**Hunter Enrollment Instructions**

Upon your acceptance into CUNY/SUNY/USAC programs,

Please do the following:

1) **Bring the following to the Education Abroad Office (Room 1447 East Building):**

1. Photocopy of your acceptance letter or printed email acceptance from the host school.
2. Photocopy of your passport.
3. Completed General Information Form.
4. Course Approval (Completed Application to Attend Another College on Permit) Form (s)-YOU WILL NOT GET PERMISSION TO REGISTER WITHOUT THEM!

1) IMPORTANT: WHEN APPROVING COURSES, DO NOT MIX FALL AND SPRING OR SUMMER APPROVALS ON ONE PERMIT FORM. KEEP THEM SEPARATE AND USE ONE SET OF PERMIT FORMS FOR ALL SEMEMSER AND ONE SET FOR SUMMER (If you are only attending for one semester only, it does not matter)

2) Complete the Course Approval Form listing all courses you are taking (or considering to take) during your time abroad and bring the form to all corresponding departments for approval (i.e., if taking a Spanish course abroad, go to the Spanish Department for approval; likewise if taking a History course abroad, go to the History Department for approval) Make sure you bring a description of each course to be approved to all departments you are seeking approval from. It is highly recommended to approve extra courses to account for canceled classes, changes in scheduling, closed classes and other complications that may occur before or upon arrival to your host school. BE SURE TO MAKE COPIES FOR YOUR OWN RECORDS.

The forms will be kept on file. They will be forwarded to the Records Division of the Hunter College Registrar when the Education Abroad Office receives your transcript from the host campus. If you do not complete all necessary course approvals and hand them in before you leave for your program, you will not receive credit at Hunter College for the host college courses.

2) **International Travel Insurance**

 If you are participating in a study or other (including non-credit) program or trip abroad organized by a CUNY college or school, you must be covered by the [CUNY comprehensive travel insurance policy](http://www1.cuny.edu/sites/studyabroad/wp-content/uploads/sites/11/2013/09/CISI-Policy.pdf) through Cultural Insurance Services International (CISI). In many cases you will be enrolled automatically by the program you are participating in; follow directions from [your study abroad office](http://www1.cuny.edu/sites/studyabroad/campus-offices/) (or from the student affairs office if your trip is through a club).

If your program does not enroll you on your behalf or you are enrolling directly in a non-CUNY program, you must purchase travel insurance under the CUNY plan at: <https://www.mycisi.com/CISIPortalWeb/default.aspx>

**Use the code CUNY-HUNTER** This ensures that you will receive the special CUNY rate and adequate coverage.

**Note:** This requirement applies even if your program requires another policy. In general, other policies do not include the scope of coverage as CUNY’s plan, and the cost for CUNY students is extremely low.

3) **Financial Aid**

 If eligible, discuss financial aid with a financial aid counselor. Be sure to start this process early and follow all instructions carefully. IT IS UP TO YOU to keep track of your financial aid situation and make the necessary arrangements needed to be sure that everything is taken care of while you are away.

4) **Register at Hunter**

 You must be registered at Hunter College for each semester you are studying abroad before you depart as well as registered for classes at your host campus. You will NOT receive financial aid if you do not register at Hunter. The registration code will be sent to you via e-mail when registration for the semester you are studying abroad begins.

5) **Complete all required host campus forms including those for registration and on-campus housing.**

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**The Education Abroad Office is located in the East Building Room 1447.**

**If you have any questions call (212) 772-4983 or e-mail edabroad@hunter.cuny.edu**