - External Org ID
- Select to add additional Study Agreements for this term for this student.

Step 6: Save changes.

NOTE: Once the “NYU External Study” tab is populated, the study agreement will automatically populate on the “External Study” tab. Therefore, it is not necessary to complete steps 7-9 as listed below, but the process is included for reference.

However, populating the “External Study” tab with a study agreement will **NOT** automatically populate the Study Agreement field on the “NYU External Study” tab. It is crucial that the “NYU External Study” tab is populated with the correct study agreement as it is this tab that is used for reporting and billing.

[Step 7: Click on the External Study Tab

The screenshot shows the 'External Study' tab selected in the top navigation bar. The main content area displays the following information:

- Academic Career: Undergraduate
- Academic Institution: New York University
- Term: 2014 Spr Semester
- Primary Academic Program: UH-Abu Dhabi degree
- External Org ID: [Input field]
- Country: [Input field]
- Study Agreement: [Input field]
- Start Date: [Input field]
- End Date: [Input field]

The 'Study Agreement' field and its search icon are circled in red. The 'External Study' tab in the top navigation bar is also circled in red.

Step 8: Locate the appropriate Term by using the arrow keys to move forward or backward.

Step 9: Select and populate the Study Agreement. Select the appropriate value by clicking on the Look Up.

- **Start Date:** Enter the start date of the program the student is attending
- **End Date:** Enter the end date of the program the student is attending
- **Fields to leave blank:**
 - Special Board Code
 - Room Type
 - Board Plan
 - External Org ID

Step 10: Save.]