



**Study Abroad Visiting Student Application Checklist**

**Name of Applicant:**

**Last** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_

**Semester(s) at Newcastle:** \_\_\_\_\_

**Home Institution:** \_\_\_\_\_

**Name and Contact Information of Study Abroad Advisor at Home Institution:**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Administrator:** \_\_\_\_\_

(Check if included)

1. Study Abroad Visiting Student Application (Signed).....
2. Newcastle Tentative Module Registration (Block Schedule).....
3. Copy of Passport (first page only).....
4. Official Current Transcript from Home Institution.....
5. Statement of Good Academic Standing from Home Institution.....
6. Statement of Good Disciplinary Standing from Home Institution.....
7. Study Abroad Advisor Form (Signed).....
8. Faculty Recommendation Form (Signed).....
9. 500 Word Personal Statement.....

Study Abroad Visiting Student Application  
for Admission into the Loyola University  
Maryland Center at Newcastle University



Loyola University Maryland  
4501 N. Charles Street  
Baltimore, MD 21210

**Directions**

*This application is for visiting students who are enrolled in a degree program at another institution and wish to participate in the Loyola University Maryland Study Abroad Center at Newcastle University. Please complete the following steps. Once completed, this application must be emailed to the Newcastle Center Coordinator at [krjolliffe@loyola.edu](mailto:krjolliffe@loyola.edu)*

1. Complete and upload Study Abroad Visiting Student Application for Admission to the Office of International Programs at Loyola University Maryland's website.
2. Send authorization to participate in this program from Office of International Programs (or equivalent office) at home institution including verification of academic and disciplinary good standing.
3. Submit a letter of recommendation from a faculty member or major advisor at your home institution.
4. Submit a 500 word personal statement discussing why you would like to attend the Loyola University Maryland Study Abroad Center at Newcastle University.
5. Send official copy of current college/university transcript to the Newcastle Center Coordinator ([krjolliffe@loyola.edu](mailto:krjolliffe@loyola.edu)).
6. Once accepted by Loyola University Maryland, you will have to complete an application to Newcastle University.
7. Submit copy of valid passport



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**Educational Background**

\_\_\_\_\_  
*Name of Current Institution of Study*

\_\_\_\_\_  
*Major*

\_\_\_\_\_  
*Current Cumulative GPA*

\_\_\_\_\_  
*Expected Graduation Date*

Current Class Year:  Freshman  Sophomore  Junior  Senior

Have you ever attended Loyola University Maryland?  Yes  No

*If yes, provide former Loyola ID number:*

\_\_\_\_\_

**Tentative Courses**

List the courses you would like to enroll in while at Newcastle University. You must list at least ten (10) courses, as some courses may not be available for the coming school year. You must make sure the courses you select will transfer to your home university. Use the block schedule below to help plan for your top courses. Please note that Newcastle modules are subject to change and are not guaranteed to be available during your time abroad. Registration and time tables are finalized upon arrival in Newcastle. (Potential courses being offered for the 2013-2014 academic year can be found at:

<http://www.loyola.edu/academic/newcastle/academics/courses.aspx>

	<b>Tentative Newcastle University Module Number</b>	<b>Tentative Newcastle University Module Name</b>	<b>Newcastle University Credits</b>	<b>Loyola University Maryland Equivalent Class Number</b>	<b>Loyola University Maryland Equivalent Class Name</b>	<b>Loyola University Maryland Equivalent Credits</b>
<b>Example</b>	<i>BIO 2007</i>	<i>Vertebrate Biology</i>	<i>10</i>	<i>BL350</i>	<i>Biology of Mammals with Lab</i>	<i>2.5</i>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						

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**LOYOLA**  
UNIVERSITY MARYLAND

**How did you hear about the Loyola University Maryland Study Abroad Center in Newcastle?**

- |   |   |
|---|---|
| <input type="checkbox"/> Newcastle Center Brochure          | <input type="checkbox"/> Home Institution Study Abroad Office |
| <input type="checkbox"/> Loyola University Maryland Website | <input type="checkbox"/> Former Participant                   |
| <input type="checkbox"/> Home Institution Advisor           | <input type="checkbox"/> Faculty Member                       |
| <input type="checkbox"/> Study Abroad Fair                  | <input type="checkbox"/> Campus Newspaper                     |
| <input type="checkbox"/> Word of Mouth                      | <input type="checkbox"/> Other _____                          |

**List the faculty member who will submit a recommendation on your behalf**

Last Name	First Name
Department	Position
Phone Number	Email Address

**Do you currently have or have you ever had any disciplinary incidents on record at your home university?**

- Yes (*please explain on a separate sheet*)  No

Incidents that occur prior to the start date of the program may result in administrative withdrawal from the program. You must notify Loyola University Maryland immediately if incidents occur between applying to the program and the program start date.

**All Applicants**

*I certify that all information on the application, university transcript, and all other materials related to admission to the Loyola University Maryland Study Abroad Center at Newcastle University are accurate and true. Supplying false information automatically cancels the application for admission and renders the student liable for dismissal if already enrolled, in accord with both universities' normal disciplinary procedures.*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

**Home Institution Study Abroad Approval Form**

This portion of the application should be completed by a person responsible for the credit transfer policy at the applicant's home institution such as a study abroad advisor, academic advisor, academic dean, or chairperson of the applicant's major department. You are being asked to review the application, indicate whether you recommend this student to study at the Loyola University Maryland Study Abroad Center at Newcastle University, and confirm the grade report below is acceptable for credit evaluation and transfer purposes. **Once completed, this form must be submitted via email to the Kaileigh Jolliffe, Newcastle Center Coordinator, at [krjolliffe@loyola.edu](mailto:krjolliffe@loyola.edu).**

**Acceptance Nomination**

The applicant meets academic and disciplinary requirements for the Loyola University Study Abroad Center at Newcastle University including current cumulative QPA of at least 2.75 and candidate is in good disciplinary standing. Yes No

**Evaluation of Credit based on a U.S. Transcript from the Loyola University Maryland School of Record:**

If your institution agrees to evaluate credit for transfer purposes based on the Loyola University Maryland academic record, please select the box below. The Loyola University Maryland academic record, which is issued by Loyola University Maryland, includes the participant's name, issue date, last four digits of social security number, student ID number, academic level, Newcastle name of courses completed, and recommended U.S. credit and grade equivalences. Student **must** request a Loyola University Maryland transcript from Loyola University Maryland's Records Office.

- Our institution agrees to accept the Loyola University Maryland academic record, upon the applicant's completion of the program, in order to evaluate and grant credit per home institution policies.  
Our institution does not agree to accept the Loyola University Maryland academic record upon completion of the program.

*Where applicable, a transcript or grade report from Newcastle University can be requested through Newcastle University's International Office.*

**Academic and Disciplinary Information**

- Is this applicant in good academic standing? Yes  No  
Is this applicant eligible to return to your school? Yes  No

*Disciplinary incidents that occur prior to the program start date may result in administrative withdrawal from the program. Students must notify Loyola University Maryland immediately if disciplinary incidents occur between applying to the program and the program start date.*

Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? Yes  No

To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?  Yes  No

*If you answered yes to any of the above questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.*

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**Signature**

**Date**

