NYU LAW

**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)<br>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?** ***If "Yes":*** Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while visiting away. | ◯ | ◯ |
| **Have you applied for/been accepted to Law School housing during the time you will be visiting away?** ***If "Yes":*** Please contact Residence Services at (212) 998-6510 and notify them of your visiting student status once it has been approved. | ◯ | ◯ |
| **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 ☐ | | |

_____ Your signature Date

_____ Katie L. Shirley, Assistant Dean of Student Affairs Date