



## NCU AGWM Study Abroad Checklist

The following documents must be submitted and activities conducted to ensure that all campus offices are aware of your intent to study abroad and for the processing of your application. It is your responsibility to make sure all documents have been submitted.

Please note that submitting these documents does not automatically mean that you have been accepted or approved.

- Completed Application Form
- One (1) Local or Home Church Reference
- One (1) Faculty Reference
- One (1) Student Life/Student Development Reference
- Sign up for a Screening Interview

After NCU approval, you will then need to apply through the Assemblies of God World Missions for approval to attend a semester abroad location.

- Completely fill out and turn in a MAPS application, found at <http://wideopenmissions.org/go-short-term/maps-volunteer>
- Submit non-refundable deposit by Dec 1

Be aware that the following steps will be conducted on your behalf before formal final approval can be granted:

- Background check through [www.NSOPW.gov](http://www.NSOPW.gov), in accordance with AGWM policy
- Circulation of a confidential "Internal Clearance for Study Abroad Form" for signature approvals by the Financial Aid Office, the Registrar's Office, the Student Life Office, and your Academic Advisor

After formal approval is received, you will be required to provide the following:

- Meet with your Academic Advisor for planning the Spring semester abroad and following Fall semester. (Fill out Personalized Semester Abroad Academic Program Form and Personalized Post Semester Abroad Academic Program Form).
- Contact the financial aid office to finalize your financial aid package.
- Signed Code of Conduct Form
- Signed Assumption of Risk Form
- Signed AGWM GTL Insurance Beneficiary Designation Form
- Signed Release Agreement Form
- Purchase passport, provide photocopy to SA Coordinator
- Purchase flight and VISA, provide photocopy to SA Coordinator
- Documentation of completion for online travel safety course
- Provide emergency contact with insurance information and contact numbers