Congratulations once again on your acceptance to the Berlin: Global City in the Center of Europe program! Contained here is important information about next steps for confirming your place in your program and preparing for your study abroad experience, including logistical information, important travel health and safety tips, and requirements. Be sure to read this packet carefully and refer back to it as you are completing the various preparation steps for your program.

As outlined in your acceptance notification, the first step is for you to confirm your participation in the program. In order to accept your spot in the program, you must complete a Program Confirmation Form and submit in hard copy to IPD as soon as possible and no later than Friday, March 20:


Your place in your program will not be guaranteed until your Program Confirmation Form is received. If you have decided not to study abroad or you have selected another program, please submit the Program Confirmation Form indicating that you wish to withdraw from this program and your reasons for withdrawal.

For questions about your program, contact:

- Catrina DeBord, Program Coordinator, IPD Study Abroad, and adviser for this program. Contact Catrina if you have any questions about your program, academics, preparing for study abroad, health and safety, or any other program-related matters. Email: catrina.debord@northwestern.edu, Ph: 847-467-4913 (direct)
- Natalie Kohler, Program Assistant, IPD Study Abroad. Contact Natalie if you have questions about forms or requirements, and submit all materials to her. Email: natalie.kohler@northwestern.edu, Ph: 847-467-6953

Information about pre-departure requirements is also available online:

- Pre-Departure Steps: http://www.ipd.northwestern.edu/study-abroad/pre-departure/index.html
- Google Drive: https://drive.google.com/a/u.northwestern.edu/folderview?id=0B5_6i7jGjPkIQWxrY0lCZ3czTVE&usp=sharing
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Checklist of Requirements

STEP 1: PROGRAM CONFIRMATION; Final Deadline: Friday, March 20

☐ Confirm Your Participation. Turn in hard copy of the Program Confirmation Form [link] (enclosed) in person to IPD as soon as possible and no later than March 20. Northwestern students must turn in these forms in person. Note: Your place in your program will not be guaranteed until your Program Confirmation Form is received.

☐ Complete the Pre-Departure Section of your Northwestern Study Abroad Application [link] under “Complete Pre-Departure Requirements” by filling out the Program Confirmation, Pre-Departure Checklist, Emergency Information, and Dietary Restrictions sections.

☐ Complete Parts A & B of the NU Health Assessment Form of your Northwestern Study Abroad Application under “Complete Pre-Departure Health Assessment” (see HEALTH & SAFETY GUIDE). If you are prompted to complete Part C, schedule an appointment with your physician ASAP.

☐ Obtain a Valid Passport. If you have not done so already, complete the “Picture and Passport Information” section of the My Profile area of the Online Northwestern Study Abroad Application. Also email a scanned copy of the ID page of your passport to Natalie at natalie.kohler@northwestern.edu.

NOTE: If you do not already have a passport or if it will expire within six months of your intended return, submit your application for a new/renewed passport by your confirmation deadline. Notify IPD if you do not carry a U.S. passport.

☐ Complete the online Course Selection Form: [link].

STEP 2: PRE-DEPARTURE ORIENTATION; Tuesday, May 19

☐ Book your international flight and email your detailed itinerary to Natalie at natalie.kohler@northwestern.edu.

☐ Register with the US State Department Smart Traveler Enrollment Program (STEP): [link].

☐ Watch all the Canvas Online Study Abroad Pre-Departure Orientation Videos prior to your in-person orientation.

☐ Attend the mandatory Pre-Departure Orientation on May 19, from 6-8pm in Norris.

☐ Complete and upload Health Assessment Form: Part C - Healthcare Provider Evaluation into your Northwestern Study Abroad Application (see HEALTH & SAFETY GUIDE). (Only required for students who answered “yes” to question 5 of Health Assessment Form: Part A.)

☐ Make an appointment with a travel health professional for recommended immunizations and travel health advice (see HEALTH & SAFETY GUIDE).

☐ Communicate and plan for any healthcare needs with one or more of the following resources well in advance of your program’s departure date: a representative from IPD, the Office of Global Safety and Security, Dean of Students Office, CAPS, or AccessibleNU; a health care professional; parents or other family members

☐ Email roommate preferences (if applicable) to natalie.kohler@northwestern.edu.

ONGOING

☐ Maintain satisfactory academic performance and a clean disciplinary record

☐ Respond promptly to correspondence from IPD

☐ Do your research! Learn about the history, geography, politics, economy, and culture of your host country.

☐ Get excited and await any additional instructions about your Summer Quarter abroad!
Program Information

Program Dates
The program dates for the Berlin: Global City in the Center of Europe program are: **Sunday, June 14, 2015** (date of arrival in Berlin) - **Sunday, August 16, 2015** (date of departure from Berlin). Program-provided housing will be offered during official program dates. Students arriving before the program start date or staying after the program end date will be responsible for making their own accommodations arrangements.

Travel
You are responsible for making your own flight reservations to Berlin, **arriving at Berlin’s Tegel Airport (TXL) on Sunday, June 14, and departing on Sunday, August 16**. Flights from the United States to Berlin are typically overnight flights, so in order to arrive on Sunday, June 14, you will need to depart the United States on Saturday, June 13. This is also the day that you must vacate student housing at Northwestern.

In order to be able to facilitate group airport pick-ups and drop-offs, we encourage you to try to coordinate your flights with other participants. IPD suggests the flight below, because it is the option with the shortest duration from Chicago, which falls under the fare estimate provided in the enclosed budget, at the time that this packet was printed. However, you may make other arrangements, as long as the flights depart no later than the specified departure date and return no earlier than the specified return date.

**Suggested Flight:**
- **Departure**: Air Berlin Flight 7421, Departing Chicago ORD at 3:25pm on Saturday, June 13; Arriving Berlin TXL at 7:00am on Sunday, June 14
- **Return**: Air Berlin Flight 7420, Departing Berlin TXL at 9:15am on Sunday, August 16; Arriving Chicago ORD at 11:25am on Sunday, August 16

Students are encouraged to check flight availability and fares on a variety of airlines and through various search engines. Possible travel vendors or search engines include:
- STA Travel: [http://www.statravel.com/](http://www.statravel.com/)
- Kayak: [http://www.kayak.com](http://www.kayak.com)

When booking your tickets, be careful to note any restrictions associated with your ticket, particularly if you think you might need to make changes. These include: whether the ticket is refundable, what change penalties exist, the validity of the ticket (e.g., 90 days, 6 months, 1 year), re-routing options, etc.

**Pro Tip:** Booking round trip airfare is significantly more cost effective than purchasing two, one-way flights. Try to arrange your travel plans early so that you can book round-trip airfare for the best price.

After you have booked your flight, **email your detailed itinerary** to Natalie at [natalie.kohler@northwestern.edu](mailto:natalie.kohler@northwestern.edu). **Due Tuesday, May 19.**

Visas
U.S. citizens will not need a visa to enter Germany for this program; they will enter Germany as visitors for a 90-day (maximum) period. However, if you plan to stay after the program is completed and will exceed a 90-day visit, or if you do not carry a U.S. passport, contact Catrina and refer to the German consulate website for information about the requirements for a study permit:
[http://www.germany.info/Vertretung/usa/en/05__Legal/02__Directory__Services/01__Visa/__Study__Visa.html](http://www.germany.info/Vertretung/usa/en/05__Legal/02__Directory__Services/01__Visa/__Study__Visa.html)
NOTE: Appointment times at the German consulate in Chicago can be limited, so if you will need a visa, contact IPD immediately for additional instructions.

Course Information and Selection
IPD will coordinate your enrollment in Northwestern and Humboldt University courses, based on the course selection preferences you indicate in your online Course Selection Form, due March 20:
https://jfe.qualtrics.com/form/SV_8GoyDhZwNzplz

During Session I, all students must register for German 222-SA: Introduction to German Culture, Politics and Economics and the German Language class that is appropriate to their level. Note the following:

- Students who have not taken any German should register for German 101-SA.
- Students who have completed the German 101 sequence (101-1, 2, 3)* should register for German 102-SA.
- Students who have completed the German 102 sequence (102-1, 2, 3)* or any 200-level German Language courses should register for German 205-SA.

*Students who will not complete the full sequence prior to the start of the Berlin: Global City in the Center of Europe program must contact IPD and the German Department, as they may not be able to receive course credit for language courses taken abroad.

During Session II, all students must take “Berlin in the Summer” and one content course offered in English by the Humboldt Summer University from July 20, 2015 – August 14, 2015. When this packet was published, the following content courses were available:

- The European Union between Supranational Integration and National Sovereignty
- The Production and Reception of Pop Music: How Music Labels and Media Create and Appropriate Popular Music
- Berlin and Comics - Flapper Girls, Superheroes, Fashion Victims
- European City and Regional Development Planning
- Land in the City: Green in the City
- Refugee Protection and Forced Migration
- Interreligious and Intercultural Dialogue in Germany - Reflections and Entanglements Between Jewish Studies and Migration Studies
- Introduction to International Economic Law

Refer to the Humboldt Summer University website for information about Humboldt course offerings: http://huwisu.de/courses/summer/.

Note: There is also a course offered by Humboldt titled, The Berlin Wall: Tales of Division and Unity. Since this course covers very similar material to the content covered in German 222-SA during Session I, students should choose from one of the courses listed above.

Students taking German 205-SA during Session I are also eligible to take courses through the Humboldt Language School (Sprachenzentrum) if desired. Contact IPD if this is of interest.

Program Costs & Billing
Students participating in IPD study abroad programs will be charged a program fee, which includes tuition, program-related excursions, accommodations, and HTH Worldwide Health Insurance. Refer to the enclosed student budget for expected program costs.

Invoices for summer study abroad will be issued through CAESAR on May 10, and payment is due on June 1.
Financial Aid
Summer scholarship assistance through the Office of Undergraduate Financial Aid is need-based and very limited. Current financial aid recipients attending IPD summer programs are eligible to apply for summer aid from Northwestern. However, keep in mind that Northwestern financial aid is only renewable for up to 12 quarters of enrollment. Therefore, if you are offered and accept a summer scholarship offer from the Office of Undergraduate Financial Aid, it will count as a quarter of your Northwestern financial aid eligibility.

IPD & Outside Scholarships
Students can apply for IPD Study Abroad Fellowships to help offset the cost of their summer study abroad programs. Students receiving IPD study abroad scholarships will see their awards credited to their NU invoice. In some cases, IPD funding may replace other sources of aid.

All students are encouraged to pursue outside scholarships and other sources of funding. Review the Financial Considerations page on the IPD website for more information and links to external scholarships and funding: http://www.ipd.northwestern.edu/study-abroad/financial-considerations/index.html. Note: Students receiving outside scholarships must report these awards to the Financial Aid Office.

If you have any additional questions about billing or financial aid, email Krista Buda Bethel at krista@northwestern.edu or refer to the Money Matters resource pages of the Study Abroad Guide: http://www.northwestern.edu/studyabroad/guide/money-matters/index.html

Pre-Departure Orientation
Throughout Spring Quarter, IPD will arrange some required and optional activities intended to prepare you for your study abroad experience. These events are opportunities for you to learn more about the history and culture of your program location, to meet and interact with the students participating in your program and with program alumni, to set goals for your time abroad, and to prepare yourself intellectually for the challenges of study and research abroad. Note the following:

• **Mandatory Canvas Online Course:** Watch all Study Abroad Pre-Departure Orientation videos available on Canvas; make sure to click “Mark as Reviewed” so that we have a record of your compliance with this requirement. This requirement should be completed before your in-person Pre-Departure Orientation. **Tuesday, May 19.**

• **Mandatory Pre-Departure Orientation:** **Tuesday, May 19, from 6-8pm** in Norris. This orientation will cover important information about health and safety, tips for successful study abroad, and other important details. If you cannot attend the session during this time, email Natalie at natalie.kohler@northwestern.edu to make alternative arrangements.

• **Program Orientation(s):** **Time/Date TBD.** IPD and/or the student ambassadors for this program will contact you about optional pre-departure activities.

More information about these and other opportunities will be provided, but be prepared to commit to about 10-20 hours over the course of Spring Quarter for pre-departure activities and events.

Accommodations & Roommate Preferences
Accommodations are provided as part of the program package. Students in this program will be staying in single or double rooms in the Hotel Luetzow, located in central Berlin in close proximity to the Berlin zoo. Rooms will be equipped with one or two beds, a desk, a safe, a kitchenette, microwave, bathroom, wireless Internet, and a flat screen television. If you would prefer to stay in a double room and have a roommate preference, email this to Natalie at natalie.kohler@northwestern.edu. DUE May 19.
Health & Safety Guide

NU Health Assessment Form
All students are required to complete a Pre-Departure Health Assessment, which places responsibility on students to conduct a personal health assessment, meet with a medical professional (if required), and discuss healthcare needs with one of more of the following—an IPD representative, AccessibleNU, a healthcare professional, parents, or other family members—well in advance of the program’s departure date.

Students must complete Parts A & B of the Pre-Departure Health Assessment via the Northwestern Study Abroad Application (http://www.northwestern.edu/studyabroadapp) by their program confirmation date. If required, students must submit Part C – Healthcare Provider Evaluation by uploading the completed form, signed by a physician, to the online application by the date of the Pre-Departure Orientation or no later than six weeks prior to the start date of the program.

Be sure to review the Health Section of the Study Abroad Guide: http://www.northwestern.edu/studyabroad/guide/health-and-safety/health/index.html

Study Abroad Health Insurance
Northwestern University requires all study abroad participants be covered by HTH Worldwide Health Insurance regardless of any other coverage they have from their parents or Northwestern, unless they are a citizen of the country in which they will be studying. Our policy provides comprehensive, zero deductible health insurance coverage as well as care coordination, including assistance in making doctor’s appointments or seeking emergency medical services while abroad. The policy also includes pre-departure assistance for students with pre-existing conditions that may require professional health management while abroad. For example, staff in HTH’s Global Health Unit can arrange for a variety of services including but not limited to routine blood work, counseling, or allergy injections. Email them at globalhealth@hthworldwide.com or contact Julie Anne Friend, the Director of the Office of Global Safety and Security, at Julie.friend@northwestern.edu.

IPD will purchase HTH policies on behalf of program participants, and the cost is included in your program fee. Therefore, you should not enroll yourself in HTH; IPD will enroll you for the official travel period of your program. After enrollment, you will receive an email confirmation of coverage with a link to download a PDF copy of your policy card. Be sure to download your card and familiarize yourself with the terms of your coverage before you go. Be sure to familiarize yourself with the terms of your coverage before you go. More information can be found through the Office of Risk Management: http://www.northwestern.edu/risk/insurance/study-travel-abroad-health/index.html

Should you elect to travel on your own prior to or at the end of your program, you will need to purchase additional coverage. There are dozens of companies that specialize in international medical insurance policies. You can research them on the web or you can purchase a policy similar to the NU coverage from our current provider HTH Worldwide (http://www.hthtravelinsurance.com/). On the website, you can review a variety of coverage options, make a selection, and pay with a credit card. Your policy will be emailed to you within hours. The policy most similar to NU’s coverage is the TravelGap Excursion plan. The coverage allows access to all of HTH’s web tools; provides comprehensive protection; and, depending on the medical limit selected (it can range from a medical maximum of $75,000 to $1,000,000), the deductible chosen (it can range from $0 to $400), and your age at the time of travel, costs less than $15 for the initial 10 days of travel while outside of the U.S. Remember, you will need to independently purchase this separate insurance coverage. You cannot extend the Northwestern study abroad coverage; a new policy must be obtained.

Travel Health
Even if you are not required to see a medical professional as part of the Northwestern University Health Assessment process, it is recommended that you consult a travel health professional about appropriate immunizations and
preventative health measures for your trip. NU Health Service (NUHS) is not currently offering travel health services, but you can consult the Travel Health Services page of the NUHS website for a list of local travel health professionals: [http://www.northwestern.edu/healthservice-evanston/medical-services/travel-health-services/index.html](http://www.northwestern.edu/healthservice-evanston/medical-services/travel-health-services/index.html).


### Mental and Emotional Health

Besides being personally rewarding, culturally expanding, and growth-producing, study abroad can be a stressful experience. As such, study abroad can cause students to have strong emotional reactions that can interfere with effective functioning as well as trigger and/or exacerbate mental health concerns, such as a return of symptoms or increased depression or anxiety. Please refer to the Mental Health Abroad page in the Study Abroad Guide: [http://www.northwestern.edu/studyabroad/guide/health-and-safety/health/mental-health-abroad.html](http://www.northwestern.edu/studyabroad/guide/health-and-safety/health/mental-health-abroad.html)

The state of your mental health is a personal matter and a personal responsibility, but discussing your mental health needs and readiness for study abroad with your current mental health provider or Northwestern’s Counseling and Psychological Services (CAPS) before you go abroad will help you to prepare for any mental health challenges abroad. Please also consult with your program administrators about your mental health history, so that they can help you plan ahead and discuss options available for support while abroad. Visit the CAPS website: [http://www.northwestern.edu/counseling/index.html](http://www.northwestern.edu/counseling/index.html)

### Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate. Visit STEP at: [https://step.state.gov/step/](https://step.state.gov/step/)

All IPD students must register their travel with STEP prior to departure.
Preparing for Your Experience Abroad

Most students who participate in a study abroad program do so, among other reasons, to experience and to interact with people from another culture. Engaging with your host community and culture is central to the study abroad experience and to the discoveries that you will make about yourself and your host country. But remember: the level and depth of interaction that you will have with the local culture will depend largely on your own initiative, and the process starts long before your arrival in your host country.

IPD’s specially-designed programs, such as this one, provide you with the comfort of a relatively familiar academic and social setting, since your curriculum aligns with your on-campus studies and you are living and studying with a group of your Northwestern peers. However, this structure can sometimes lead to a Northwestern “bubble” or “island” phenomenon abroad, which may pose a challenge to getting to know local people and having positive cross-cultural experiences. It is important that you make a concerted effort to cultivate relationships with students at your host institution, your homestay family (if applicable), or community members in the city where you live.

At the same time, having some knowledge about your host country will make you better equipped to interact with your local environment in a substantive and meaningful way. Having a basic understanding of the history and geography of your host country as well as social, economic, and political systems will help you build relationships with local people and better understand the cultural dynamics you will experience. Additionally, the more informed you are about the environment in which you will be living and studying, the more likely you will be to question assumptions or misconceptions you may have about the place and people, to understand and cope with differences between your expectations and the reality you experience, and to distinguish yourself from the “Ugly American” stereotype.

Academic Expectations

IPD study abroad programs provide a rigorous, interdisciplinary course of study around a program theme. As Northwestern programs, IPD study abroad experiences are designed to challenge you academically through stimulating programming and discussion, which are enhanced by field visits, cultural exploration, and other location-specific resources. You should expect to dedicate similar amounts of time and effort to your coursework and projects abroad as you would during a quarter on campus at Northwestern, but you should also approach the learning environment as an opportunity to connect in-classroom activities with out-of-classroom experiences.

Although we encourage you to take advantage of opportunities for independent travel, cultural activities, and exploring your host city and country during your free time, you are expected to participate fully in all classes and program-sponsored excursions, arrive on time to all activities, and complete all assigned work by the deadlines provided, regardless of additional activities you may wish to pursue. If you must going to be absent for a class or activity, you are expected to notify your professor and/or Program Director in advance, and you are responsible for making up any work you may miss. As a reminder, you will be receiving grades for your Northwestern classes, so the quality of your participation – as well as your written assignments – counts. If you have any questions or concerns about these expectations, contact Karey Fuhs, Associate Director for IPD Study Abroad, at k-fuhs@northwestern.edu.

Make a Plan to Know Before You Go

Take some time before you depart to set specific goals for yourself while you are abroad and plan how you might accomplish them. Begin by researching the basic history of your host country and/or city, as well as local politics and government, language, religion, holidays, traditional art and music, the economic system, customs and traditions, gender roles, recent hot topics and controversies, etc. Besides basic Internet searches, consider watching a movie from or about your host country (there are many in the IPD library), reading a novel or non-fiction work about the place you are visiting (also available in the IPD library), reading articles from local newspapers online, and buying a travel guide that points out the major sights and attractions in the area where you will be living. Students participating in global health programs abroad may wish to consult the World Health Organization (WHO) country guides or review other health-related publications specific to their host country. Contact the IPD Ambassadors for your program and other returnees and start asking questions.
IPD will provide some resources and suggestions in your Pre-Departure Orientation Guide (distributed shortly before your Pre-Departure Orientation) and on the Google Site for your program. However, you should focus on topics that are of interest to you and aim to find information from a variety of sources, mediums, and viewpoints. Start by reviewing the links in the **Resources** section.
Resources

Contacts
International Program Development
ipd@northwestern.edu
Tel: +1-847-467-6953
http://www.ipd.northwestern.edu/

Catrina DeBord, Program Coordinator, IPD Study Abroad
*Contact Catrina if you have questions about your program, academics, preparing for study abroad, health and safety, or other matters.
catrina.debord@northwestern.edu

Natalie Kohler, Program Assistant, IPD Study Abroad
*Contact Natalie if you have questions about forms or requirements, and submit all materials to her.
natalie.kohler@northwestern.edu

Study Abroad Office
studyabroad@northwestern.edu
http://www.northwestern.edu/studyabroad/
Tel: +1-847-467-6400

Program Information
• Berlin: Global City in the Center of Europe Program Page:
  http://www.ipd.northwestern.edu/study-abroad/explore/europe/berlin-global-city.html
• IPD Program Pre-Departure Information Page:
  http://www.ipd.northwestern.edu/study-abroad/pre-departure/index.html
• NU in Berlin Blog: http://blog.ipd.northwestern.edu/contemporaryberlin/
• IPD Program Ambassadors for Berlin:
  http://www.ipd.northwestern.edu/study-abroad/student-voices/ambassadors/germany.html
• Study Abroad Guide:
  http://www.northwestern.edu/studyabroad/guide/index.html
• Study Abroad Office: Student Voices (including a password-protected area to access returnee information):
  http://www.northwestern.edu/studyabroad/student-voices/index.html
• Study Abroad Office: Learn About Your Destination:
  http://www.northwestern.edu/studyabroad/outbound-students/learn-about-your-destination.html
• Study Abroad Office: Life in a Foreign Culture:
  http://www.northwestern.edu/studyabroad/outbound-students/life-in-a-foreign-culture-tips-for-cultural-adjustment-while-abroad.html

Country & Traveler Information
• US Department of State Country Guide for Germany:
  http://travel.state.gov/content/passports/english/country/germany.html
• CDC Travelers’ Health Germany:
## FEES CHARGED BY NORTHWESTERN

### PROGRAM FEE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Tuition:</strong> $6,110</td>
<td></td>
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<tr>
<td>The tuition fee covers all program expenses, including:</td>
<td></td>
</tr>
<tr>
<td>• lectures and instruction for two NU courses and two Humboldt University courses</td>
<td></td>
</tr>
<tr>
<td>• field visits and excursions in/around Berlin (including all related travel costs)</td>
<td>$7,800</td>
</tr>
<tr>
<td><strong>Housing:</strong> $1,600</td>
<td></td>
</tr>
<tr>
<td>The housing fee covers:</td>
<td></td>
</tr>
<tr>
<td>• lodging at a Berlin hotel</td>
<td></td>
</tr>
<tr>
<td>• some breakfasts</td>
<td></td>
</tr>
<tr>
<td>• accommodations in guest houses during the excursion to Weimar</td>
<td></td>
</tr>
<tr>
<td>Students are responsible for covering the costs of lunches, dinners, and weekend meals.</td>
<td></td>
</tr>
<tr>
<td><strong>HTH Worldwide Health Insurance:</strong> $90</td>
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### STUDY ABROAD ADMINISTRATIVE FEE

Students participating in this program must pay the Northwestern University Study Abroad Administrative Fee. $875

### TOTAL FEES CHARGED BY NORTHWESTERN

$8,675

## ESTIMATED ADDITIONAL COSTS

### International Airfare

Students are responsible for making arrangements to fly round-trip to Berlin, Germany, on the dates provided. Cost estimates are based upon travel from Chicago. International airfares vary greatly based on the point of departure, carrier, and type of ticket purchased as well as volatility of airline industry pricing. Students may choose to take advantage of frequent flyer or other airline awards available to them, which could significantly lower their travel costs. $1,600

### Books & Supplies

$100

### Discretionary Expenses

Personal expenses vary based on individual spending habits and budgets. Discretionary expenses represent an average of the amounts reported by previous students and include meals, non-program transportation, moderate personal travel, and other incidentals. Students who plan to do significant amount of personal travel (e.g., 2+ trips outside of Berlin) should estimate an additional $500-$1,000. $2,400

### TOTAL ESTIMATED ADDITIONAL COSTS

$4,100

### TOTAL STUDENT BUDGET

(Fees + Estimated Additional Costs) $12,775

For more information about billing, finances, and financial aid for study abroad, please refer to the Money Matters resource page of the Study Abroad Office website or contact Krista Buda Bethel (krista@northwestern.edu) in the Financial Aid Office. Also refer to the Withdrawal Policies for Northwestern-Sponsored Programs for information about refunds in the case of withdrawal or dismissal.
NORTHWESTERN UNIVERSITY STUDENT
STUDY ABROAD PROGRAM CONFIRMATION FORM

All Northwestern students who have been approved to study abroad must complete and submit this form to indicate the program in which they intend to participate or to withdraw from study abroad. This form must be submitted in hard copy to your program office by your program confirmation deadline.

Today’s Date ____________________

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>NU Student ID Number</th>
</tr>
</thead>
</table>

TO CONFIRM YOUR INTENT TO STUDY ABROAD:

I. Program Confirmation
Below please provide the title of the program in which you intend to participate and your intended term. List your program’s title as it appears in your Northwestern Study Abroad Application.

- If you are enrolling in a specific concentration or track, please list that as well.
- If you are waiting to hear about acceptance from your program(s), please fill out this form as if you will attend your preferred program and submit by your program confirmation deadline. Notify your Study Abroad Adviser if your plans change after signing and submitting this form.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Term (Quarter/Year)</th>
</tr>
</thead>
</table>

II. Student Statement & Signature
By signing below, I indicate my understanding of the following policies and requirements, which are outlined in the Student Agreement that I signed as part of my approved Northwestern Study Abroad Application:

- If I withdraw from a Northwestern-Sponsored program during the academic year or summer after signing and submitting this Program Confirmation Form, I will be charged a **minimum $1,000 cancellation fee**, and any refunds will be made according to the [Withdrawal Policies for Northwestern-Sponsored Programs](#).
- If I withdraw from any other program (i.e., affiliated, approved unaffiliated, or Non-NU Summer), I am bound by the billing, withdrawal, and refund policies of the program provider and/or host institution. Any refunds of program fees and any applicable deposits will be made according to the policies of the program.
- I have read, understand, and agree to comply with Northwestern and program-specific rules, requirements and regulations pertaining to the program in which I plan to participate
- I will submit all required pre-departure materials and complete all pre-departure requirements.

Student signature: ____________________________________________ Date: __________________

TO WITHDRAW FROM STUDY ABROAD:

I am withdrawing my Northwestern Study Abroad Application for the following reason(s). Check all that apply.

- [ ] Academic Reasons
- [ ] Financial Reasons
- [ ] Extracurricular Commitments
- [ ] Health or Safety Concerns
- [ ] Personal or Family Reasons
- [ ] Other (please describe below):

Student signature: ____________________________________________ Date: __________________

Please submit this form, in person and by your deadline, to the appropriate study abroad office:

- Global Engagement Studies Institute | 601 University Place, Suite 8 | 847-467-0844 | gesi@northwestern.edu
- IPD | 1800 Sherman Avenue, Suite 4-700 | 847-467-6953 | ipd@northwestern.edu
- Study Abroad Office | 629 Colfax Street | 847-467-6410 | studyabroad@northwestern.edu