

## Study Abroad Academic Approval Form: *Approval Signatures*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major and College: \_\_\_\_\_

Secondary Major/Minor and College: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Program: \_\_\_\_\_ Country: \_\_\_\_\_

Program Start/End Date: \_\_\_\_\_ to \_\_\_\_\_

Please use this form to plan how your experience abroad will work toward your K-State degree. Meet with your academic advisor to determine how each class will count toward your program of study or as general credits toward your degree. You may change your classes while you are abroad. In this case, you must communicate with your academic advisor about your revised study plan.

You must return the original form to the Study Abroad Office in the Office of International Programs, 304 Fairchild Hall, prior to studying abroad. If you will receive financial aid, bring a copy of this form to the Office of Student Financial Assistance. If you have questions, call the Office of International Programs at (785) 532-5990.

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### PLEASE COMPLETE THIS FORM ONLY WITH YOUR SPECIFIC ACADEMIC DEPARTMENT

**If you would like study abroad credit to go towards an academic minor, in a department other than your major, please contact the advisor for your minor field of study.**

I approve the student's study plan. The course offerings on the second part of the form will apply to the student's program of study in the manner outlined.

Academic Advisor Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean/Department Head's Approval** (Students in the Colleges of Agriculture require both; Business and Engineering require either/or)

Dean Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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### Student Acknowledgement

I understand that it is my responsibility to make sure the credit hours I earn at the host institution will transfer to Kansas State University. I agree to ensure that my transcript is sent from the host institution to the Study Abroad Office at Kansas State University within 60 days of my return to Kansas State University.

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

## Study Abroad Academic Approval Form: *Course Registration Chart*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Note:** Credit is not officially approved until you have completed your classes and your transcript is sent to the Study Abroad Office.

**Note:** Studying abroad helps you meet K-State 8 requirements or UGE requirements, as well as apply credit towards your area(s) of study (3-6 credits meets 3 UGE credits at the 300 level; 7+ credits meets 6 UGE credits at the 300 level).

Courses from Host Campus			Application to K-State Academic Record				
Host Department	Course Number	Title	Credits/Hours	How does this class apply to K-State academic record? (major/minor requirement? Major/minor elective? College requirement? General elective?)*	# of KSU credit hours	K-State equivalent (if already approved)	Department signature (if required)
<i>Example: History Major</i>	HIS 441	History of China to 1600	1 unit/45 hrs	Major requirement (300+ Non-Western Civ)	3		Signature needed for class in major
<i>Example: Language Study Abroad</i>				Foreign Language Credit (do not list all language classes that you expect to take)	12	Determined upon return to KSU	Language study never requires Modern Lang. Dept. signature
PLEASE COMPLETE ONE ACADEMIC APPROVAL FORM FOR EVERY FULL SUMMER OR SEMESTER TERM ABROAD							