

# LIMITED POWER OF ATTORNEY FOR STUDY ABROAD FREQUENTLY ASKED QUESTIONS

## **1. Do I need a Power of Attorney while I am studying abroad?**

The NanoJapan Program recommends that all students studying abroad select a person to take care of their financial affairs while they are out of the country. This is done by assigning a Power of Attorney. Some instances when a Power of Attorney may be necessary are:

- a. to receive checks made payable to you for educational expenses
- b. to sign and deposit checks made payable to you
- c. to handle issues related to your financial assistance
- d. to access information in your student account and/or financial assistance files
- e. to process banking transactions
- f. to process insurance transactions
- g. to pay bills

## **2. What are the steps to assigning a Power of Attorney?**

Assigning Power of Attorney is a legal process that involves the drafting of a document which assigns another person to act as your legal representative in specific situations. To arrange a Power of Attorney fill out the attached form and then have your signature notarized.

Note: the Power of Attorney document must be signed by you in the presence of a Notary Public.

## **3. What is a Notary Public?**

A Notary Public is a person who has been designated by the government to confirm that a document is legal. Most banks and post offices provide this service. You can find a Notary Public near you in the Yellow Pages. Check with your university Cashier's or Registrar's office as there may be someone on staff who could also serve as your notary public.

## **4. Who should I ask to be my Power of Attorney?**

You should select a person you consider trustworthy to make decisions in your best interests and sign on your behalf. Most students select a parent, significant other, or long-term friend. A casual acquaintance is **NOT** recommended. University or NanoJapan program staff may not act on your behalf. Always ask the individual before appointing them as your Power of Attorney.

## **5. For what period of time should I have a Power of Attorney?**

If you plan to travel prior to and/or after your study abroad experience, the Power of Attorney should include the entire time you plan to be away.

## **6. How far in advance should I begin arranging for Power of Attorney?**

You should take care of arranging your Power of Attorney well in advance of your departure. Give the completed and notarized original document to your Power of Attorney and keep a photocopy for yourself.

**LIMITED POWER OF ATTORNEY**

I,  SSN:

permanently residing at:  (street address) (city) (state) (zip)

certify that I am studying outside the United States and do hereby make, constitute (permanent tel. #)

and appoint:  (designee's full legal name)

residing at:  (street address) (city) (state) (zip)

(home tel. #)  (daytime tel. #)

my true and lawful attorney for me and

in my name, place and stead, and for my use and benefit to act as my legal representative during my participation in study abroad. The hereby designated Power of Attorney is authorized to (circle yes or no as applicable for all items):

- Yes  No  receive checks made payable to me for educational expenses
- Yes  No  sign and deposit checks made payable to me
- Yes  No  handle issues related to my financial assistance
- Yes  No  access information in my student account and/or financial assistance files
- Yes  No  process banking transactions on my behalf
- Yes  No  process insurance transactions on my behalf
- Yes  No  pay bills on my behalf
- Yes  No  Other:

This Power of Attorney terminates on:  (mm/dd/yy)

IN WITNESS THEREOF, I have hereunto set my hand and seal on  (mm/dd/yy)

**SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Notary Officer: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Public Notary Officer: \_\_\_\_\_ Date \_\_\_\_\_

This instrument was acknowledged before me on  (mm/dd/yy)