

This form needs to be completed and submitted to the Director of International Education by February 15 for study abroad during the following summer or Fall/Spring semesters. This form does not constitute registration. It is for informational purposes only.

Name: _____ Student /SSN#: _____

Class Year in School: ___ FR ___ SO ___ JR ___ SR Expected Graduation Date: _____

Major(s): _____

Faculty Advisor(s): _____

Semester you plan to be abroad: ___ Fall ___ Spring Year: _____

Exact Dates of Study Abroad: _____

Student Signature: _____ Date: _____

Dean of Faculty 's Signature: _____ Date: _____

You MUST select one option:

___ **Option 1:** I will remain a registered student of Emory & Henry College and am participating in an E&H sponsored (or co-sponsored) program.

___ **Option 2:** I will remain a registered student of Emory & Henry College and will participate in the study abroad program as a visiting student. I have verified that a partnership agreement exists between the sponsoring college or organization and Emory & Henry College.

___ **Option 3:** I am requesting a **Leave of Absence** from Emory & Henry College and will be an enrolled student at another US institution _____. I understand that I will not be eligible for financial aid from Emory & Henry College as I will not be an enrolled student. I plan to transfer coursework from the other institution upon completion to Emory & Henry College.

In all the above situations, students must complete an "Approval of Transfer Credit" form available on the Registrar's website and in the CSA office. The form must be on file prior to participating in your study abroad program.

___ **YES, I have completed the "Approval of Transfer Credit" form and filed it with the Registrar.**

___ **NO, I have not completed the "Approval of Transfer Credit" form but am aware of the need to do so.**

___ **Option 4:** I am requesting a **Leave of Absence** from Emory & Henry College and will be independently enrolled in an institution outside the US. I understand that credit for any coursework taken will have to be evaluated by an approved international transcript evaluator at my own expense. Acceptance of transfer work is not guaranteed.

How may we contact you while you are away from campus? _____

Have you talked with your faculty advisor to determine a plan for pre-registration for the following semester?

___ Yes ___ No (It is your responsibility to stay in contact with your advisor(s) while out of the country.)

Our office will notify the following offices of your intent to study abroad.

___ Faculty Advisor ___ Student Life /Dean of Students ___ Dean of Faculty

___ Financial Aid ___ Food Service

___ Registrar ___ Student Accounts ___ Copy for student