

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 (May be found on back of ID)	Today's Date*
	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
Are you currently receiving, or are scheduled to receive, financial aid/grants/loans? <i>If "Yes": Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while visiting away.</i>		
Have you applied for/been accepted to Law School housing during the time you will be visiting away? <i>If "Yes": Please contact Residence Services at (212) 998-6510 and notify them of your visiting student status once it has been approved.</i>		
Have you registered for courses in the semester(s) for which you are requesting to visit another institution?		
Have you paid tuition for the semester(s) for which you are requesting to visit another institution?		
When do you presently plan to return to the School of Law? Fall 20_____ Spring 20_____ N/A, visiting away 3L spring/3L year		