MSU Direct Exchange Application Procedures

****Read Carefully****

Please double-check to be certain you have completed each item.
Incomplete applications will NOT be considered!

- At the Registrar's Office, order one official transcript to be sent to:
  Study Abroad Coordinator
  Office of International Programs
  400 Culbertson Hall

- Ask two faculty members (professors, advisors) to complete the Academic Reference Form. This must be submitted in a sealed envelope to OIP (see address above).

- Attach a passport-size photo to the first page of the application

- Write an essay (500 word minimum) in English and the language of instruction if you will be taking classes in a foreign language abroad.

- Submit two photocopies with the original completed application.

- Read the Conditions of Participation below carefully.

- Submit a $150.00 application fee along with the completed application. The $150.00 check should be made out to "Office of International Programs". This application fee is nonrefundable.

- Application deadlines are:
  - October 15 for spring semester in Northern Hemisphere and first semester in Southern Hemisphere
  - March 1 for fall semester in Northern Hemisphere and second semester in Southern Hemisphere

Conditions of Participation:

By applying to study abroad, I understand that:

1. I will forfeit my $150.00 application fee if I cancel from the program after I have submitted my application.

2. If placed, I am required to attend the Pre-departure Orientation or I will be removed from the program and forfeit my application fee.

What happens next?

We will schedule a 15-20 minute interview with you. We will ask why you have chosen to study abroad and how you chose the location/institution you are applying for. We will try to determine if you are ready for this experience. You will also have a chance to ask questions.