Before applying for study abroad or an international internship, you must first meet with the Study Abroad Coordinator in the Office of International Affairs (OIA). If you have not already done so, please contact the Study Abroad Coordinator at 919-530-7714 to set up an appointment.

In order to be considered for study abroad, you will need to submit the following documents in ONE COMPLETE PACKAGE in the ORDER LISTED BELOW to the Study Abroad Coordinator in the Office of International Affairs BY THE APPROPRIATE DEADLINE. See the OIA website for current application deadlines http://www.nccu.edu/academics/resources/oia/studyabroad.cfm. It is your responsibility to begin working on the application well in advance to have all materials ready and submitted to OIA by the application deadline.

**APPLICATION CHECKLIST:**

- [ ] Study Abroad Application Checklist (Complete this form and place it at the front of the package)

- [ ] NCCU OIA Study Abroad Participant Data Form 1

- [ ] NCCU OIA Study Abroad Course Transfer Form 2

- [ ] NCCU OIA Study Abroad Participant Agreement 3

- [ ] NCCU OIA Study Abroad Emergency-Medical Form 4

- [ ] Program Application with Accompanying Documents and Fees/Copy of Program Application
  - Each study abroad or international internship program (UNC-EP, ISEP, etc) has its own application that you must complete in addition to the NCCU OIA forms listed above.
  - Program applications can be downloaded from the program provider’s website. Follow all instructions regarding application forms, academic references, statements of purpose, language proficiency reports, transcripts and fees.
  - **Program applications must be reviewed by the Study Abroad Coordinator prior to submission.** Make sure all academic references are submitted in a sealed envelope with the referee’s signature across the seal at the back of the envelope. If the application is online only, please submit a printed copy of the completed application to the Study Abroad Coordinator.