North Carolina Central University
Office of International Affairs

Study Abroad
Limited Power of Attorney Instructions

These instructions apply to students participating in all types of study abroad and international internship programs.

NCCU Office of International Affairs (OIA) encourages you to consider identifying someone to serve as your limited financial Power of Attorney (POA) during the time you are abroad. This is particularly important if you will have financial aid disbursed to you while you are abroad and you do not have direct deposit on your student account. A POA is in effect someone who can handle your financial affairs, to a limited extent, during your absence. Typical reasons for having a POA include: picking up and endorsing checks in your absence (otherwise checks would need to be mailed overseas for your signature) and signing of loan promissory notes. A sample POA form is attached for your use and you can make as many copies as you need. This form will allow your POA to endorse federal educational financial aid checks or North Carolina Central University checks in your name and to deposit them for you and to sign promissory notes in your name.

Here are the instructions for identifying a POA:

1. Ask someone you trust to agree to serve as your POA. This is a decision you should give considerable thought to---this person effectively will have the power of your checkbook! Most POA's are family members, although it may also be a friend. It is often preferable to have your POA in North Carolina, if possible. Special note: university faculty and staff cannot serve as your POA.

2. Fill out the POA form yourself and take it to a Notary Public to be notarized. Do not sign it until you are in front of the Notary Public---your signature on the POA form must be witnessed by a Notary. There is usually no charge for this. It is suggested that you have 4 forms notarized. Most banks and post offices as well as some FedEx and UPS stores provide notary services. You can find a Notary Public near you in the Yellow Pages.

3. Leave a POA form with:
   1) Your POA
   2) NCCU OIA Study Abroad Coordinator
   3) Student Accounting and/or Office of Scholarships and Student Aid
   4) Your personal records that you take abroad

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Limited Power of Attorney

State of North Carolina, County of _____

I, _____, the undersigned, hereby appoint

(Print Name of Student)

_____, my attorney-in-fact for me and give

(Print Name of Attorney-in-fact)

such person full power to act in my name, place and stead in any way which I myself could do, if I were personally present with respect to the following matters to the extent that I am permitted by law to act through an agent.

1. **To endorse federal educational financial aid checks in my name.**
2. **To endorse North Carolina Central University checks in my name.**
3. **To sign promissory notes in my name.**

I also give to such person full power to appoint another to act as my attorney-in-fact and full power to revoke such appointment.

Federal regulations effectively prohibit a student from naming school officials as their attorney-in-fact under a power of attorney.

Name of Study Abroad Program: _____

The limited Power of Attorney will begin on _____, 20_____

And shall expire on _____, 20_____

Name of Power of Attorney _____

Address of Power of Attorney: _____

City: _____, State: ____ Zip Code: _____ Daytime Phone: _____

Student Signature: _____Date:_____
(<u>SIGN ONLY IN PRESENCE OF THE NOTARY PUBLIC</u>)

State of North Carolina, County of _____

On this _____day of_____, 20_____, the said named _____, personally appeared before me, and is known to me to be the person described in and who executed the foregoing instrument, and he/she acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My Commission expires on: _____

_____
Notary Public Signature

_____
Notary Public Printed Name

(Seal)