

MMU EXCHANGE CHECKLIST FOR A COMPLETE FILE



- _____ Complete Application with Personal Statement
- _____ Two Faculty Recommendations
- _____ Confirmation of Participation Form
- _____ \$300 Administrative Fee (applied to your B.S.C. bill)
- _____ Power of Attorney Form (notarized)
- _____ Student Waiver Form
- _____ Drug Use Form
- _____ Transfer of Credit Form
- _____ Copy of passport (be sure it is valid for at least 6 months after expected return date)
- _____ Travel Itinerary
- _____ Emergency Information Form
- _____ Medical Information Form
- _____ Program Participant Agreement
- _____ Company and policy number of health insurance coverage (copy of card or letter)
- _____ ISIC Card Application with passport-size photo (**optional**)

Please send the following forms to the Office of International Programs upon arrival abroad.

- _____ Verification of Enrollment Form (after the semester begins, signed by host coordinator)
- _____ Student Locator Form (after semester begins)