

**Office of Student Affairs**  
 245 Sullivan Street, Room 474  
 New York, NY 10012  
 P: 212 998 6658  
 F: 212 995 3826  
 law.studentaffairs@nyu.edu

### Checklist

Complete the request form  
**Provide a memo** explaining the basis of your request  
 Send all required documents to the Office of Student Affairs via email at law.studentaffairs@nyu.edu

## VISITING AWAY REQUEST FORM

Name	University ID	Today's Date*
	(May be found on back of ID) N	

\*Request based on when the Office of Student Affairs receives this form.

NYU Email Address and Alternate Email Address	Phone Number

\*All communications will be via your NYU email account while you are visiting away.

Current Address	Address While Visiting Away
_____	_____

**To which address should we send a confirmation letter?**      **Current Address**      **Visiting Address**

1. Semester(s) during which this request applies:    ☐ Fall 20\_\_\_\_    ☐ Spring 20\_\_\_\_

2. Are you a U.S. citizen?    Yes    No    If no, please indicate visa type: \_\_\_\_\_

Answer each question below by marking an "X" in the Yes or No column at right	YES	NO
<b>Are you currently receiving, or are scheduled to receive, financial aid/grants/loans?</b> <i>If "Yes":</i> Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while visiting away.		
<b>Have you applied for/been accepted to Law School housing during the time you will be visiting away?</b> <i>If "Yes":</i> Please contact Residence Services at (212) 998-6510 and notify them of your visiting student status once it has been approved.		
<b>Have you registered for courses in the semester(s) for which you are requesting to visit another institution?</b>		
<b>Have you paid tuition for the semester(s) for which you are requesting to visit another institution?</b>		
<b>When do you presently plan to return to the School of Law?</b> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Fall 20____</span> <span>Spring 20____</span> <span>N/A, visiting away 3L spring/3L year</span> </div>		

\_\_\_\_\_  
 Your signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Katie L. Shirley, Interim Dean of Students

\_\_\_\_\_  
 Date