

Special Instructions for non-Baruch students applying to study on Baruch College Exchanges or Study Abroad Programs

Students from other colleges and universities are eligible to apply to Baruch College-sponsored Study Abroad Programs; students from other CUNY Colleges may also apply to be considered for Baruch College exchanges. We encourage you to read about the application procedure on our website, because for the most part you will follow the same procedure as that followed by Baruch students. However, as a non-Baruch student, you will need to complete a few additional steps and supply some additional, or different, documentation.

Advisors in the Study Abroad Office can assist you in dealing with any problems that may arise. Please consult with us early and as often as needed at (646) 312-2090 or (646) 312-2091. You may also come by during our walk-in office hours. For updated office hours, please refer to our website, at <http://zicklin.baruch.cuny.edu/centers/weissman/students/study-abroad>.

1. All students who study abroad must attend a Study Abroad First Step Advising Meeting at the Baruch College Study Abroad Office. The Study Abroad Office holds walk-in office hours every day of the week, but non-Baruch students may also call to make an appointment outside walk-in office hours for this and other meetings. To make an appointment, please call 646 312-2090 or 646 312-2073 or send an email to study.abroad@baruch.cuny.edu. Plan for an initial visit of at least an hour.
2. When you come to your first advising meeting, please make sure to bring the following with you:
 - A completed *Baruch College Visiting Student Application*, available online
 - Official Certificate of Attendance from your home college
 - Transcript (official or unofficial) from your home college
 - If you are a **non-CUNY** student, a check or money order for \$65 made payable to “Baruch College” for the Visiting Student Application fee (CUNY students do **NOT** have to pay this fee.)

Your Application to Study Abroad may not be considered until we have received these documents.

3. All students who study abroad must complete a Baruch College Application to Study Abroad. This application is online, but to access it you must obtain special permission from the Study Abroad Office. At the end of the first meeting with the Study Abroad Advisor, you will be given authorization to log on to the Study Abroad Application Portal. **Please note:** In exceptional situations, it may be possible for you to receive this authorization without physically coming to Baruch. If you wish to request an exemption from this initial meeting (you are still required to submit all documents listed in item 2), please send an email explaining the reasons you cannot stop by the Study Abroad Office to study.abroad@baruch.cuny.edu. Please include a phone number where you can be reached.
4. Once you have begun the application process, if you have submitted the required documents to the Study Abroad Office you will mostly follow the procedures for other applicants. If you respond promptly to email inquiries from the Study Abroad Office during this process, you should not be required to come to Baruch again until the pre-departure orientation session.