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Request for Academic Approval to Study Abroad - Instructions

Before we can register you at SCSU for your study abroad program, the enclosed *Academic Approval to Study Abroad* form must be completed and returned to the Center for International Studies. This form certifies that your advisor/department is aware of, and approves your decision to study abroad and transfer credit back to your home institution. It also assures you that if you successfully complete the courses listed on the form, you will receive credit towards your degree program. Approval by the Dean's office may be requested if the advisor or department has questions regarding approval of courses. **Courses not pre-approved by your advisor can not be guaranteed for credit.**

Remember: It is your responsibility to inform your advisor of any changes in your course schedule while you are abroad and receive approval for new courses. Please copy the CIS Office in this correspondence.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND SUBMIT THE COMPLETED FORM TO THE CENTER FOR INTERNATIONAL STUDIES PRIOR TO PRE-DEPARTURE ORIENTATION.

1. **Fill out the information requested in the top part of the form.** Please type or print clearly. Be sure to indicate whether your study abroad program is sponsored by SCSU or another institution.
2. **Before meeting with your advisor:** Use the available resources in the Center for International Studies (catalogs, course lists, website, etc.) to compile a list of courses you would be interested in taking while abroad. Try to list more courses than you would be able to complete during your term abroad to ensure maximum flexibility. **Bring copies of course descriptions to show your advisor.**
3. **Meet with your academic advisor** (if you have a double major or minor, meet with both advisors) and discuss your study abroad program and the course choices you have made. Working with your advisor(s), complete the course list section of the form, being sure to indicate how the course will apply to your degree program. List the SCSU equivalence where relevant. Feel free to make additional copies of the form if more space is needed. **Your advisor(s) will sign and date the form and should make a copy to put in your academic file.**
4. A signature from the department chair is necessary **ONLY** when the courses selected will apply to your major or minor program.
5. Once the form is completed and you have obtained all required signatures, **return the original form to the Center for International Studies.** The Center staff will then register you for the appropriate courses for your study abroad program following pre-departure orientation.
6. Students wishing to apply for financial aid for their study abroad program must submit a copy of the completed approval form to the Center for International Studies in order for aid to be processed.

To Academic Advisors:

The course list provided by the student, on the reverse side of this form, constitutes a *proposed* course of study based on the best information available at the time of completion. Signing this form constitutes an agreement between the student and his/her academic advisor or major/minor sponsoring department that the courses listed will, upon successful completion, be applied to the student's degree program in the manner specified for each course.

Advisors should be aware that students are likely to change some or all of their courses after arrival at their host institution, when actual course availability and scheduling will be known. It is the student's responsibility to contact his/her advisor to seek approval for any courses not listed on the reverse. Failure to seek approval for a given course or courses does not disqualify the student from receiving credit, but the application of that credit to the student's degree program cannot be guaranteed.

For SCSU students on non-SCSU programs or students from other institutions only: *The transcribing institution for this program is recognized as a degree-granting institution of higher education and the credit earned on this program will be accepted for transfer to the student's home university (see reverse).*

Officers from institutions other than SCSU: Transcripts will be issued by St. Cloud State University.

Thank you very much for your assistance and cooperation with this process. Your participation helps to assure the educational quality and relevance of the student's study abroad experience. If you should have any questions or concerns about this process, please feel free to contact us.

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